

# Lower Township Elementary Schools

Student - Parent  
Handbook

**2011 - 2012**



**DEAR PARENTS, GUARDIANS AND STUDENTS,**

Hi! Welcome back to what I trust will be an exciting year for all of us in Lower Township Elementary Schools!

The School District, with total input from the teaching staff, adopted a new reading series this year. The Journeys Reading Program is off and running by the time you read this! This program has been selected by our staff as it meets the varying needs of our students.

A critical part of any new program is the support of you, the parent/guardian! WE NEED YOUR HELP! Please, READ to your child or listen to them read at night . . . every night! There should be no “night off” from reading! Older brothers and sisters can help out too! We are certainly aware that families are busy with soccer, scouts, football, dance and many other worthwhile activities that compete for your time! Please make sure that you leave 10-15 minutes a night for reading! It really makes a difference!

This year’s handbook contains many new listings so we can save paper from the many notices you have received in the past. However, please note, that our “**THURSDAY FOLDER**” remains our weekly notice contact with you. Please check each Thursday for important information.

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 9. 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 pages 40 and 41.

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 22 - 26 and our notice regarding our new Harassment, Intimidation and Bullying Policy on pages 19 - 22 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 permission for your child to attend field trips and to 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 AGREEMENTS 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, homework help links; calendars, meeting notices, and special school events; information regarding our district and available services; and links to state and federal resources.

It is my sincere hope that the 2011 – 2012 school year will be a most rewarding experience for everyone in our educational community.

Sincerely,  
Joseph Cirrinicione, Interim Superintendent

## TABLE OF CONTENTS

	<u>Page</u>
Lower Township Board of Education, Central Office Staff	4
Principals, District Staff, Child Study Team, School Physician, Board Meetings	4
2011 - 12 Calendar	5-6
Regular School Schedule, Early Dismissal Schedule, Delayed Opening Schedule	7
Safety and Security Drills	8
Emergency Closings, Emergency Housing Plan	9
David C. Douglass Memorial School Staff	10
Carl T Mitnick School Staff	11
Maud Abrams School Staff	12
Charles W. Sandman Consolidated School Staff	13
Maintenance, Food Service, Transportation Staff	14
Telephone Directory	15
PTA	16
Student Dress Code	17-18
Harassment, Intimidation and Bullying Policy	19-22
Student Code of Conduct	22-26
Student Birthdays, Student Lunch Time, Visitors, Animals	26
Vacation Make-up Work, Homework, Role of Parents, Role of Student	27
Suggestions for Time, Grading Policy, Grading Standards	28
Promotion/Retention Policy	28-30
Attendance	30-31
Control of Communicable Disease	32-33
Library Media Center	33
Use of Technology	33-34
Report Cards/Conferences, Enrichment Program	34
Chorus, Basic Skills Improvement Program	35
CHOICE Program, Preschool and Kindergarten Registration	36
3-Year Old Home Visitation Program	37
Family Life Education	38
Health Services	39-40
Day Care Program	40-41
Parent Parking, Bus Changes	41
Bus Safety Procedures	42-43
Cafeteria, Application for Free/Reduced Lunch, Nutrition/Wellness Policy	43-44
Academic Achievement Awards, Power of Attorney	45
Field Trips, Electronic Devices, Tip Boxes, School Door Locking System	46
Student Information	46
Student Records, Special Services, Smoking on School Property, Right-To-Know	47
Asbestos Hazard Emergency Response Act, Integrated Pest Management	48-50
OPRA, No Child Left Behind (NCLB), Family Educational Rights & Privacy Act	51-52
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	52-53
Affirmative Action/Section 504 Officers, Grievance Procedure	53-54
Nondiscrimination/Affirmative Action Policy, Harassment	55-56
Substance Abuse Policy, Drug-Free School Zones, Law Enforcement Liaison	57-60
InService Training, Ann. Review, Weapons & Dangerous Instruments Policy	61-62
Search & Seizure Policy, Conduct and Discipline Policy	62-63
Cape May County Resources, Statewide Resource Hotline	64-65
Student-Parent Handbook Contract Agreement Form	66



## 2011 – 2012 SCHOOL CALENDAR

### SEPTEMBER

- 6 SCHOOLS REOPEN – REGULAR SCHEDULE
- 12 BACK-TO-SCHOOL NIGHT – MEMORIAL
- 13 BACK-TO-SCHOOL NIGHT – MITNICK
- 14 BACK-TO-SCHOOL NIGHT – MAUD
- 15 BACK-TO-SCHOOL NIGHT – SANDMAN

