

Dear Parent/Guardian:

In order for all schools in the Lower Township Elementary School District to operate effectively and to ensure that your child receives the best possible educational experience, certain rules, procedures and policies have been established and must be followed. The Student-Parent Handbook is designed to provide you with important information, which you are strongly encouraged to review and discuss with your child. We recommend that you keep the handbook and refer to it when needed.

You will find the 2008 – 2009 school calendar on the pages 4 and 5. For your convenience, the calendar contains school closings, early dismissals and various other important dates throughout the year that you need to know. In our ongoing effort to strengthen communications between the schools and families, every child will be receiving a *Thursday Communication Folder*, designed to hold important papers and information. Watch for the folder to come home with your child every Thursday throughout the year.

Although all of the information in the Student-Parent Handbook is important, several topics are highlighted for easy reference. For example, our Emergency Housing Plan is outlined on page 7. Please review the plan and discuss it with your child in order to avoid panic should an emergency arise.

To assist working parents/guardians, a day care program is available before and following the school day for a nominal fee. The program is available from 7:00 a.m. until 5:45 p.m. and is further explained on page 31.

Social skills and appropriate student behavior continue to be a focus in the Lower Township Elementary School District. Working in partnership with parents/guardians, we will continue to teach students the behaviors and skills that support social success in school and throughout life. Please read the Student Code of Conduct on pages 16-20 and our Bullying Policy on pages 52-54 and review it with your child. Your cooperation and support in this area continue to be welcomed and appreciated. Also please indicate your choice for your child to attend field trips and be photographed.

Finally, after reading the contents of the handbook and discussing the Behavior Code with your child, please sign the Student-Parent Handbook Contract Agreement form on the last page and have your child return it to school.

The information contained in this handbook is also available on our district website at <http://lowertwpschools.com>. At this site you will find many useful resources, including curricular support and homework help links; calendars, meeting notices, and special events; information regarding our district and available services; and links to state and federal resources.

It is my sincere hope that the 2008 – 2009 school year will be a most rewarding experience for you, your child and everyone in our educational community.

Sincerely,
Joseph Cirrinicione
Superintendent

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2008 – 2009 SCHOOL CALENDAR

SEPTEMBER

- 2 SCHOOLS REOPEN – REGULAR SCHEDULE
- 8 BACK-TO-SCHOOL NIGHT – MEMORIAL
- 9 BACK-TO-SCHOOL NIGHT – MITNICK
- 10 BACK-TO-SCHOOL NIGHT – MAUD
- 11 BACK-TO-SCHOOL NIGHT – SANDMAN

OCTOBER

- 9 MID-TERMS ISSUED
- 10 INSERVICE DAY – SCHOOLS CLOSED
- 13 COLUMBUS DAY – SCHOOLS CLOSED

NOVEMBER

- 5 END OF FIRST MARKING PERIOD
- 6 & 7 NJEA CONVENTION/VETERANS DAY – SCHOOLS CLOSED
- 17 – 21 CONFERENCES – ALL SCHOOLS – EARLY DISMISSAL
- 26 THANKSGIVING RECESS BEGINS – EARLY DISMISSAL
- 27 & 28 THANKSGIVING RECESS – SCHOOLS CLOSED

DECEMBER

- 18 MID-TERMS ISSUED
- 23 WINTER BREAK BEGINS – EARLY DISMISSAL
- 24 – 31 WINTER BREAK – SCHOOLS CLOSED

JANUARY

- 1 & 2 WINTER BREAK – SCHOOLS CLOSED
- 5 SCHOOLS REOPEN
- 19 MARTIN LUTHER KING, JR. DAY – SCHOOLS CLOSED
- 23 END OF SECOND MARKING PERIOD

FEBRUARY

- 5 REPORT CARDS ISSUED
- 13 & 16 PRESIDENTS' DAYS – SCHOOLS CLOSED
- 26 MID-TERMS ISSUED

MARCH

- 20 END OF THIRD MARKING PERIOD

APRIL

- 2 REPORT CARDS ISSUED
- 6 – 8 OPTIONAL CONFERENCES – ALL SCHOOLS – EARLY DISMISSAL
- 9 SPRING BREAK BEGINS – EARLY DISMISSAL
- 10 – 17 SPRING BREAK – SCHOOLS CLOSED
- 20 SCHOOLS REOPEN

MAY

- 4 – 7 NJASK GRADE 3 STATE ASSESSMENTS
- 4 – 8 NJASK GRADE 4 STATE ASSESSMENTS
- 7 MID-TERMS ISSUED
- 11 – 14 NJASK GRADE 5 STATE ASSESSMENTS
- 11 – 14 NJASK GRADE 6 STATE ASSESSMENTS
- 25 MEMORIAL DAY – SCHOOLS CLOSED

JUNE

- 12 LAST DAY FOR STUDENTS; REPORT CARDS ISSUED

SCHOOL CALENDAR - 2008 - 09

<u>September</u>						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

<u>February</u>						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

<u>October</u>						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<u>March</u>						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<u>November</u>						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

<u>April</u>						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

<u>December</u>						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>May</u>						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<u>January</u>						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<u>June</u>						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	*12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

*NOTE: Snow Days will be added in June to make up 180 days as required by State Law.

☐ = SCHOOLS CLOSED / = EARLY DISMISSAL

SCHOOL DAY

REGULAR SCHOOL SCHEDULE

Charles W. Sandman Consolidated School	7:55 - 1:55
Maud Abrams School	8:25 - 2:25
Carl T. Mitnick School	9:00 - 3:00
David C. Douglass Veterans Memorial School	
Kindergarten	9:30 - 3:30
A.M. Pre-School and Pre-School Disabled	9:30 - 12:00
P.M. Pre-School and Pre-School Disabled	1:00 - 3:30

EARLY DISMISSAL SCHEDULE

Charles W. Sandman Consolidated School	7:55 - 12:35
Maud Abrams School	8:25 - 1:05
Carl T. Mitnick School	9:00 - 1:40
David C. Douglass Veterans Memorial School	
Kindergarten	9:30 - 2:10
A.M. Pre-School and Pre-School Disabled	9:30 - 11:30
P.M. Pre-School and Pre-School Disabled	12:00 - 2:10

DELAYED OPENING SCHEDULE

Charles W. Sandman Consolidated School	8:55 - 1:55
Maud Abrams School	9:25 - 2:25
Carl T. Mitnick School	10:00 - 3:00
David C. Douglass Veterans Memorial School	
Kindergarten	10:30 - 3:30
A.M. Pre-School and Pre-School Disabled	10:30 - 12:30
P.M. Pre-School and Pre-School Disabled	1:00 - 3:30

EMERGENCY CLOSINGS

The district will be utilizing several resources to alert you to emergency changes in your child's school day. The Emergency Calling System will be prepared using the telephone contact information you have provided to your child's school; therefore it is essential that you keep these numbers updated. During inclement weather, our "official notification" of emergency closings/late openings will be announced over the following radio stations and TV channels by 7:30 A.M. Please be sure to check these resources to insure that you are advised of changes in the school day.

Radio Stations: WILW 94.3 FM, WCMC 1230 AM, KYW 1060 AM, WZXL 100.7 FM

TV Channels 3, 6, 10, and 40

Web Sites:

- NBC Channel 40 – NBC40.net
- NBC Channel 10 – NBC10.com/weather
- KYW Channel 3 – KYW.com/schoolclosings (Enter School Code #4109)
- WPVI Channel 6 – WPVI.com (Open the yellow icon for School Closings)

PLEASE NOTE: You will also receive a telephone call through our automated phone call system, to the phone number you provided, announcing “if” there is a change in the school schedule. **However, do not depend on this call as the primary notification.** When in doubt, check with TV and Radio stations listed above.

Links to the TV postings are available on our district website www.lowertwpschools.com for Emergency Information. Clicking the Channel Link will provide you with an immediate update. Please be advised that in some situations (i.e., snow in the morning) the designated radio stations will announce by 7:30 A.M. either that the Lower Township Elementary Schools will be on a late opening schedule, early dismissal schedule, or closed for the day". Please refer to the schedule announced. Also, please be advised if inclement weather (i.e., snowstorms, extreme heat, tropical storms, etc.) develops while school is in session, early school closings may be necessary. After reading this, please develop a plan with your child to avoid panic in an emergency situation (i.e., should you not be home, direct your child to go to a trusted neighbor's home or to go home and call you at work immediately). Please do not call the school. If you do not hear an announcement regarding the "Lower Township Elementary Schools", then all schools will be in session as usual.

EMERGENCY HOUSING PLAN

Should one or all of our schools need to close due to a heating/power failure or any other unforeseen emergency situation, the following emergency housing plans will be in effect:

- If only one school needs to close because of an emergency, the remaining schools would house those students and the instructional program would continue until that school's regular dismissal time and Day Care would operate according to the regular schedule. Consequently, students would not be sent home early.
- If more than one school needs to close simultaneously, students in Mitnick, Maud Abrams and Sandman would be housed at St. John of God Church and Hall. The Memorial students would be housed in the Lower Township Library. In this situation, students would be sent home early. Day Care students would remain at the remote housing site until parents pick them up. Every attempt will be made to call all parents through our Phone Chain, to alert you of any change in student dismissal times before students are sent home.

You are advised to discuss and develop a plan with your child to avoid panic in any emergency situation (e.g., should you not be home, direct your child to go to a trusted neighbor's home or to go home and call you at work immediately).

PLEASE NOTE: Our official notification will continue to be the TV and radio stations listed above.

CHARLES W. SANDMAN CONSOLIDATED SCHOOL

Denise LaBov, Principal

Debra Falck, Secretary to the Principal
Patricia Healy-Tomlinson, School Secretary

TEACHERS

GRADE 5

Sharon Buehler-McGinn
Theresa Costello
Barbara Hart
Anissa Holden
Deborah LeGates
Francie O'Neill
Allyson O'Shea
Helen Vile
John Ward
Kim Whittington

SPECIAL EDUCATION

Denise Arenberg
Roseann Dotts – Self-Contained
Dorothy Ingalsby
Karen Kurtz
Judy Nuss
Jeanne Oetting
Alison Paras
Annika Tostevin
Kathleen Trimble
Brian Wilson – Self-Contained

SPECIAL AREAS

Mark Weber-Instrumental Music
Karen Tangney-String Music
David Dunlap-Vocal Music Ed.
Jill Cucci-Smith-Art Education
Jeffrey Robinson-Physical Education
Heather Sekela-Library Ed.
Theodore Cawley-Computer Ed.