### OCTOBER

- 6 MID-TERMS ISSUED
- 7 INSERVICE DAY – SCHOOLS CLOSED
- 10 COLUMBUS DAY – SCHOOLS CLOSED

### NOVEMBER

- 2 END OF FIRST MARKING PERIOD
- 10 - 11 NJEA /VETERANS DAY – SCHOOLS CLOSED
- 14 - 18 CONFERENCES – ALL SCHOOLS – EARLY DISMISSAL
- 23 THANKSGIVING RECESS BEGINS – EARLY DISMISSAL
- 24 - 25 THANKSGIVING RECESS – SCHOOLS CLOSED

### DECEMBER

- 15 MID-TERMS ISSUED
- 23 WINTER BREAK BEGINS – EARLY DISMISSAL
- 26-30 WINTER BREAK – SCHOOLS CLOSED

### JANUARY

- 3 SCHOOLS REOPEN
- 16 MARTIN LUTHER KING, JR. DAY – SCHOOLS CLOSED
- 20 END OF SECOND MARKING PERIOD

### FEBRUARY

- 2 REPORT CARDS ISSUED
- 16 MID-TERMS ISSUED
- 17 - 20 PRESIDENTS' DAY WEEKEND – SCHOOLS CLOSED

### MARCH

- 22 END OF THIRD MARKING PERIOD
- 29 REPORT CARDS ISSUED

### APRIL

- 3 - 5 OPTIONAL CONFERENCES – ALL SCHOOLS – EARLY DISMISSAL
- 6 SPRING BREAK BEGINS – SCHOOLS CLOSED
- 9 - 13 SPRING BREAK – SCHOOLS CLOSED
- 16 SCHOOLS REOPEN
- 30 NJASK GRADES 5 & 6 STATE ASSESSMENTS

### MAY

- 1 - 3 NJASK GRADES 5 & 6 STATE ASSESSMENTS
- 3 MID-TERMS ISSUED
- 7 - 10 NJASK GRADE 3 STATE ASSESSMENTS
- 7 - 11 NJASK GRADE 4 STATE ASSESSMENTS
- 28 MEMORIAL DAY – SCHOOLS CLOSED
- 1 - 3 NJASK GRADES 5 & 6 STATE ASSESSMENTS

### JUNE

- \*13 LAST DAY FOR STUDENTS; REPORT CARDS ISSUED

# SCHOOL CALENDAR – 2011-12

September 2011							February 2012						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3				1	2	3	4
4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
25	26	27	28	29	30		26	27	28	29			
October 2011							March 2012						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	31
30	31												
November 2011							April 2012						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30				29	30					
December 2011							May 2012						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		
January 2012							June 2012						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7					1	2	
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30	31					24	25	26	27	28	29	30

X = SCHOOLS CLOSED / = EARLY DISMISSAL

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

# 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 .....	9:30 - 12:00
P.M. Pre-School .....	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 .....	9:30 - 11:30
P.M. Pre-School .....	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 .....	10:30 - 12:30
P.M. Pre-School .....	1:00 - 3:30



# SAFETY AND SECURITY DRILLS

Sandman Consolidated School  
838 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9410  
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT  
834 SEASHORE ROAD  
CAPE MAY, NEW JERSEY 08204

Memorial School  
2600 Bayshore Road  
Villas, NJ 08251  
Telephone: (609) 884-9430  
Fax: (609) 886-0515

Maud Abrams School  
714 Town Bank Road  
Cape May, NJ 08204  
Telephone: (609) 884-9420  
Fax: (609) 884-9421

TELEPHONE: (609) 884-9400  
FAX: (609) 884-1821  
www.lowertwpschools.com

Carl T. Mitnick School  
905 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9470  
Fax: (609) 898-9481

September 6, 2011

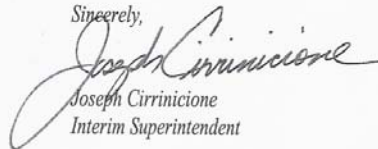
Dear Parents/Guardians:

*The safety and security of students and staff have the highest priority in our schools. Developing a district-wide safety plan is an ongoing process that allows for change as new needs are identified. One of the key factors to insuring a calm and orderly response to an emergency situation is to allow for the opportunity to practice. Currently, our students and staff practice safe evacuation procedures once a month through one mandated fire drill.*

*Further, in accordance with N.J. State Law, 18A:41-1, our schools are required to conduct one security/lockdown drill a month as well. At a given signal, students and staff will practice the safety procedures that would be used if a threat existed in their school. Be assured, that the District is sensitive to the age and maturity level of our students. The drills will be conducted in a manner that minimizes anxiety, while allowing everyone to become comfortable with the safety procedures. Conducting the drills allows administrators and staff to evaluate the effectiveness of the written procedures and make improvements that will increase security.*

*If your child appears concerned following these practices, do not hesitate to contact the school's principal or guidance counselor for advisement.*

Sincerely,



Joseph Cirrinicione  
Interim Superintendent

c: Board of Education  
Lower Township Police Department  
Emergency Management Coordinator

## 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 listed on the next page 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](http://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 delayed 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 Newman 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 Emergency Phone Calling System 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.

# DAVID C. DOUGLASS VETERANS MEMORIAL

## SHERRY BOSCH, PRINCIPAL

Debra Jacob, Secretary to the Principal  
Joanne Bailey, School Secretary

### TEACHERS

#### KINDERGARTEN

Jessica Breuss  
Mildred Card  
Annmarie Cirrinicione  
Jane Koury  
Laurie Long  
Christina Lunde  
Chrystie Mahler  
Sharon Matteucci  
Keri Matthews  
Peter Munsick  
Laura Noey  
Stacey Salerno  
Kelly Sanzo

#### SPECIAL EDUCATION

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

#### SPECIAL AREAS

Kimberly Bingham - Physical Ed.  
Jeffrey Robinson- Physical Ed.  
Jill Smith - Art Ed.  
Janeen Lindsay - Art Ed.  
Jennifer Camillo - Vocal Music Ed.  
Kristine Kelly - Physical Ed.  
John Levai - Vocal Music Ed.  
Norma Shropshire - Librarian  
Barbara White - Librarian

#### PRESCHOOL

Barbara Bur  
Susan Campbell  
Stacy Hotaling  
Nicole Rivers  
Robin Tsosie  
Rachelle Voumard

#### BSIP

Sandra Marker  
Leanne Scheff  
Karen Weinberg

#### NURSE

Michelle Obst

#### SPEECH

Debra Schellinger  
Susan Temple

#### GUIDANCE

Julia Sangillo

#### CASE MANAGER

Jennifer Blum

**CARL T. MITNICK SCHOOL**

**DR. SHELLEYMARIE MAGAN, PRINCIPAL**

Peggy Cole, Secretary to the Principal  
Linda Cardaci, School Secretary

**TEACHERS**

**GRADE 1**

Jennifer Ackroyd  
Janet Baxter  
Melissa Berger  
Dana Kelly  
Leslie Kronemeyer  
Erine Lloyd  
Molly Lloyd  
Melissa Prendergast  
Heather Roth  
Darleen Tester  
Margaret Wunder

**SPECIAL EDUCATION**

Cari Bonner  
Jeanette Hamer  
Gena Johnson – 1<sup>st</sup> Grade Self-Contained  
Heather Kennedy – 2<sup>nd</sup> Grade Self-Contained  
Carol Wade

**SPECIAL AREAS**

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

**GUIDANCE**

Sheryl Boyle

**GRADE 2**

Diane Carson  
Holly Golden  
Sharon Hickok  
Susan Kornacki  
Linda Martin  
Diane Martino  
Ashley Neville  
Samantha Osmundsen  
Patricia Parson  
Lynne Richman

**BSIP**

Tracy Brown  
Rebecca Jackson  
Kathy Kobik  
Patricia McDevitt  
Erica O'Neill  
Steven Scheff

**NURSE**

Susan Godfrey

**SPEECH**

Kathleen Crilley

**ESL**

Robin Rittweger

**CASE MANAGER**

Gisele Misieczko

**MAUD ABRAMS SCHOOL**

**DENISE LABOV, PRINCIPAL**

Theresa Einhaus, Secretary to the Principal  
Terry Coover, School Secretary

**TEACHERS**

**GRADE 3**

Robert Ackroyd  
David Bur  
Heather Carroll  
Heather Garagozzo  
Mary Hickman  
Nancy Iapalucci  
Teresa Morris  
Eileen Oleksiak-Hall  
Matthew Reidenbach  
Janet Sweeten  
Teresa Vance

**SPECIAL EDUCATION**

Amanda Cardaci  
Kevin Coombs – Self-Contained  
Judith DeBrosse  
Christina Granero  
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.