GRADE 6

Marylynn Danze
Glenn Donahue
Doreen Gantz
Frances Grace
Madeleine Morris
Linda Peoples
Heather Robinson
Robert Sangillo
Lila Shillingford
Ann Marie Skerry
Jonathan Vile

BSIP

Linda Callahan
John Edwards
Diane Hooyman

NURSE

Christina Isenhardt

GUIDANCE

Margaret Ludgate

SPEECH

Jacalyn Matkowski

CASE MANAGER

Andrea Curran
Jeffrey Kelly, Ed. D.

MAUD ABRAMS SCHOOL

Barbara Dalrymple, Principal

Theresa Einhaus, Secretary to the Principal

Terry Coover, School Secretary

TEACHERS

GRADE 3

Robert Ackroyd
Dorothy Bratis
David Bur
Mary Hickman
Nancy Iapalucci
Teresa Morris
Eileen Oleksiak
Matthew Reidenbach
Christopher Shivers
Janet Sweeten
Teresa Vance

SPECIAL EDUCATION

Kevin Coombs – Self Contained
Judy DeBrosse
Christina Grenaro
Lynn Jenkins
Karen McCool
Sabina Muller
Jenna Rambo
Diana Sweeney – Self-Contained
Joyce Wirpsza

SPECIAL AREAS

John Levai-Vocal Music Ed.
Sharon Coslop-Art Education
Kristine Kelly-Physical Ed.
Norma Shropshire-Library Ed.
Karen Smith-Computer Ed.

GUIDANCE

Margaret Desmond

GRADE 4

Bonnie Berkey
Tara DeCamillo
Lynette Ferrante
Pamela Levin
Patricia O'Shea
Greta Pacevich
Cynthia Rosenberg
Jessica Smith
Margaret Swanson
Sydney Weeks
Gregory Young

BSIP

Miken Johns
Linda Machamer
Kathleen Shivers

NURSE

Virginia Gowen

SPEECH

Mary Ellen Reed

CASE MANAGER

Barbara McInerney

CARL T. MITNICK SCHOOL

Sherry Bosch, Principal

Peggy Cole, Secretary to the Principal

Linda Parson, School Secretary

TEACHERS

GRADE 1

Janet Baxter
Diane Carson
Sharon Hickok
Heather Hueber
Erine Lloyd
Jennifer Masterson
Erica O'Neill/Lindsay Jenkins
Leanne Scheff
Dawn Skomsky
Darleen Tester/Dana Kelly
Margaret Wunder

SPECIAL EDUCATION

Jacqueline Buckman – Self-Contained
Jeanette Hamer
Gena Johnson/Amanda Cardaci
Heather Kennedy – Self-Contained
Carol Wade

SPECIAL AREAS

Jennifer Camillo -Vocal Music Ed.
Roberta Cripps - Art Education
Kimberly Bingham - Physical Ed.
Barbara White - Library Ed.
Sharon Spriggs - Computer Ed.

GUIDANCE

Sheryl Boyle

GRADE 2

Justine Franklin
Holly Golden
Rebecca Jackson
Susan Kornacki
Linda Martin
Diane Martino
Ashley Neville
Samantha Osmundsen
Patricia Parson
Lynne Richman

BSIP

Cari Bonner
Mary Israelow
Kathy Kobik
Patricia McDevitt
Steven Scheff

NURSE

Susan Godfrey

SPEECH

Kathleen Crilley

ESL

Robin Rittweger

CASE MANAGER

Gisele Misieczko

DAVID C. DOUGLASS VETERANS MEMORIAL

Dr. Shelleymarie Magan, Principal

Beverly Jordan, Secretary to the Principal

Debra Jacob, School Secretary

TEACHERS

KINDERGARTEN

Melissa Berger
Jessica Breuss
Mildred Card
Christine Collins
Jane Koury
Laurie Long
Christina Lunde
Sharon Matteucci
Peter Munsick
Laura Noey
Chrystie Onorato
Stacey Salerno
Kelly Sanzo

SPECIAL EDUCATION

Suzy Boyer
Megan Brannan – Self-Contained
Sandra Flannelly – Self-Contained
Victoria France
Lori Hollenback
Rachel Szotak

SPECIAL AREAS

Kimberly Bingham - Physical Ed.
Jeffrey Robinson- Physical Ed.
Roberta Cripps - Art Ed.
David Dunlap - Vocal Music Ed.
Jennifer Camillo - Vocal Music Ed.
Kristine Kelly - Physical Ed.
John Levai - Vocal Music Ed.
Joan Whelan - Library Ed.

PRESCHOOL

Barbara Bur
Susan Campbell
Joanne Spiewak
Robin Tsosie
Rachelle Voumard
Lillian Wing

BSIP

Deborah Brown
Karen Weinberg

NURSE

Michelle Obst

SPEECH

Debra Schellinger
Susan Temple

GUIDANCE

Julia Sangillo

CASE MANAGER

Dawn Hinker

MAINTENANCE

Fred Fala, Supervisor of Buildings and Grounds

Patricia Ackroyd, Secretary

John Champion
Louis Cole
Kevin Crookston
Colleen Cubernot
Bridget Donati
Ginny Effen
Herman Frame
Jerry Gau
Jerry Hilvert
Anne LaBrenz
Ruth Lowry
Frank Markley

Rose McCullum
Ronald McPherson
Mark Paget
Wilfredo Payad
David Robinson
Margie Sovani
Robert Thompson
Barbara Ulmer
Nancy Watson
Donna Williamson
Christina Witkowsky

Joseph Sovani, Head Evening Custodian

FOOD SERVICE

Robert Morris, Food Service Supervisor

Karen Allen, Secretary

Patricia Boyle
Kathleen Brooks
Fiorella Carroll
Maryann Cremin
Christine Halbruner
Susan Horn

Emilia Helwig
Maria Hoff
Alison Mellina
Sally Pavese
Kathy Springer
Jacalyn Sullivan
George Wunder

TRANSPORTATION

Martha Polillo, Transportation Supervisor

Kelly Hewitt, Secretary

Maureen Bingham
Robert Davis
Joel Dilworth
Catherine Donaghy
Sondra Gittle
Heather Grey
Ann Harkin
Marion Hubbard
Christina Kelly

Susan McCullough
Catherine McQuilling
Jessica Menzano
Carol Paget
Charles Raday
Joanne Smith
Deborah Stankiewicz
Sherry Polpe

Daniel Gilliam, Mechanic
Ryan Adams, Mechanic's Helper

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT TELEPHONE DIRECTORY

Board/Superintendent's Office	884-9400
Sandman Consolidated School – Office	884-9410
Sandman Consolidated School – Nurse	884-9411
Sandman Consolidated School – Guidance	884-9475
Maud Abrams School – Office	884-9420
Maud Abrams School – Nurse	898-9497
Maud Abrams School – Guidance	884-9434
Carl T. Mitnick School – Office	884-9470
Carl T. Mitnick School – Nurse	898-9487
Carl T. Mitnick School – Guidance	898-9489
Memorial School – Office	884-9430
Memorial School – Nurse	884-9433
Memorial School – Guidance	898-9024
Buildings and Grounds Supervisor	884-9445
Child Study Team	884-9440
Educational Programs Director	898-9022
Food Services Supervisor	884-9414
Transportation Supervisor	884-9444
Day Care Program	898-9008

PTA

The Lower Township Elementary School District has a very active PTA. Meetings are held at the beginning of each month on alternating evenings. They are held at the Carl T. Mitnick School. Meeting dates will appear on the monthly calendars, the district website, and reminder notices will also be sent home prior to meetings. In addition to our meetings, we try to present programs about topics which in some way affect our children, and sponsor programs which promote family interaction.

The main objectives of our association are to promote the welfare of our children; to assist in creating a closer relationship between the home and the school so that parents and teachers can cooperate intelligently in the education of our children; and to develop between educators and the general public such efforts as will secure for our children the greatest advantages our educational system can provide.

We need the support of ALL our parents and teachers if we are to achieve these goals. Your input and cooperation are vital to us. We look forward to an exciting year and hope to see you often at PTA meetings and functions.

Thank You

The Parent Teachers Association of Lower Township Elementary Schools
Rosie Price, President

STUDENT DRESS CODE (Policy #5132)

The Board of Education believes that certain standards of appearance are necessary to create and maintain a suitable environment for learning. Therefore, student dress to school and school functions shall be neat, clean and reflect an appearance of modesty and good taste. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that may disrupt the normal operations of the school is not acceptable.

Appropriateness/moderation in all things, concern for the health/safety of the students, respect for individual student rights of dress/grooming/choices/customs/fashions, and the avoidance of distractions to the educational process are the guiding principles of the student dress code.

Students who attend the schools of the Lower Township School District are expected to come to school dressed appropriately for school activities by following the dress and grooming standards listed below.

- Regular length shorts/skorts are permitted throughout the year. Short-shorts, cut-offs, mini-skirts, lycra/spandex clothing, baggie/flannel pants, tank tops, halters, tube tops and swimsuits are not permitted at any time.
- Sweat shirts, warm-ups and t-shirts are permitted if they do not contain offensive pictures or language, are not torn, and if they are not cut or tied to expose the midriff.
- Clothing reflecting behavior contrary to the district's Behavior Code is not permitted.
- Makeup shall not be worn in school, as this is a preschool-grade 6 elementary school district where it would attract undue attention and create a disruption to other elementary school students.
- Footwear is required. Plastic beach shoes, flip-flops, high heels, shoes with retractable rollers, platform shoes, or cleats are not permitted because they pose a safety hazard to the wearer. Shoe-laces must be tied. Safe shoes are needed for physical education/ playtime activities. Clogs are not permitted for these activities.
- Other quasi-attire shall be permitted as long as it does not actually cause disruption, disorder, or a clear and present danger. Quasi-attire means armbands, buttons, pins, or other methods of symbolic expression.
- Hair shall be neat, clean, and styled or cut to reflect good grooming and personal care. Extreme hairstyles or hair color which distract from the learning environment are unacceptable.
- Hats, scarves, bandanas, hoods or fashion related headwear are not to be worn in the classroom at any time. "Hats" shall not include headwear of religious significance, such as yarmulkes.
- Sunglasses are not to be worn indoors except for medical reasons.
- Dress and skirt lengths shall be no shorter than mid-thigh. No bare shoulders or spaghetti straps.
- Jewelry that could be considered offensive or unsafe is prohibited. Earrings are acceptable; however the adornment of other visible body piercing or tattoos is not permitted.
- Undergarments shall be covered at all times.

- Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the subject teacher or activity instructor.
- Students attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
- Clothing with derogatory, offensive, violent, demeaning, or suggestive writing or graphics, as well as the advertising of substances that are not permitted on school grounds (tobacco, alcohol, drugs, etc.) is prohibited.

Styles and fads are constantly changing and cannot possibly be anticipated and covered by specific rules and regulations. The building principal or his/her designee shall assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, avoidance of distractions to the learning process, or for the order, well-being, and general welfare of students.