**GRADE 4**

Jessica Donohue  
Lynette Ferrante  
Pamela Levin  
Patricia O'Shea  
Greta Pacevich  
Cynthia Rosenberg  
Bonnie Shepherd  
Christopher Shivers  
Margaret Swanson  
Sydney Weeks  
Gregory Young

**BSIP**

Miken Johns  
Linda Machamer  
Tara Sherretta

**NURSE**

Virginia Gowen

**SPEECH**

Mary Ellen Reed-Wuerker

**CASE MANAGER**

Barbara McInerney

**GUIDANCE**

Margaret Desmond

# CHARLES W. SANDMAN CONSOLIDATED SCHOOL

## BARBARA DALRYMPLE, PRINCIPAL

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

### TEACHERS

#### GRADE 5

Joseph Bridgeman  
Jessica Bryan  
Sharon Buehler-McGinn  
Barbara Hart  
Anissa Holden  
Francie O'Neill  
Allyson O'Shea  
Helen Vile  
John Ward  
Kim Whittington

#### SPECIAL EDUCATION

Roseann Dotts – Self-Contained  
Dorothy Ingalsby  
Douglas Milstead – Self-Contained  
Judy Nuss  
Jeanne Oetting  
Alex Palmentieri  
Alison Paras  
Annika Tostevin  
Kathleen Trimble  
Brian Wilson

#### SPECIAL AREAS

Mark Weber-Instrumental 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  
Justine Franklin  
Doreen Gantz  
Frances Grace  
Madeleine Nessler  
Linda Peoples  
Heather Robinson  
Lila Shillingford  
Ann Marie Skerry  
Jonathan Vile

#### BSIP

Linda Callahan  
Diane Hooyman  
Robert Sangillo

#### NURSE

Christina Isenhardt

#### GUIDANCE

Margaret Ludgate

#### SPEECH

Krista Risley

#### CASE MANAGER

Dawn Hinker  
Jeffrey Kelly, Ed. D.

## MAINTENANCE

Fred Fala, Supervisor of Buildings and Grounds

John Champion  
Louis Cole  
Kevin Crookston  
Colleen Cubernot  
Bridget Donati  
Ginny Effen  
Jerry Gau  
Rich Lowe  
James Lloyd  
Ruth Lowry

Rose McCollum  
Ronald McPherson  
Mark Paget  
Wilfredo Payad  
Marge Sovani  
Barbara Ulmer  
Nancy Watson  
Donna Williamson  
Christina Witkowsky

Joseph Sovani, Head Night Custodian

## FOOD SERVICE

Robert Morris, Food Service Supervisor

Patricia Boyle  
Kathleen Brooks  
Fiorella Carroll  
Christine Halbruner  
Susan Horn  
Maria Hoff

Alison Mellina  
Sally Pavese  
Kathy Springer  
Jacalyn Sullivan  
George Wunder

## TRANSPORTATION

Martha Polillo, Transportation Supervisor

Kelly Hewitt, Secretary

Maureen Bingham  
Robert Davis  
Sondra Gittle  
Heather Grey  
Ann Harkin  
Marion Hubbard  
Christina Kelly

Susan McCullough  
Jessica Menzano  
Carol Paget  
Charles Raday  
Joanne Smith  
Deborah Stankiewicz  
Sherry Volpe

Daniel Gilliam, Mechanic  
Ryan Adams, Mechanic's Helper

## LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT TELEPHONE DIRECTORY

	Phone
Board/Superintendent's Office .....	884-9400
Sandman Consolidated School – Office .....	884-9410
Sandman Consolidated School – Nurse .....	898-9009
Sandman Consolidated School – Guidance .....	884-9410
Maud Abrams School – Office .....	884-9420
Maud Abrams School – Nurse .....	898-9464
Maud Abrams School – Guidance .....	884-9420
Carl T. Mitnick School – Office .....	884-9470
Carl T. Mitnick School – Nurse .....	898-9488
Carl T. Mitnick School – Guidance .....	884-9470
Memorial School – Office .....	884-9430
Memorial School – Nurse .....	884-9433
Memorial School – Guidance .....	884-9430
Buildings and Grounds Supervisor .....	884-9400
Child Study Team .....	884-9470
Choice Program/Educational Programs Office .....	884-9400
Food Services Supervisor .....	884-9470
Transportation Supervisor .....	884-9444
Day Care Program .....	898-9008

## PTA – PARENT TEACHER ASSOCIATION

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

Peggy McCann, President



## STUDENT DRESS CODE

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. Dress and skirt lengths shall be no shorter than mid-thigh. No bare shoulders, bare abdomens or spaghetti straps are permitted.
- Sweat shirts, warm-ups and t-shirts are permitted if they do not contain offensive pictures or language, are not torn. However, belly shirts or half-shirts that are cut or tied to expose the midriff are not permitted.
- Clothing reflecting behavior contrary to the district's Behavior Code of Conduct is not permitted. 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.) are prohibited.
- 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/ playground 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.

- “SILLY BANDZ”, or other colorfully shaped rubber band bracelets, are prohibited. These bracelets present distractions, disturbances and in some cases injury caused from improper handling on the school bus, in day care, the cafeteria and in the classroom. If your student comes to school with rubber band bracelets, they will be asked to remove the bracelet(s), which will be placed in an envelope to be returned home.
- Hair shall be neat, clean, and styled or cut to reflect good grooming and personal care. Extreme hairstyles or hair colors 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.
- 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.

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 student will be sent to the nurse’s office for a change of clothing. Depending upon the severity, the principal or his/her designee shall notify the student’s parents/guardians by sending a note home, or the nurse or the principal will call home 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.



# HARASSMENT, INTIMIDATION AND BULLYING POLICY

Sandman Consolidated School  
838 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9410  
Fax: (609) 884-9412

## LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT

834 SEASHORE ROAD  
CAPE MAY, NEW JERSEY 08204

Maud Abrams School  
714 Town Bank Road  
Cape May, NJ 08204  
Telephone: (609) 884-9420  
Fax: (609) 884-9421

TELEPHONE: (609) 884-9400  
FAX: (609) 884-1821  
[www.lowertwpschools.com](http://www.lowertwpschools.com)

Memorial School  
2600 Baysshore Road  
Villas, NJ 08251  
Telephone: (609) 884-9430  
Fax: (609) 886-0515

Carl T. Mitnick School  
905 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9470  
Fax: (609) 898-9481

September 2011

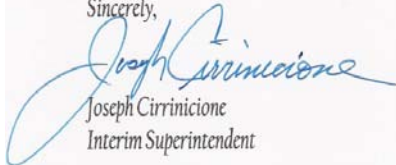
Dear Parents/Guardians:

The safety of students and staff is taken very seriously in our schools. The Board of Education prohibits all acts of harassment, intimidation, or bullying of a pupil. A safe environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, Intimidation, or Bullying is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

Therefore, in accordance with the N.J. State Law 18A:37-13.2, our schools are required to notify pupils and parents of the district's Harassment, Intimidation, and Bullying Policy. The policy is posted on the home page of the district website ([www.lowertwpschools.com](http://www.lowertwpschools.com)) by clicking on the box that says DISTRICT ANTI-BULLYING COORDINATOR or you can request a copy from your school office.

If you or your child has any questions concerning this policy, please contact the school's principal or guidance counselor.

Sincerely,



Joseph Cirrinicione  
Interim Superintendent

c: Board of Education

# HARASSMENT, INTIMIDATION AND BULLYING

LOWER TOWNSHIP  
BOARD OF EDUCATION POLICY # 5512  
HARASSMENT, INTIMIDATION & BULLYING  
&  
REGULATION #5512  
HARASSMENT, INTIMIDATION & BULLYING  
INVESTIGATION PROCEDURE

[www.lowertwpschools.com](http://www.lowertwpschools.com)



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" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any 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 disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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 the written report 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 complaint will be investigated promptly and the appropriate course of action determined.

This may include:

- Student Conference
- Parent Conference
- Age Appropriate Disciplinary Consequences/Remediation
- Anti-bullying education

The same course of action will be applied to anyone who falsely accuses another as a means of harassment, intimidation, or bullying. 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 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.
- **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, developmental and maturity levels of the parties and 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.