If a student's dress, grooming, or appearance is found to be unsafe, unhealthy, or distracting to the educational process, the principal or his/her designee shall notify the student's parents/guardians and request that the parents/guardians comply with the provisions of the Student Dress Code Policy.

Failure to comply with this policy may result in disciplinary action in accordance with the Student Code of Conduct.

The Superintendent shall insure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

STUDENT CODE OF CONDUCT

Introduction

The Lower Township School District is committed not only to excellence in academic instruction but in joining with parents to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, the district is taking a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes systematic teaching of the behaviors necessary for effective and satisfying social interaction in school, on the playground, and at home.

Behavior Code Contract

The Lower Township Schools are designed to be places in which the opportunity to learn is provided to every student. This happens harmoniously when students follow the expectations for appropriate conduct in school. These expectations will be supported by our "High Five" rules, which are as follows:

- | |
|--|
| <ol style="list-style-type: none">1. Be respectful2. Be responsible3. Be there/be ready4. Follow directions5. Hands and feet to self |
|--|

Student Rights

- Students will be provided with a learning environment that allows each student to develop into a productive citizen.
- Students will obtain an education in a safe and non-threatening environment.
- Students will be insured of privacy and confidentiality regarding school and home matters.
- Students will be protected from illegal search and seizure.
- Students will have the right to due process in accordance with state and federal rules/regulations.

Student Expectations

All students are expected and encouraged to show respect for self, others, property, and the educational environment and to conduct themselves in a safe, non-threatening way. In order to insure a positive and productive learning atmosphere, students are expected to:

- Attend school daily.
- Follow rules and regulations of the school, classroom, bus, and cafeteria.
- Make a sincere effort to do their best work.
- Cooperate with teachers, administrators, other school employees, and other students.
- Be courteous to others at all times.
- Respect all individual and cultural differences.
- Dress appropriately as stated in the "Student Dress Code".
- Take pride in their school and community.

Positive Consequences

The district staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship making, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following reinforcers will be used:

1. Individual awards/recognition
2. Classroom awards/recognition
3. Certificates
4. Displays
5. Stamps, stickers, and stars
6. Positive contact with the home
7. Special activities
8. Publications
9. Assemblies/field trips to reward positive behavior and academic progress

Negative Consequences

1. Teacher/student conference
2. Disciplinary action initiated by the teacher
3. School/parent contact (letter, phone)
4. School/parent conference
5. Confiscation

Negative Consequences – *continued*

6. Restitution, detention, etc.
7. Guidance referral
8. Principal intervention
9. Suspension from the bus; however, student must attend school and parent must provide transportation
10. Internal suspension from classes
11. External suspension from classes and all school activities
12. Loss of assembly/field trip privileges
13. Full restitution by parent(s) for damage done by student
14. Referral to legal authorities

In selecting consequences to use for unacceptable behavior, it is not necessary to use each one or to use them in the order listed. Normally, external suspension shall occur only after corrective measures have been tried without success.

School Support Teams

Realizing that while children are learning new behaviors and engaged in challenging academics, they may falter at times. To assist staff and students, a proactive support system will be available in each school to plan appropriate behavior management interventions/plans. For any major or re-occurring minor offenses, teachers are responsible for requesting a support team meeting to develop a plan, which identifies reinforcers for the desired academic and social behaviors to balance the negative consequences listed above. The teacher and members of the support team will monitor the intervention strategies on a monthly basis. Parent interest in this process should be directed to the classroom teacher first.

Disciplinary Offenses

The staff has met and agreed to the following behaviors that interfere with the learning process:

Minor Offenses

1. Gum Chewing.
2. Taking another's property without permission.
3. Inappropriate behavior, e.g., running, pushing, shoving, yelling, whistling, damaging school property.
4. Inappropriate clothing as indicated in the "Student Dress Code".
5. Play fighting, wrestling, or any physical contact.
6. Inappropriate displays of affection.
7. Eating or drinking at improper times or places.
8. Inappropriate language and gestures.
9. Leaving a classroom without permission and/or hall pass.
10. Tardiness to class or school.
11. Non-school related personal items are to remain at home, e.g., toys, collectibles, games, electronics, etc.
12. Possession of a beeper, cellular phone, or any similar portable communication device.

Major Offenses (Require immediate office referral)

1. Disrespect of the authority of school personnel and school-related property, e.g., willful defiance, excessive damage to school property, etc.
2. Academic dishonesty, e.g., copying another student's work, plagiarism, cheating of any sort, etc.
3. Bullying, name calling, profanity, or vulgarity that is considered indecent or obscene, e.g., verbal abuse of a person based on race, color, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, matters pertaining to sexuality, or social/economic status.
4. Fighting.
5. Intimidating others for money or other items.
6. Inappropriate/unauthorized use of computers, e.g., accessing another student's files, accessing confidential school files, etc.
7. Gambling of any form.
8. Play fighting, wrestling, or any physical contact that leads to bodily harm.
9. Truancy.
10. Selling food or other items.
11. Sexual harassment.
12. Threatening or intimidating bodily harm to any person (Principal will notify police if warranted.)

Major Offenses (Automatic police notification as required by law)

1. Possession of tobacco, drugs, or alcohol (Any student holding a cigarette will be presumed to be smoking).
2. Possession of any drug paraphernalia.
3. Possession of a weapon, e.g., firearms, knives, explosives, fireworks, other dangerous objects, etc.
4. Vandalism to school or private property (This includes the threat to vandalize, burn, bomb, or destroy property).
5. Assault.
6. Theft/stealing as defined by law.
7. Illegal use of computers, e.g., communicating threatening, harassing, or indecent messages, downloading obscene material, etc.

Importance of Parental Involvement and Support

Since this is a continuing process, parent cooperation, support, and assistance are needed if we are to be successful. Together, we can make a positive difference in your children's lives. The following are ways that we can work to fulfill our common goals:

A. Staff is expected to:

- Explain the Student Code of Conduct and Bullying Policy to their students.
- Enforce the Student Code of Conduct and Bullying Policy in a consistent manner.
- Function as a positive role model for their students.
- Contact parents as deemed necessary to enforce the Student Code of Conduct and to maintain parent/guardian involvement.

Please read and discuss the following expectations with your child before signing and returning the tear-off sheet at the end of this handbook.

B. Parents/Guardians are asked to:

- Read the Student Code of Conduct and Bullying Policy with your child and explain it as necessary.
- Be a good listener to both your child and the school staff when conflicts arise.
- Be a positive role model for your child.
- Contact the school as necessary.
- Participate as fully as possible in volunteer opportunities, student presentations, parenting programs, special projects, and assembly events.
- Follow rules and regulations of the school, classroom, bus and cafeteria.
- Make a sincere effort to do their best work.
- Cooperate with teachers, administrators, other school employees, and other students.
- Be courteous to others at all times.
- Respect all individual and cultural differences.
- Dress appropriately as stated in the "Student Dress Code."
- Take pride in their school and community.

STUDENT BIRTHDAYS

Because of serious health issues, the importance of instructional time and the desire to recognize all students' birthdays, only one celebration will be held in each classroom in grades preschool through grade six. This celebration will recognize all students' birthdays. The district will provide all of the refreshments, which will take into consideration the health issues noted above. Therefore, food or other party items should not be sent to the schools. Also, parents/guardians are urged not to send birthday or other party invitations for home celebrations to school unless the entire class is invited.

STUDENT LUNCH TIME

Parents/guardians/other relatives are not permitted to eat lunch with their children in school unless it is an organized event, such as Grandparents' Day, etc.

VISITORS

All visitors to the schools must come to the main office, sign in and obtain a visitor's pass if they are to go to any part of the building. To prevent interruption to the instructional program, we request that all items brought to the schools are left in the office labeled with the name of the teacher and student.

ANIMALS

For health and safety reasons, no animals, fish or birds shall be brought into the schools without prior approval from the principal. With approval, specific arrangements will be made which include adult supervision of the pet at all times, and the adult is responsible for the safety and welfare of the children while the pet is in the building.

VACATION MAKE-UP WORK

While it is not suggested that family vacations be taken during the school year, children who are removed from school due to family vacations will be expected to complete work assigned by the teacher. The most important of the regular assignments will be saved for completion by the student upon his/her return to school. A reasonable time schedule will be provided. Teachers should be notified of the vacation absence prior to its occurrence. Please be advised of our attendance and retention policies and the maximum number of absences as listed on pages 23 and 24.

HOMEWORK

Homework is an extension and application of learning initiated by the teacher and continued by the student at home.

Purpose:

Homework is assigned to:

1. Develop study skills and work habits.
2. Develop the power to work independently.
3. Provide essential, meaningful practice in needed skill areas.
4. Enrich school experience.
5. Develop skill in using outside resources.
6. Develop an individual sense of responsibility.

THE ROLE OF PARENTS/GUARDIANS

Parents/guardians can help by providing conditions conducive to effective home study. They can help children set up time and a place for home study. A quiet place and good lighting are probably the most important physical conditions for study. Parents should keep in mind, however, that some children might not be at ease when isolated from the rest of the family. They may be able to work best at the kitchen or dining room table. Parents should encourage, but not nag, children to complete homework assignments. They can show their concern by keeping younger children from bothering the student and keeping the volume of television or radio down. A dictionary, an atlas, and a one-volume encyclopedia are basic reference aids for the students. Parents can help by providing such materials, if at all possible.

THE ROLE OF THE STUDENT

The schools can set policy. The teacher can make worthwhile and interesting assignments. The parents can provide the right conditions for home study. However, it is the student who must actually do the work. Homework is an opportunity for the student to show his/her real capabilities.

It is helpful if he/she views homework as one means of furthering his/her educational growth. The student should make sure he/she understands the assignment, its purpose, when it's due, and how it should be done. Writing homework assignments in a notebook kept especially for that purpose eliminates the possibility of forgetting the details of the assignment.

SUGGESTIONS FOR TIME

The time for quality homework for each individual varies with the learning experience and the child's growth and development. Time spent will vary from one assignment to another and will increase as the student matures.

Grade 1	10 - 15 minutes	Grade 4	35 - 40 minutes
Grade 2	15 - 20 minutes	Grade 5	45 - 50 minutes
Grade 3	25 - 30 minutes	Grade 6	50 - 60 minutes

These are approximate times and may vary according to each teacher and each child. However, no child should be doing more than one hour of homework on a regular basis in the elementary grades. If your child is spending more than one hour a night, please contact the teacher for an explanation.

GRADING POLICY

Grades are derived from school and homework assignments, projects, class participation, and test and quiz scores.

Students who are absent will be given a reasonable amount of time to complete assignments and are expected to do so. Incomplete work will have a negative effect upon grades.