## 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. Since pupils learn by example, school administrators, faculty, staff, parents, guardians and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

#### 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"><li>1. Be respectful</li><li>2. Be responsible</li><li>3. Be there/be ready</li><li>4. Follow directions</li><li>5. Hands and feet to self</li></ol> |
|--|

### 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
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. Parent interest in this process should be directed to the classroom teacher first.

### Disciplinary Offenses

The following behaviors 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 Harassment, Intimidation and Bullying Policy to their students.
- Enforce the Student Code of Conduct and Harassment, Intimidation 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.

**B. Parents/Guardians are asked to:**

- Read the Student Code of Conduct and Harassment, Intimidation 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.

**C. Students are asked to:**

- 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 listed in this handbook.

## 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, 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 Superintendent's 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. If a student needs to be excluded from physical education class, a physician's note is required according to the State of New Jersey requires
8. 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.*

9. 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.
10. 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.

## CONTROL OF COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease and of teachers and pupils who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Cape May County Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease and of teachers and pupils who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Cape May County Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease.

That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil.

Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

Any pupil or adult who has a fever shall be excluded from school. The Center for Disease Control and Prevention define fever as having a body temperature above 100.0

degrees F. The determination as to readiness to return to school shall be when at least 24 hours have passed since the ill person's temperature first remained normal without the use of fever-reducing medications.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult for pupils identified and excluded in accordance with this policy; the preparation of standards for the readmission of pupils who have recovered from communicable disease; the provision of appropriate home instruction to excluded pupils in accordance with law; and the filing of reports as required by law.

## 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.

## 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 2360. (The complete Use of Technology 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 for calling or texting, and cell phone cameras are strictly prohibited. Parents/Guardians who have questions about the use of technology resources should contact the building principal.

### **REPORT CARDS/PARENT 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 or require additional conferences 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 – 2<sup>nd</sup>, 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 includes 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 building principal.

## 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, and 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 the building principal.



Lower Township Elementary School District has been awarded CHOICE DISTRICT status by the New Jersey Department of Education since 2005. The Interdistrict School Choice Program provides students the option to attend a CHOICE DISTRICT instead of their district of residence. Any school-age student who is a resident of Cape May County is eligible to take advantage of this program.

Transportation of up to 20 miles is provided. If the school is outside of the 20-mile radius, transportation will be the responsibility of the student's parents/guardians.

For **Public School Students** who have attended their school of residence for one year please contact the Parent Information Center to request an application. Additional information, application timelines and forms are available upon request. Applications can also be printed from our website at [www.lowertwpschools.com/district/choice.html](http://www.lowertwpschools.com/district/choice.html).

For **Non-Public School Students** and students who have not attended a school in their district of residence for one year (including kindergarten students), please contact the Parent Information Center to request application information and additional instructions.

Questions should be referred to Mrs. Peggi Dickinson, Choice Program Coordinator at [choice@lowertwpschools.com](mailto:choice@lowertwpschools.com) or by calling 884-9400 extension 2604.



## PRESCHOOL AND KINDERGARTEN REGISTRATION

Registration is held in June 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. Requirements for registration are: birth certificate, proof of residency and immunizations. Parents registering children who have transferred from another school must also have transfer papers. Any parent with questions concerning preschool or kindergarten registration procedures should contact Mrs. Sherry Bosch, Principal, at 884-9430.



**INTRODUCING**

**3-Year Old  
Home Visitation  
Program**

Sandman Consolidated School  
838 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9410  
Fax: (609) 884-9412

Maud Abrams School  
714 Town Bank Road  
Cape May, NJ 08204  
Telephone: (609) 884-9420  
Fax: (609) 884-9421

**LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT**

834 SEASHORE ROAD  
CAPE MAY, NEW JERSEY 08204

TELEPHONE: (609) 884-9400  
FAX: (609) 884-1821  
www.lowertwpschools.com

Memorial School  
7600 Rayshore Road  
Villas, NJ 08251  
Telephone: (609) 884-9430  
Fax: (609) 886-0515

Carl T. Mitnick School  
905 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9470  
Fax: (609) 888-9481

**Attention Lower Township Families!**

We are very excited to introduce our new **3-Year Old Home Visitation Program**, "3VP" to you and your family. Our goal is to provide you with information, support, and encouragement to enhance your child's development and school readiness.