GRADING STANDARDS

93 - 100	A	(+)	Excellent
85 - 92	B	(✓+)	Above Average
76 - 84	C	(✓)	Average
70 - 75	D	(✓-)	Below Average
Below 70	F	(-)	Failing

PROMOTION/RETENTION POLICY

The board recognizes that personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

The superintendent shall direct development of and the board shall adopt detailed regulations to govern progress of pupils through levels Pre-K-6. The regulations shall include:

- A. Standards of proficiency related to district goals and objectives;
- B. Standards of attendance, and provisions for review of mastery;
- C. Timely efforts to help all pupils achieve acceptable levels of proficiency;
- D. Timely notification of parents/guardians when there is a possibility of failure;
- E. Procedures for involving parents/guardians in the design of the intervention program.

Parents/guardians will be notified whenever exceptions are contemplated in a pupil's normal progression from level to level. The final decision in all cases will rest with school authorities.

Promotion/Retention Regulations

Promotion or retention of pupils of the Lower Township Elementary School District shall be related to achievement of district goals and objectives. Pupils and parents/guardians shall be informed of the skill and levels of mastery for each course or grade level. The educational program shall provide for the continuous progress of pupils from one grade to the next. Pupils shall be assigned to the grade level for which they are best prepared academically, socially and emotionally.

When reviewing pupils for promotion, the criteria to be considered shall include:

- A. The achievement of minimum proficiency levels in basic reading, writing and mathematics skills;
- B. Continuous growth and achievement in all program areas commensurate with ability and grade level expectations;
- C. Evidence of social and emotional maturity necessary for a successful learning experience.

When reviewing pupils for retention, the following steps shall be taken:

- A. A conference shall be held involving the teacher, principal and staff members who have worked with the pupil (i.e., Child Study Team, BSIP, Guidance Counselor, etc.). The following documents will be reviewed:
 1. Anecdotal teacher records, which document factual evidence of insufficient progress;
 2. Test results;

3. Report card grades;
 4. Other evidence of poor academic performance;
 5. Attendance records - see "Attendance" section; and
 6. Discipline referrals, health records, parent/guardian contact, records, conferences and cumulative folders.
- B. An intervention plan will be developed and implemented for students being reviewed for retention (i.e., specific classroom strategies, before and/or after school programs, summer school, tutoring).
 - C. A notice shall be mailed to the parents/guardians by the Principal by April 30 stating that the child is in danger of failing and may be required to repeat the grade.
 - D. A plan identifying a timeline for future parent/guardian contacts shall be developed by the teacher and the parents/guardians.
 - E. A meeting involving parents/guardians, teacher, principal, and other staff members shall take place before a final decision is rendered. The final decision shall rest with the principal.
 - F. Appeal of promotion/retention decision
 1. Parents/guardians have the right to appeal the promotion/retention decision of the principal in writing to the Superintendent of Schools no later than 10 days following the receipt of placement, stating his/her reasons why he/she objects to the students placement.
 2. The Superintendent must respond to the parents/guardians in writing no later than 10 days following receipt of the parent's/guardian's appeal letter.
 3. Upon receipt of the Superintendents decision, the parents/guardians have the right to ask for a hearing before the Board of Education or its designee, the Superintendent and the Principal at a time mutually agreed upon, but no later than 20 calendar days.

ATTENDANCE

1. Students need to be in school and on time if they are to make the best use of this learning opportunity. Students should be absent only when it is absolutely necessary.
2. No student should arrive at school earlier than 10 minutes before the session begins. Any student who arrives early must be brought directly to the office and not dropped off outside the school building.
3. Any student who arrives late to school must be brought directly to the office by an adult and signed in before going to his/her classroom. Students arriving after 8:00 A.M. in the Charles W. Sandman Consolidated School, after 8:30 A.M. at the Maud Abrams School, after 9:05 A.M. at the Carl T. Mitnick School, and after 9:35 A.M. and 1:05 P.M. at the David C. Douglass Veterans Memorial School are considered tardy.

4. Parents/guardians should call the school nurse's office to report any student absence using the numbers listed below, 24 hours a day, 7 days a week.
 - a. Sandman School Nurse – 898-9009
 - b. Maud Abrams School Nurse – 898-9464
 - c. Mitnick School Nurse – 898-9488
 - d. Memorial School Nurse – 884-9433

Parents/guardians are requested to limit their message to one minute and to provide the following information:

**EXAMPLE FOR CALLING IN STUDENT
ILLNESS/EMERGENCY**

This is (parent/guardian name). My child is (student's name) in (teacher's name) class. He/she will be absent from school on (day/date) due to (reason for absence).

If the district has not received advance notice from parents/guardians by the time attendance is taken each morning, the standard procedure of calling parents of absentees to confirm student absence applies.

5. Upon returning to school, all students must bring a note from his/her parent/guardian explaining his/her absence.
6. If a student is going to miss school for an extended period of time, his/her parent/guardian must notify his/her teacher in writing at least one week in advance. In this way, arrangements can be made for make-up work.
7. No student is permitted to leave the school building during the regular school day, unless under the supervision of an authorized school staff member.

A parent/guardian wishing to remove his/her child from school during regular school hours must send a note to the office in advance. (A call must be made to the school if the child does not have a note.) Upon arriving at school, the parent/guardian must go directly to the main office, not to the child's classroom, nor to the buses. The parent/guardian will be asked to show positive identification before being allowed to sign the child out of school. This procedure is employed in order to protect the children of Lower Township.

8. According to New Jersey Law, Title 18A: Chapter 38-25, "Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district." If a student is excessively absent or tardy without just cause, the district may contact the Division of Youth and Family Services (DYFS) or take legal action. Any student absent from school for a period of 20 or more days will automatically come under review for retention by the building principal, classroom teacher and other staff members involved with the student. Parents/guardians will be notified by letter from the building principal should a parent/guardian conference regarding retention be necessary.
9. In accordance with NJSA 18A:38-1, the following additional requirements have been adopted to establish residency for the purpose of attending a particular public school:
 - a. The parent's/guardian's affidavit must now state that he/she is not capable of supporting or providing care for the child due to family or economic hardship.
 - b. The parent's/guardian's affidavit must now state that the child is not residing with the resident of the district for the purpose of receiving a free public education within the district.
 - c. Any person who fraudulently allows a child to use his/her residence and any person who fraudulently claims to have given up custody is subject to prosecution.

LIBRARY MEDIA CENTER

Each school has its own library/media center staffed by a certified librarian. The students in grades K-6 receive library instruction once a week. At this time they are encouraged to borrow material until the next class. The library houses a variety of resources for students to use including books, magazines, newspapers, records, tapes and filmstrips. Additionally, teachers have access to learning kits, games, models, worksheets, transparencies, videocassettes, and material from the Cape May County Audio-Visual Aids Commission. Accordingly, various projectors (overhead, film, and filmstrip), listening centers, filmstrip viewers, tape recorders, record players, VCR equipment, AV accessories and research stations with CD's and software are available also.

At the beginning of each school year, each teacher receives a booklet cataloging all of the audio-visual software available to the school. The library references are carefully selected by the professional staff to enhance the curricula, to meet a wide variety of needs and interests and to encourage recreational reading. For more information regarding our library/media program, please contact Mrs. Whelan at 898-9005.

USE OF TECHNOLOGY

The district recognizes that the use of computers and distance learning technologies including the Internet offers vast, diverse, and unique resources to students and staff members. The goal in providing these services is to promote educational excellence in the schools through resource sharing, research, and communicating with others in furtherance of educational objectives.

The operation of the district computer network relies, in part, on the proper conduct of users - students and staff. Therefore, it is necessary for students and staff to follow the guidelines which are set forth in Board Policy 6142.10. (copies of the complete policy, guidance, and Acceptable Use Contract are posted on the district's website under the Technology tab.) If any user, whether a student or a staff member, violates this policy, his/her privileges to use district computers may be limited or suspended. In addition, the student or staff member may be subject to other applicable disciplinary measures. Students will be subject to all possible disciplines as described in the district's Student Code of Conduct and district policy.

Students will not be permitted to use Internet e-mail through the district computer system unless they have signed the Acceptable Use Agreement and their parents or guardians have signed the agreement indicating the student has his/her permission to use Internet/e-mail through the district computer system. In accordance with district policy, student use of cell phones and cell phone cameras is strictly prohibited. Parents/Guardians who have questions about the use of technology resources should contact the building principal.

REPORT CARDS/CONFERENCES

Dates for parent-teacher conferences and distribution of report cards are noted on the school calendar in this handbook. Mandatory conferences are scheduled in the fall in order for parents/guardians and teachers to discuss student progress. Optional spring conferences will be scheduled if the parent/guardian and/or the teachers see a need to meet. Any parent requiring a meeting at another time during the school year should make arrangements through the school office.

Periodically, progress reports are sent home to notify parents/guardians of the students' strengths and weaknesses. In this way, parents/guardians can be alerted to any skill weaknesses while there is still time to improve grades. These progress reports are issued at various times according to grade level. Teachers may also call a student's home to discuss academic progress and/or behavior.

ENRICHMENT PROGRAM

The Enrichment Program is an instructional program for highly able students who appear to be capable of benefiting from differentiated instruction. For students in grades Preschool – 2nd, enrichment activities are infused into the developmental curriculum. The primary focus is on students who excel in Language Arts (K-2) and Mathematics (1-2). The scope and sequence of the developmental program is appropriately modified in each content area. For students in grades 3 – 6, the enrichment program replaces classroom instruction in reading, language/writing, and/or mathematics.

Initial identification of these pupils may include parent and/or teacher nominations and a review of grade appropriate assessments. Final selection is based on a cumulative score on a matrix which includes standardized and local assessments; measures of cognitive abilities/thinking skills; a rating on a student profile consisting of learning, motivational, creativity and leadership characteristics; performance in the developmental program; and a writing sample for language arts consideration. Any questions regarding the Enrichment Program should be directed to Ms. Buesing, Director of Educational Programs at 898-9022.

CHORUS

Chorus is an enrichment program, which will be offered to all students in grades 2, 4, and 6 only. Vocal development is an integral part of the child's overall learning experience. Every child will have the opportunity to participate in the chorus program. However, because of our large class sizes and our goal not to eliminate any students, we have designated one grade level from each school.

Students in grades 2, 4, and 6 are encouraged to join chorus, which will be under the direction of the music teacher. Students who choose to participate will have to adhere to all chorus guidelines to remain in the choral program. A "permission to join" notice for you to sign, including the guidelines, will be sent home during the month of September.