**How It Works:**

- Requirements: Your child must be 3 years old on or before **October 1, 2011** and you must be a Lower Township resident.
- This program is conducted through home visits, during which we will interact together with both the child and the parent/guardian(s).
- We will guide you and your child through the development of skills they will need when entering our four-year old preschool program in September 2012.
- Throughout the school year, we will offer every family support and encouragement through regular visits.

**Our Program is grounded in these basic beliefs:**

- Parents are their children's first and most influential teachers.
- The early years of a child's life are critical for optimal development and provide the foundation for success in school and life.
- All young children and their families deserve the same opportunities to succeed, regardless of any demographic or economic considerations.

We are grateful for this opportunity to interact with your family and look forward to helping instill a lifelong love of learning in your child. If you have any questions please call 884-9430.

Respectfully,

*Joseph Cirrinicione*  
Joseph Cirrinicione  
Interim Superintendent



**3 Year-Old Visitation Program**

Child's Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Parent's Name(s): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_

## 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., "Understanding The Reproduction System"; "The Human Story"; "Being Born"; "Changing For Boys"; "Changing For Girls"; "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"; 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 to 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 6<sup>th</sup> grade, all students must receive two vaccines: Meningococcal Vaccine and Tdap Booster. (Note: Students who have received a Tetanus Booster less than 5 years prior to entering 6<sup>th</sup> 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.

Due to the mandatory number of minutes required for physical education weekly, in order to be excused from participation in physical education class, a student must present a physician's note excusing the student from the activity.

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 (898-9009), Mrs. Godfrey in Carl T. Mitnick School (898-9488), Mrs. Gowen in Maud Abrams School (898-9464), 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 \$20.00 per week regardless of the number of days the service is used.
- The cost for the after-school session is \$40.00 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.



## PARENT/GUARDIAN/VOLUNTEER PARKING REMINDER

Parking directly in front of school buildings while school is in session is prohibited. Schools are designated “**FIRE ZONES**” by the Bureau of Fire Safety. Please park in the designated parking lots.

## 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 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 \$2.00 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 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 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. As we are encouraging our students to make healthy dietary and lifestyle choices, soda and fast food items are not permitted. In addition, glass bottles are not permitted for safety reasons. 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. If you have a child at the Richard M. Teitelman or Lower Cape May Regional Schools, you must fill out a separate application for those schools. 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.

## 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 was required by law as of 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 expending awareness about this policy among students, parents, teachers and the community at large.

## ACADEMIC ACHIEVEMENT AWARDS FOR GRADES 5 & 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 indicate 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 in order for your child to participate on field trips.

## 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.

## PROHIBITED USE OF ELECTRONIC COMMUNICATION & RECORDING DEVICES (ECDRD)

Pupils are not permitted to bring, possess, or use an ECDRD on school ground at any time, regardless of whether school is in session or not. "Electronic Communication and recording device (ECDRD)" includes any device with the capability to audio or video or is capable of receiving or transmitting any type of communication between persons. An ECDRD includes but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers electronic readers personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

## TIP BOXES

"Tip Boxes" have been installed in the Maud Abrams and Sandman Consolidated Schools for anonymous reporting of threats, harassment, intimidation or bullying incidents or 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.

## 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 their student's school principal.

## RIGHT-TO-KNOW (RTK)

Lower Township Elementary Schools are in full compliance with the PEOSH Hazard Communication Standard including the New Jersey Worker and Community Right to Know Law.

# ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.9, the Lower Township Board of Education is hereby notifying the public that the district is in full compliance with all AHERA regulations.

The AHERA Asbestos Management Plans for the district are available for review at each facility and in the Board of Education Maintenance Office between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday.

## INTEGRATED PEST MANAGEMENT (IPM)

Lower Township Elementary School is in compliance with the New Jersey School Integrated Pest Management Act of 2002. N.J.A.C. Title 7 Chapter 30, Subchapters 1-12 Pesticide Control Act of 1971 and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the schools' IPM Policy available for review at each school facility, and in the Board of Education Maintenance Office between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday.