BASIC SKILLS IMPROVEMENT PROGRAM

The Basic Skills Improvement Program (BSIP) is an instructional program, which provides students with assistance in the areas of Reading, Writing/Language and Math. Students meet with certified instructors in small group settings daily or in some cases, through an in-class support model. These classes may supplement or replace regular classroom instruction in the basic skills area(s) and may include pull-out, in-class, before-and/or after-school instruction.

Students qualify for the BSIP Program on the basis of the following multiple measures: standardized and district-developed assessments, teacher ratings, diagnostic testing and classroom performance. Students may be reevaluated at any time during the school year.

Each student in the program has an Individual Student Improvement Plan or ISIP. This plan includes skill strengths and weaknesses based on assessments and classroom teacher recommendations. It provides a structure from which the Basic Skills teacher can focus on particular areas of strength and need as well as permitting a continuous record of progress.

The ISIP, which has been aligned with testing data and district curricula objectives, is updated on a frequent basis. Results of the student's progress are reported to parents/guardians on a regular basis. The current Basic Skills Improvement Program provides services to students K through 6.

In order for the BSIP Program to be most effective, the cooperation and support of parents/guardians and teachers is essential. For this reason, parents/guardians are encouraged to consult with the Basic Skills instructors regarding the content of the student ISIP/report cards. Additionally, parents may meet with the Basic Skills staff and provide valuable program input through the School-Based Planning Team. Any questions regarding the Basic Skills Improvement Program may be directed to Ms. Buesing, Director of Educational Programs, at 898-9022.

PRESCHOOL AND KINDERGARTEN REGISTRATION

Registration is held in the spring for children who will enter preschool or kindergarten (for the first time). Exact dates will be announced in the newspaper and on the radio. To be eligible for preschool, a child must be four years old on or before October 1. To be eligible for kindergarten, a child must be five years old on or before October 1. Parents registering children who have transferred from another school must have transfer papers and birth certificates. Any parent with questions concerning preschool or kindergarten registration procedures should contact Dr. Magan, Principal, at 884-9430.

FAMILY LIFE EDUCATION

In the Lower Township Elementary School District, "Family Life Education" means instruction to develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships; the physiological, psychological and cultural foundations of human development; sexuality and reproduction at various stages of growth; the opportunity for students to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now, and aid in establishing strong family life for themselves in the future, thereby contributing to the enrichment of the community.

In kindergarten through sixth grade, the Family Life curriculum is integrated into the comprehensive health curriculum. An additional Family Life Education Program is taught in grades four through six.

The curriculum was developed with the active participation of teachers, administrators, parents/guardians, physicians, members of the clergy and representative members of the community.

Briefly, all grades include the following topics:

- Accident Prevention, Safety and First Aid
- Community and Environmental Health (Grades 3-6)
- Consumer Health (Grades 3-6)
- Family Life Education and Growth/Development
- Mental and Emotional Health
- Personal Health, Hygiene and Nutrition
- Disease Prevention and Control
- Substance Use and Abuse

Additionally, the Family Life curriculum includes:

Grade 5 = Anatomy/Physiology, Reproductive Systems, Puberty, Menstruation

Grade 6 = Grade 5 objectives, Birth Process, Venereal/Communicable Diseases, D.A.R.E. Curriculum

The curriculum and instructional materials are available for review in each school's office. Please make an appointment before coming to school. A parent overview will be given before classes begin. Instructional materials include: "Choosing Good Health," Scott-Foresman & Co., "Here's Looking At You 2000"; "Understanding The Reproduction System"; "The Human Story"; "Being Born"; "Changing For Boys"; "Changing For Girls"; "Julie's Story"; "Meeting the New You" video; "Systems and Functions of the Human Body"; "A Baby is Born" video; "Let's Get Growing" video; "How a Baby Grows"; "Growth and Development"; "The Wonderful Story of How You Were Born"; and "Growing to Maturity".

Any child whose parent or guardian presents to the school principal a signed statement that any or part of the instruction in Family Life Education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is given and no penalties as to credit or promotion shall result thereof.

HEALTH SERVICES

The district provides a full time nurse in each school. Vision screening and audiometer (hearing) tests are performed at every grade level. Scoliosis screening will be provided biennially of every student at or above 10 years of age. In the fall each student is weighed and measured. A check for pediculosis (head lice) is done also. Any child found to have lice or nits is excluded from school until treated. Periodic checks are done during the year. Information on management for lice is obtainable from the nurse.

The Board of Education adheres to Chapter 14 of the New Jersey State Sanitary Code with regard to immunizations. This requires the following immunizations: Diphtheria toxoid; Pertussis vaccine; Tetanus toxoid; Poliomyelitis vaccine: live, oral, trivalent; and Measles, Mumps, Rubella (MMR) virus vaccine; Hepatitis B vaccine, Varicella, and Hib (Preschool only).

Prior to 6th grade, all students must receive two vaccines: Meningococcal Vaccine and Tdap Booster. (Note: Students who have received a Tetnus Booster less than 5 years prior to entering 6th grade shall not be required to receive a Tdap dose until 5 years have lapsed from the last DPT/Dtap or Td dose.)

Each student must be examined upon entry into the school district. This medical examination must be conducted by a healthcare provider or advanced practice nurse chosen by the student's parent/guardian at the provider's facility (the student's "medical home"), and a full report of the examination - documented on the approved school district form, dated, and signed by the medical provider - must be presented to the school. Also, it is important to obtain subsequent medical examinations of the student at least one time during each developmental stage at early childhood (pre-school through grade three), pre-adolescence (grades four through six) and adolescence (grades seven through twelve).

It is the responsibility of the parent or guardian to inform the nursing office of recent immunizations and significant health problems. To do so will ensure an accurate and up-to-date record of your child's health.

Pupils should only receive medication at school if absolutely necessary. In order for your child to receive medication during school hours, he/she must have a note from the parent including time, dosage, and permission from the child's physician identifying the drug to be given. State Law applies to both prescription and over-the-counter medication.

Under certain circumstances and with written authorization to the board of education in keeping with the district's established procedures, a pupil may be permitted to self-administer medication for asthma or other potentially life-threatening illnesses. However, before this option is selected, please contact the school nurse to obtain a copy of the district's implementation procedure.

Questions regarding the health service and immunizations should be directed to: Mrs. Isenhart in Charles W. Sandman Consolidated School (884-9411), Mrs. Godfrey in Carl T. Mitnick School (898-9487), Mrs. Gowen in Maud Abrams School (898-9497), or Mrs. Obst in David C. Douglass Veterans Memorial School (884-9433).

DAY CARE PROGRAM

GOAL

The purpose of the Lower Elementary Day Care Program is to provide parents/guardians of students attending the Lower Township Elementary Schools with a solution for before- and after-hours school care that is affordable and provides for their child's safety and comfort.

OPERATIONS

Children who are four years of age by October 1 and are enrolled in the Lower Township Elementary School District are eligible to attend Day Care. All children must adhere to the district's policies and procedures, including the Student Code of Conduct, and be potty-trained.

Day Care utilizes two sites to accommodate the before-school needs of the students. The David C. Douglass Veterans Memorial School serves students in the Preschool and Kindergarten Programs. The Mitnick School site serves the students in grades 1 through 6. Buses transport the students from Mitnick to Maud Abrams and Sandman Schools for the start of their school day. Both sites operate from 7:00 a.m. until school begins; every day school is in session.

All four of the district's schools provide after-school care on-site. The afternoon sessions operate from the school's dismissal until 5:45 p.m. each day school is in session. On half-days before holiday breaks and the last day of school, Day Care closes at 4:00 p.m.

For the safety of the students, Day Care transportation arrangements must be consistent. Students may participate in Day Care less than 5 days/week and be transported home by the district on the other days. The schedule must be a permanent one; daily changes cannot be honored. For students whose Day Care schedules vary from week to week, the parent/guardian will be required to transport the student home each day. This is consistent with the district's transportation policy, as outlined in the Student-Parent Handbook.

In the event of inclement weather, Day Care operates as follows:

- There are no Day Care services when school is closed.
- On late opening days, Day Care will begin at 8:55 a.m. unless the building cannot be accessed.
- If school is dismissed early or closed due to weather or an emergency situation, parents/guardians are required to pick up their child as soon as possible.

COST

For students in Kindergarten through Grade 6:

- The cost for the before-school session is \$15.00 per week regardless of the number of days the service is used.
- The cost for the after-school session is \$35.00 per week regardless of the number of days the service is used.
- A variety of services are available for Preschool students. Please contact the Day Care Office for sessions and costs.

No child may attend Day Care without pre-registration, including payment. Should parents/guardians have any questions, please contact the Day Care Office at 898-9008. Enrolled students receive a Day Care Handbook that further defines services and guidelines.

BUS CHANGES

In order to provide an efficient and safe transportation system, it is imperative that routes and passengers remain consistent. We are required by the State of New Jersey (18A: 39-1) to provide transportation to students living at least 2.0 miles from their school of attendance. The Lower Township Board of Education provides courtesy busing to all students. Also, special arrangements can be made if it is necessary for a child to be picked up and/or dropped off EVERY DAY of the week at a location other than home.

Other requests for changes in bus or stops will only be honored in the following cases:

1. When a student is to be transported at least five (5) consecutive school days to a different destination;
2. When medical emergencies occur, such as parent/guardian or a relative has to go to the hospital and no other transportation is available.
3. When family emergencies/domestic problems occur and no other means of transportation is available.

Although Lower Township provides transportation to all students from their residence to school in compliance with NJ 18A:39-1, the district DOES NOT HONOR REQUESTS FOR DAILY BUS CHANGES, except in the event of a medical or family emergency or if the student is to be transported at least 5 consecutive school days to a different location.

If, in accordance with the above stated procedure, a change in bus or stops becomes necessary, a note should be forwarded to the school office and a phone call should be made to guarantee accuracy of the request and receipt thereof. When possible, both steps should be done twenty-four (24) hours in advance to guarantee implementation and to insure safety.

BUS SAFETY PROCEDURES

PRIOR TO LOADING:

1. Be at the designated bus stop ten (10) minutes before bus arrival.
2. Never stand in the roadway while waiting for the bus.
3. Students being transported may board only the bus to which they have been assigned. Deviations will not be permitted except with written permission of the principal of the school to which the student is assigned.
4. Bus riders shall conduct themselves in a safe manner while waiting for the bus.
5. Avoid crowding or pushing while getting on or off the bus.
6. Do not move toward the bus until it comes to a complete stop.
7. Never enter or leave the bus until it comes to a complete stop.
8. Do not destroy or damage surrounding property while waiting for the bus. Bus stops may be discontinued if such action occurs.
9. If, after coming to a complete stop, opening the door and visually surveying the bus stop area, and no students are present, the driver will proceed to the next bus stop.

WHILE ON THE BUS:

1. Obey the driver promptly and cheerfully.
2. Go immediately to your assigned seat, buckle up and remain in your seat until the bus arrives at school.
3. Keep arms, head, and other parts of the body inside the bus at all times.
4. Help keep the bus clean and safe at all times.
5. Avoid loud talking, loud laughter and undue confusion which tend to divert the driver's attention.
6. Remain seated while the bus is in motion.
7. There shall be no tampering with any part of the bus or its equipment.
8. Any damages to the bus will be paid by the offender.
9. Keep all coats, books, and other articles out of the aisle.
10. Permission to open or close windows must be given by the driver.
11. It is unlawful to throw articles from the bus.
12. When approaching a railroad crossing, be absolutely quiet.
13. Do not leave books, lunchboxes and other articles on the bus.
14. When entering or leaving the bus, obey the bus driver.
15. Students who misbehave will be reported by the driver.
16. No drinking, eating, or chewing gum is allowed on the bus.
17. No animals are allowed on the bus.
18. **Items that cannot be kept in a book bag are not allowed on the bus.**

Cameras have been installed in all school buses. The video system utilized is nationally validated and is in place to ensure the safety of the children and to assist in the effective implementation of the district's discipline policy and procedures.

PLEASE NOTE: No child in grades 1 – 6 will be returned to school if not met at the bus stop by a parent/guardian. Only children in Preschool and Kindergarten will be returned to school and placed in Day Care if not met at the bus by a parent/guardian. The parent/guardian will be assessed at the current day care rate.

INCLEMENT WEATHER CONDITIONS:

1. Bus schedules may vary as to pick-up and take-home times during periods of inclement weather; therefore, please plan accordingly.
2. Proper attire for inclement weather is the responsibility of the parents.

CAFETERIA

The district's Food Service Department provides nutritional hot and cold lunches in each school at a cost of \$1.75 per day. Prepayment for lunches will be collected the first day of each week in your child's classroom.

Parents are strongly encouraged to pay by check. This eliminates any problems for students who forget or lose their money. Prepayment also speeds up the lunch line, giving students more time to eat.

Students sometimes do lose or forget their lunch money. In that case, they may charge their lunch. These charges must be paid the next school day.

Children with outstanding charges may not purchase snacks until all charges have been paid. Please do not abuse this privilege. It is not intended as a credit card. If at any time during the school year a child owes the Cafeteria Department more than \$15.00, he/she will only be permitted to purchase the Peanut Butter and Jelly Sandwich Bag Lunch until all charges have been paid.

Students who bring lunch from home may purchase milk for 40 cents. In addition to hot lunches, two different bag lunches are available for grades 1 through 6 as an alternate choice. This consists of a cold sandwich, a snack item, a cafeteria-made cookie, a piece of fruit, a cup of juice and milk.

Breakfast is provided every morning to students at no charge. Included in this meal are milk, 100% juice, healthy choice cereal or bageler, and saltine crackers. Students are encouraged to participate in this program. Studies show that children who eat breakfast do better in school.

All students receive a lesson on cafeteria behavior on the first day of school. Therefore, they are expected to conduct themselves properly at lunch and obey the cafeteria aides. No bottles or cans of soda are permitted. All foods must be eaten in the cafeteria and may not be taken back to the classroom or on the school bus.

APPLICATIONS FOR FREE OR REDUCED PRICE LUNCH

Eligibility applications for the National School Lunch Program will be distributed at the beginning of the school year, one for each family. These applications must be completed and returned to school as quickly as possible.

If you qualify for this program, you will be notified by the Food Services Department. Children who qualify for free lunch will receive a free lunch. Those who qualify for reduced benefits will be charged \$.40 per lunch.

You can be assured that the names of children receiving these benefits will remain confidential. We have many safeguards in place to protect their privacy.

ACADEMIC ACHIEVEMENT AWARDS FOR GRADES 5 AND 6

Students in grades 5 and 6 can earn academic achievement awards. Any fifth or sixth grade student with a grade point average of 3.5 or above will be recognized at the end of each marking period for his/her academic achievement.

Sixth grade students who have a 3.5 or above grade point average in fifth and sixth grade receive the President's Award for Educational Excellence.

The calculations are based on the following numerical values: A=4; B=3; C=2; D=1; F=0. The cumulative averages are carried to the tenths column with no rounding.

POWER OF ATTORNEY

A Power of Attorney form will be sent home in September on which you will sign your choice regarding the giving of Power of Attorney to the Lower Township School District for medical treatment for your child in the event you cannot be contacted when an emergency occurs. This form must be on file in the school's office for your child to go on a field trip.

FIELD TRIPS

On occasion during the school year, classes may leave the school building for a field trip relating to the curriculum. Permission slips must be signed and returned promptly to enable your child to participate, and the Power of Attorney form must be on file.

If, in the professional opinion of the school staff, a child is a safety risk to himself/herself or others (identified by previous behavior problems in the classroom, cafeteria, or bus) he/she may be excluded from the trip unless a parent/guardian accompanies him/her and assumes full responsibility for that student.

TIP BOXES

"Tip Boxes" have been installed in the Maud Abrams and Sandman Consolidated Schools for anonymous reporting of threats and potential acts of violence. Because of the age of the children, "Tip Boxes" have not been placed in the Memorial or Mitnick Schools. The boxes are part of a countywide effort by the schools, the sheriff, and Crime Stoppers to prevent and address violence in the schools of Cape May County.

SCHOOL DOOR LOCKING SYSTEM

For the protection of our children and staff, the Lower Township Schools maintain an intercom door lock system, which requires all visitors to ring the office intercom bell and identify themselves. Visitors are then to go directly to the school office for a Visitor's Pass, after producing proper identification, i.e., a driver's license.

STUDENT INFORMATION

Due to the fact that many parents have unlisted phone numbers and addresses for a variety of reasons, teachers have been instructed not to pass out student lists containing phone numbers or addresses for any purpose.

SPEAKER'S BUREAU

A free speakers bureau is sponsored by the district for township organizations. The bureau focuses on educational programs offered by the district. Anyone interested in this service should contact the Superintendent's office.

STUDENT RECORDS

Ongoing progress files are kept on each student in the school district. Besides general registration and health information, these cumulative records include academic records such as test scores, report cards and evidence of participation in special programs. The files are centrally located in the main office of each school.

A parent/guardian having any questions about these records or applicable policies, or wishing to examine or challenge them, may do so by appointment with the school principal.

SPECIAL SERVICES

The Lower Township School District employs a full time Child Study Team to assist children with special needs. The members of the team are listed on the introductory page of this handbook.

If a parent feels that his/her child needs the services of someone on this staff, he/she should contact the Child Study Team at 884-9440 or the principal of his/her child's school.

SMOKING ON SCHOOL PROPERTY

By state law, smoking is not permitted on school property which includes school buses, buildings or grounds. P.L. 1981 c.320 (C26:3D-17).

DIVISION OF YOUTH AND FAMILY SERVICES

The Lower Township School District has formed an agreement with the Cape May County District Office N.J. Division of Youth and Family Services. The purpose of this agreement is to address the needs of the families and children where abuse or neglect is suspected or identified. Under the law (P.L. 1974 c. 199), any person suspecting abuse or neglect is required to report directly to DYFS for appropriate follow-up action on behalf of the child and family.

Additionally, pursuant to N.J.S.A. 9:6-8.40 school officials and employees are required to fully cooperate with the Division of Youth and Family Services in the Department of Human Services in the investigation of child abuse cases, and are therefore required to:

1. Report cases directly to DYFS;
2. Release to DYFS all records past and present pertaining to the child or children under investigation;
3. Permit DYFS to physically view the child or children in question;
4. Permit DYFS to interview the child or children in the presence of a school official;
5. Permit DYFS to interview personnel who may have information relevant to the investigation.

Any person failing to do so may be charged as a disorderly person and subject to a fine and imprisonment or both.

Any parent having a question regarding the school's responsibility in this matter should contact the Child Study Team at 884-9440.

OPEN PUBLIC RECORDS ACT (OPRA)

The district's Records Custodian is Mr. George Drozdowski, School Business Administrator. Any person wishing to obtain access to government records under the *Open Public Records Act (OPRA)* may do so by completing the "Public Access to Government Records Request Form" which can be obtained in the Administration Building of the Lower Township Elementary School District.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763, the Lower Township Board of Education is hereby notifying the public that two periodic surveillance inspections were conducted during the past year.

The AHERA Asbestos Management Plans for the district are located at each school facility and in the Board of Education Maintenance Office. They are available for review between the hours of 8:00 AM and 3:00 PM Monday through Friday.

NO CHILD LEFT BEHIND

The *No Child Left Behind Act of 2001* includes the legislation governing much of the federal funding available to school districts.

Under No Child Left Behind, our district receives Title IV monies for Safe and Drug-Free Schools and Communities. These monies support programs to prevent violence in and around school; prevent the illegal use of alcohol, drugs, and tobacco by young people; and foster a safe and drug-free learning environment that supports academic achievement. Our district uses the Title IV funds to employ Behavior Management Assistants in Sandman and Maud Abrams Schools. These staff members assist the principals in enforcing the Student Code of Conduct and creating a safe school environment.

Also, under No Child Left Behind Act of 2001, our district receives Title I monies to help all students achieve proficiency on the challenging state standards and assessments. Most of our funding is designated for the Basic Skills Improvement Program in the Carl T. Mitnick School.

The law also establishes the Parents' "Right to Know" provision, which allows parents to request information on the professional qualifications of their children's teachers. Please know that all of our teachers are "highly qualified". You may contact your child's principal if you have any further questions. For more information on No Child Left Behind, visit our district web page at <http://www.lowertwpschools.com>. Under the link tab is a link for No Child Left Behind. This site explains the law as it applies to New Jersey schools and includes a link to an informative US Department of Education site (<http://www.nclb.gov>).

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records, including student suspension and expulsion disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

NOTIFICATION OF RIGHTS UNDER THE PROTECTIONS OF PUPIL RIGHTS AMMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the US Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationship;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys or students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Lower Township School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the

specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated regarding

FERPA or PPRA may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

AFFIRMATIVE ACTION/SECTION 504 OFFICERS

It is the policy of the Lower Township School District not to discriminate in its educational programs, employment policies, or admission policies/practices on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Lack of English language skills will not be a deterrent to admission to any program in the district. A copy of the policy is on file in the Board of Education Office and in each school building.

Mr. Drozdowski is the district Affirmative Action Officer/Chief Equity Officer/Title IX coordinator. He can be contacted at 834 Seashore Road, Cape May, NJ 08204 or by phone at 884-9400.

The Comprehensive Equity Plan for the district is on file in Mr. Drozdowski's office. In accordance with NJAC 6A:7 and Title IX of the Education Amendments of 1972, pertinent information is available upon request.

Mrs. Leesa Carlin is the Officer for Section 504 of the Rehabilitation Act of 1973. She can be contacted at 905 Seashore Road, Cape May, NJ 08204 or by phone at 884-9440. Section 504 plans for the district and due process procedures for disabled students are on file in Mrs. Carlin's office. Pertinent information is available upon request.

GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to provide students, employees and parents with a process through which they can seek a remedy for alleged violations related to discrimination on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

- Step 1: The grievant must present in written form the complaint to the responsible person designated as the Grievance Officer. (use Grievance Report - Form A).
- Step 2: The Grievance Officer has five working days in which to investigate and respond to the grievant (Grievance Officer is to use the space provided on Grievance Report - Form A).
- Step 3: If not satisfied, the grievant may appeal within ten working days to the Superintendent or his designee (not Grievance Officer) (Use Appeal - Form B).
- Step 4: Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal - Form B).
- Step 5: If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Lower Township Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. (Use Appeal - Form C). Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statements.
The decision of the Board shall be by a majority of the members at a meeting which shall be public.
- Step 6: The Lower Township Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for on Appeal - Form C).
- Step 7: If the grievant is not satisfied with Board's decision, the grievant may file the complaint to the Director of the Office for Civil Rights, Washington, D.C. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to the Office for Civil Rights.

Grievance Forms A, B, and C are available in each school building and from the Affirmative Action Officer who is also the Grievance Officer.

NONDISCRIMINATION/AFFIRMATIVE ACTION POLICY 2224

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

The Lower Township Board of Education will continue to support its Affirmative Action Resolution which was updated on February 27, 2007, and implement the districts equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation.

The board authorizes the chief school administrator to develop and implement a Comprehensive Equity Plan to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination and impermissible isolation in policies, practices and facilities of the district. Upon approval of this plan by the state department of education, the board shall adopt it by resolution. The chief school administrator shall report to the board annually on progress toward goals established in the plan. A copy of the district's Comprehensive Equity Plan and self-evaluation of their achievement shall be available in the district office.

AFFIRMATIVE ACTION OFFICER, 504 OFFICER, AND DESEGREGATION COORDINATOR

The board shall appoint a certified member or members of the staff to serve as affirmative action officer, 504 officer and desegregation coordinator. The board shall adopt job descriptions, granting the appointed staff member(s) the responsibility to facilitate, oversee and ensure the development and implementation of school and classroom practices plans, employment and contract practices plan, school desegregation plan and section 504 plans, as well as related inter-program coordinator. The affirmative action officer as well as the 504 officer shall ensure that the district upholds all regulations, codes and laws related to equity in the schools.

The affirmative action officer and 504 officer shall monitor compliance with this policy. The name, work location and telephone number of these officers shall annually be made known to staff, pupils and members of the community.

HARASSMENT

The board of education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action inservice programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to the conduct or communication is made a term or condition of employment;
- B. Submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment or education;
- C. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or education;
- D. The conduct or communication has the effect of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the district's schools. Harassment by board members, employees, parents, students, vendors and others doing business with the district is prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer or building principal. Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegations to the superintendent or board president. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline up to and including dismissal.

Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent/board. This policy statement on sexual harassment shall be distributed to all staff members. Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in the policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser. Findings of discrimination or harassment will result in appropriate disciplinary action.

School and Classroom Practices

In implementing affirmative action, the district shall:

- A. Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;
- B. Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

These topics are included in the pupil and instruction policies, #5145.4, #6121 and #6145.

Contract/Employment Practices

The district directs the superintendent to ensure that appropriate administrators implement the district's affirmative action policies by:

- A. Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the district's affirmative action policies in their contacts with district staff and pupils;
- B. Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel management practices and collective bargaining agreements are structured and administered in a manner which furthers equal employment opportunity principles and eliminates discrimination on any basis protected by law; holding inservice programs on affirmative action for all staff in accordance with law.

These topics are included in the business and non-instructional operations, and the personnel policies of the district at #3320, #4111.1 and #4211.1.

Disabled

In addition to prohibiting educational and employment decisions based on non-applicable disabling conditions, the district shall, as much as feasible, make facilities accessible to disabled pupils and employees as intended by Section 504 and as specified in the administrative code.

Report on Implementation

The superintendent shall devise regulations, including grievance forms and procedures to implement the district's affirmative action policies. He/ she shall report to the board annually on the effectiveness of this policy and the implementing procedures.

SUBSTANCE ABUSE POLICY 5131.6

The Board of Education recognizes that, in addition to introducing and maintaining a comprehensive substance abuse education program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems.

For purposes of this policy, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 18A:40A-9 or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2A:170-25.9.

"Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

- A. The primary objective of this policy is to devote the energies of the Board of Education and the administrative and instructional staff of the school district to the prevention of substance use and from the proliferation of the same into our schools, with the prime concern of protecting non-using pupils, and further, the destruction of the potential marketplace which the school or schools can easily become.
- B. The Board of Education, together with the administrative staff and the instructional staff, feels every effort must be made to educate young people, of all grades, on the dangers of substance use.
- C. Every effort must be made to provide the necessary attitude and value changes in those young people who are currently using drugs of all kinds.
- D. There must be a clear procedure to handle the possible drug, alcohol and anabolic steroid-related situations involving pupils of the Lower Township School District on or off school property.
- E. There are provisions for the evaluation and treatment of pupils, as those terms are defined by law (N.J.A.C. 6:29-6.2), who are affected by drug and alcohol use.
- F. The Board of Education has consulted with local agencies recommended by the State Department of Health in preparation of drug and alcohol policies and procedures and will continue such consultation and in addition thereto shall solicit community input as an annual process to review the effectiveness of its alcohol and drug policies and procedures.
- G. Substance abuse policies and procedures for discipline, evaluation, intervention, and treatment of drug and alcohol affected pupils shall be made available annually to all school staff, pupils, and parents or guardians.
- H. Compliance with the confidentiality requirements established in federal regulations found at 42 CR Part II will be adhered to.
- I. Assessment of students must be conducted by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.
- J. Community agencies taking student referrals must be approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.

Curriculum and Instruction

- A. The Board of Education shall continue to incorporate into the curriculum for elementary school grades, drug, alcohol, tobacco, and steroid education appropriate for pupils given their age, maturity, and grade level, in accordance with existing Department of Education guidelines.
- B. Programs for drug awareness education are to be continued and modified by the professional staff of all schools for all grades. The grade work and patterns of instruction will be detailed. Instruction will be specific for what must be covered.

SMOKING

Smoking by pupils is not allowed in the district's schools.

ENFORCEMENT OF DRUG-FREE SCHOOL ZONES POLICY 5131.61

The board recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county superintendent of schools. The Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6) Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988-1.

LAW ENFORCEMENT LIAISON

In order to ensure that such cooperation continues, the board directs the chief school administrator to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

Undercover Operations

The board hereby recognizes that the chief school administrator may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The board hereby authorizes the chief school administrator to request such intervention under these circumstances.

The board recognizes that the chief school administrator is not permitted to ask the board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The board recognizes that law enforcement authorities may contact the chief school administrator to request that an undercover operation be established in a district school. The board recognizes that the chief school administrator is prohibited from discussing the request with the board.

The board hereby authorizes the chief school administrator to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The board directs the chief school administrator and school principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The chief school administrator, principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the chief school administrator shall report to the board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

SUMMONING LAW ENFORCEMENT AUTHORITIES ONTO SCHOOL PROPERTY FOR THE PURPOSE OF CONDUCTING INVESTIGATIONS, SEARCHES, SEIZURES, AND ARRESTS

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to the chief school administrator. The chief school administrator shall immediately report that information to the appropriate law enforcement agency.

If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the chief school administrator will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the chief school administrator may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the chief school administrator and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The chief school administrator or the principal shall immediately notify the student's parents or guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the chief school administrator, the chief school administrator shall report the reason the police were summoned and any pertinent information to the board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Court in *New Jersey v. T-LO*, U.S. 325 (1985), as set forth in Appendix C of the Attorney General's Statewide Action Plan for Narcotics Enforcement.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the chief school administrator who shall immediately, in turn, notify the appropriate law enforcement agency. The Principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parent or guardian to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the chief school administrator shall request that the law enforcement officials conduct the search, seizure, or interrogation.

Police Presence at Extracurricular Activities

The chief school administrator is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the chief school administrator believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order to crowd or traffic control at a school function.

Resolving Disputes Concerning Law Enforcement Activities

The board authorizes the chief school administrator to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the chief school administrator shall work in conjunction with the county prosecutor and, where appropriate, the Division of Criminal Justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the Attorney General whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 C.F.R. 2 and N.J.A.C. 6:3-6.6.

IN-SERVICE TRAINING

The chief school administrator will ensure that all district employees receive annual in-service training to make them aware of their responsibilities in accordance with board policies and N.J.A.C. 6:3-6.3 et seq.

ANNUAL REVIEW

The board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the board will consult with the county superintendent, local community members, and the county prosecutor's office.

AVAILABILITY OF POLICY

The policies and procedures contained herein shall be made available to all staff, pupils, parents, or guardians on an annual basis.

WEAPONS AND DANGEROUS INSTRUMENTS - POLICY 5131.7

The board of education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, on a school bus, at any school function, or while enroute to or from school or any school function.

For the purpose of this policy "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r.

The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the board to remove the pupil from the regular education program for a period of not less than one calendar year.

The principal/designee shall be responsible for the removal of such a pupil and shall immediately report the removal to the chief school administrator. The chief school administrator may modify a pupil's removal on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal shall inform the chief school administrator/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons or dangerous instruments. Classified students shall be disciplined in accordance with their IEP and in compliance with law and administrative code. As in all disciplinary cases, due process will be provided. (See Policies 5114 Suspension and 5131 Conduct/Discipline.)

A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon or dangerous instrument.

REMOTELY ACTIVATED PAGING DEVICES (BEEPERS)

No student shall bring or possess a remotely activated paging device on any property used for school purposes without the written permission of the school board, unless he/she is an active member in good standing of a volunteer fire company or first aid, ambulance or rescue squad.

IMPLEMENTATION

The board directs the chief school administrator to develop regulations to implement this policy.

SEARCH AND SEIZURE - POLICY 5145.12

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil in the presence of a second staff member serving as a witness. Before instituting such a search, except in cases of emergency, the principal shall try to inform parents/guardians and request their presence. School personnel shall not conduct strip searches or body cavity searches of any pupils under any circumstances.

SEARCHES FOR CONTROLLED DANGEROUS SUBSTANCES/ DRUG PARAPHERNALIA/ ALCOHOL/FIREARMS /OTHER DEADLY WEAPONS

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied. See policies 5131.6 and 5131.7.

CONDUCT/DISCIPLINE - POLICY 5131

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The board of education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board of education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere, which encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupils' ability to grow in self-discipline.

The chief school administrator shall develop general guidelines for pupil conduct on school property and shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules.

The chief school administrator shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions, which may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

In developing regulations to implement this policy, the chief school administrator shall provide appropriate recognition for pupils who consistently maintain high standards of self-discipline and good citizenship.

The regulations shall:

- A. Require that pupils conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold authority;
- B. Establish the degree of order necessary to the educational program in which pupils are engaged.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team. A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of this board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this board.

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education recognizes that harassment, intimidation, and bullying are inappropriate behaviors that have destructive and negative effects on individual students and on the overall climate of a school. The Board of Education believes that all students are entitled to a safe and secure learning environment; harassment, intimidation and bullying work against the achievement of that goal.

Harassment, intimidation, and bullying are behaviors that should never be tolerated. It is important that teachers, students, and parents take a stand against all of these behaviors.

"Harassment, intimidation, or bullying" is defined as any gesture or written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion,

ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, or on a school bus and that:

- a. a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of school. N.J.S.A. 18A:37-15 (3)(b)(2)

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board of Education is committed to a policy that identifies and re-mediates those students who become involved in harassment, intimidation, or bullying behaviors according to the following procedures/regulations. It is expected that all students will refrain from becoming involved in any of these behaviors. Failure to comply with this expectation will result in disciplinary action according to the established procedures/regulations.

Each year, the administration shall provide to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the student handbook and the district website.

Students who become involved in harassment, intimidation, or bullying will be subject to the following disciplinary progression process:

- **Step 1** – All students are encouraged to clearly ask a fellow student to stop using actions/words that may be harmful. If the student does not stop, the victim should report the harassment, intimidation, or bullying to a teacher, designated administrator or guidance counselor, and if deemed appropriate, submit a "Bullying Complaint Form" to the same office. If an incident of harassment, intimidation, or bullying is reported to a teacher, he/she will refer the student to the designated administrator or guidance counselor. Reports may also be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The administrator will investigate the complaint promptly and determine the appropriate course of action.

This may include:

- Student Conference
- Peer Mediation
- Parent Conference
- Age Appropriate Disciplinary Consequences
- Anti-bullying Class

The same course of action will be applied to anyone who falsely accuses another as a means of harassment, intimidation, or bullying.

- **Step 2** - A "Cease and Desist Order" will be issued to the bully. In addition to direct notification, a copy of that order will be mailed to the parents/guardians of the bully.

A referral for mediation with the designated administrator, counselor, or specially trained peers is a mandatory piece of the second step. It should be noted that all due process rights will be observed; however, the burden of proof in a disputed case will rest with the bully, not the victim. The victim will not be expected to prove that he/she was bullied; the bully will be expected to prove that he/she did not violate the policy to the satisfaction of the investigating officer.

- **Step 3** – If a student defies the “Cease and Desist Order” and continues the harassing, intimidating, or bullying behavior, he/she may be suspended and a report will be filed with the school resource officer. A counseling component may be included in the readmission process. If the harassing, intimidating, or bullying behavior persists after Step 3, the offending student will be scheduled for an administrative hearing before the Superintendent of Schools.

The Board of Education recognizes that the disciplinary progression at the elementary level will be adjusted in accordance with age appropriate procedures and at all levels will be in alignment with classification constraints. Lower Township School District prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations, and district policies and procedures.

Disabled

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability.
- B. The program that is being provided meets the pupil's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all pupils with disabilities.

Implementation

The chief school administrator shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process. The board shall review all related policies on a regular basis.

NUTRITION/WELLNESS POLICY

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts students' health, and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal; and
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the US Department of Agriculture Child Nutrition Program regulations. All items served, as part of the After School Snack Program shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by US Department of Agriculture regulations.
- All food and beverage items listing sugar, in any form, as the first ingredient; and
- All forms of candy.

Schools shall cease purchasing any products containing trans fats. (Federal labeling of trans fats on all food products is required by January 1, 2006.) All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers nutritional data or nutrient facts labels:
 - No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces, with the following exception:
 - Water

Only the following beverages shall be sold; milk, water or 100 percent fruit or vegetable juices. Whole grain products should be used whenever possible.

Foods and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual students; or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The Board recommends that physical education or recess be scheduled before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

CAPE MAY COUNTY RESOURCES

Alcoholics Anonymous, Wildwood Area (522-6677)

Cape Counseling Services of Cape May County, Crest Haven Complex, Cape May Court House, New Jersey 08210 (465-4100). Counseling to adults, children and families; group and individual therapy.

Cape May County Intervention Unit, Social Service Building, Rio Grande, NJ 08242 (886- 4012). Crisis intervention counseling for adolescents and their families in non-abuse/neglect situations.

Cape May County Primary Pediatric Care Clinic (465-1206) - For income eligible families with no insurance coverage or Medicaid coverage.

Cape May County Youth Service Shelter, Crest Haven Complex, Cape May Court House, N. J. 08210 (465-5045). Temporary shelter of juveniles awaiting court disposition for non- delinquency offenses. Service must be sought through Juvenile Intake.

Coalition Against Rape and Abuse (CARA), P.O. Box 43, Cape May Court House, New Jersey 08210 (522-6489). Services to victims of rape and domestic violence; 24-hour hotline crises response, counseling and advocacy, information and referral, community education on rape prevention, accompaniment and arrangement for protective shelter for victims of domestic violence and their children at Atlantic County Women's Shelter.

Community Dental Health Center (729-0088) - Dental Services for children from low income eligible families and for those receiving government assistance.

Operation Junction, 2604 Pacific Avenue, Wildwood, N.J. 08260 (726-1404). and 804 Wesley Avenue, Ocean City, NJ (398-4200). Screening and counseling for alcohol and drug abusers.

First Call For Help, (729-2255). Information and referral to public and private social service agencies, 24 hours a day.

STATEWIDE RESOURCE HOTLINE

ALA - Call (800-322-5525) 24 hour alcohol counseling and information.

CITIZENS ACTION LINE - (Toll-Free Number 800-311-DYFS). This number can be used 24 hours per day by the general public, DYFS clients, or foster parents to ask questions or express concerns about DYFS services or case handling. The number provides easy access information about DYFS or help in resolving concerns.

CITIZENS COMPLAINT HOTLINE - (Toll-Free Number 800-792-8600). This number can be used between 9 a.m. and 5 p.m. to make a complaint about a state agency, including DYFS. The calls are answered by the Public Advocates Office. An answering machine makes recordings during non-business hours and someone will get back to you the next day.

DRUG HOTLINE - (800-225-0196) 24 hours, Crisis counseling and information on drug abuse and prevention.

DYFS OFFICE OF CHILD ABUSE CONTROL - (877-652-2873). This hotline number may be called to report any situation where a child is being abused or neglected or other family emergencies.

FEDERAL INFORMATION - (201-646-3600). Weekdays - information on federal agencies.

HOTLINE - (201-442-1362) Weekdays - answers questions on development, behavior and problems of young children.

LAWYERS REFERRAL SERVICE - (800-792-8315)

LEGAL HELP - (Toll-Free Number 800-792-8315). If you need legal help, but cannot afford a lawyer you may ask for help from Legal Aid Services in your area. If you cannot find the number, you can call the New Jersey Bar Association's referral service at 800-792-8315.

NEW JERSEY PROJECT CHILD FIND - (800-322-8174). Weekends-identification and referral of un-served handicapped children.

NEW JERSEY SELF-HELP CLEARING HOUSE - (800-367-6274). Provides information on the self-help mutual aid groups in New Jersey.

PARENTS ANONYMOUS - (800-353-4720). 24 hour assistance to parents who fear they are abusing or might abuse their children.



PUBLIC WELFARE - (800-792-9773). Weekdays - information about food stamps and other public welfare programs.

RUNAWAY HOTLINE - (800-231-6946) 24 hours - relays messages to and from runaways.

RUNAWAY SWITCHBOARD - (800-621-4000) 24 HOURS

SOCIAL SECURITY - (800-272-1111). Weekdays - information about filing a claim and services.

WOMEN'S REFERRAL CENTRAL - (800-322-8092). 24 hour information and referral on New Jersey's programs and help for women.

<p style="text-align: center;"><u>PARENT REMINDER</u></p> <p style="text-align: center;"> 2008 – 2009 </p> <p style="text-align: center;">STUDENT- PARENT HANDBOOK CONTRACT AGREEMENTS</p>

Please be sure to sign and return the tear-off sheet located on page 59 of this handbook with your child tomorrow. Thank you very much.

NOTES:



2008 – 2009



STUDENT- PARENT HANDBOOK CONTRACT AGREEMENTS

*Please return this tear-off
sheet to school tomorrow
with your child.*

Please place a by the following statements indicating that you have discussed the topics with your child and that you and your child understand and agree.

- I have read the contents of the Lower Township Elementary Schools' 2008 – 2009 Student – Parent Handbook.
- I have read and discussed the **Behavior Code** with my child.
- I have read and discussed the **District Bullying Policy and Procedures** with my child.
- I have read and discussed the **Acceptable Use Policy for Technology** with my child and agree to abide by the policy.

Throughout the year, students have the opportunity to participate in several field trips. By checking the statement below, you give your child permission to go on the annual field trips. Details of each field trip will be provided by the teacher as they are planned.

- My child has permission to participate in **all** appropriate field trips.
- My child does not have permission to participate in **all** appropriate field trips.

During the school year, there are times when your child's picture may be taken or name used in print. Some of these times may include, but are not limited to, the following:

- Articles in a school or district newsletter.
- Pictures taken to accompany a newspaper article.
- Pictures taken to include in a slide presentation.
- Pictures taken for the teacher to use in his/her class activities.
- Videos taken of participation in a special event or program.
- Pictures taken to be used in pamphlets or brochures about our district.

Board of Education policy requires that we have your permission to take photographs of your child. Please check the appropriate line below. If at any time you wish to withdraw your permission, you may do so by writing a note to your child's building principal. The principal will confirm your request for withdraw of permission in writing.

PLEASE NOTE: We do not post pictures on the Internet or the District Web Site, nor do we allow student pictures on any photographic device, i.e., cell phones, watches, personal cameras, etc.

- I give permission for my child's picture and name to be used as stated above.
- I do not give permission for my child's picture and name to be used as stated above.

Parent's/Guardian's Signature

Student Name

Student's Teacher

Date

LOWER TOWNSHIP SCHOOL DISTRICT



2008 – 2009



STUDENT- PARENT HANDBOOK
CONTRACT AGREEMENT

*Please be sure to sign and return this contract
agreement sheet to your child's teacher tomorrow.
Thank you very much.*