<b>Sandman Consolidated School</b> 838 Seashore Road Cape May, NJ 08204 Telephone: (609) 884-9410 Fax: (609) 884-9412	<b>LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT</b> 834 SEASHORE ROAD CAPE MAY, NEW JERSEY 08204 TELEPHONE: (609) 884-9400 FAX: (609) 884-1821 www.lowertwpschools.com	<b>Memorial School</b> 2600 Bayshore Road Villas, NJ 08251 Telephone: (609) 884-9430 Fax: (609) 886-0515
<b>Maud Abrams School</b> 714 Town Bank Road Cape May, NJ 08204 Telephone: (609) 884-9420 Fax: (609) 884-9421		<b>Carl T. Minnick School</b> 905 Seashore Road Cape May, NJ 08204 Telephone: (609) 884-9470 Fax: (609) 886-9484

**Annual Integrated Pest Management Notice  
For School Year 2011 - 2012**

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Lower Township Elementary School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the schools' IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for the Lower Township Elementary School District is:

Name of IPM Coordinator: Fred Fala

Business Phone number: (609) 884-9400 ext. 2701

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan the Lower Township Elementary School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

**The following items must be included with this annual notice:**

- A copy of the school or school district's IPM policy.
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan. **No Changes Recommended**
- A list of pesticides that are in use or that have been used in the past 12 months on school property. **None Used**

LOWER TOWNSHIP SCHOOL DISTRICT  
INTEGRATED PEST MANAGEMENT PLAN

POLICY

LOWER TOWNSHIP  
BOARD OF EDUCATION

PROPERTY  
7422/page 1 of 3  
School Integrated Pest Management Plan  
M

7422 SCHOOL INTEGRATED PEST MANAGEMENT PLAN

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Lower Township School District.

IPM Coordinator (IPMC)

The Supervisor of Buildings and Grounds shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

### Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Pupils and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

### Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

### Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to pupils, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

### Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

### Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

### Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.



## 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.

## NO CHILD LEFT BEHIND (NCLB)

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 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

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 AMENDMENT (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:
  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 OFFICER, 504 OFFICER, & 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.

## 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 ext. 5303. 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.

## NON-DISCRIMINATION/AFFIRMATIVE ACTION POLICY

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 adopted on October 28, 2008, 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.

## 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 Affirmative Action Programs for School and Classroom Practices, BOE Policy #2260.

#### 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 and Harassment, Intimidation and Bullying 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. .

#### 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

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.

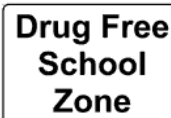
"Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

- 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 11 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.

### ENFORCEMENT OF DRUG FREE SCHOOL ZONES POLICY



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. This cooperative agreement with law enforcement includes the use of main hallway cameras which are monitored by the Lower Township Police Department. 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 & DANGEROUS INSTRUMENTS POLICY

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 5600 Pupil Discipline/Code of Conduct and 5610 Suspension).

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.

## **IMPLEMENTATION**

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

## **SEARCH & SEIZURE POLICY**

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 5530 Substance Abuse and 5611 Weapons and Firearms Offenses).

## **CONDUCT/DISCIPLINE POLICY**

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.

## 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 or 465-1204 for the nurse) - For income eligible families with no insurance coverage or Medicaid coverage.

**Oasis Youth Services Program of Cape May County**, 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 774, Cape May Court House, New Jersey 08210 (522-6489). Services to victims of sexual assault and domestic violence; 24-hour hotline crises response (Toll Free – 24 hours = 1-877-294-2272), counseling and advocacy, information and referral, community outreach on domestic violence and sexual assault prevention, accompaniment and arrangement for protective shelter for victims of domestic violence and their children in Cape May County. Their website is [www.cara-cmc.org](http://www.cara-cmc.org).

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

**Operation Junction (726-1404)** 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 (800-604-4357) 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.

**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.

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

**CAPE MAY COUNTY LAWYERS REFERRAL SERVICE** - (609-463-0313)

**LEGAL HELP** - If you need legal help, but cannot afford a lawyer you may ask for help from Legal Aid Services in your area (Cape May County = 465-3001).

**NARCOTICS ANONYMOUS of New Jersey** - 800-992-0401

**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). Parenting Group providing mutual support and childcare for meetings thru Cape Counseling.

**SOCIAL SERVICES/WELFARE** - (609-886-6200). Weekdays - information about local emergency assistance.

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

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

**SOCIAL SECURITY** - (800-772-1213). 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.



2011 – 2012



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' 2011 – 12 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, facebook, MySpace 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

 2011 – 2012 

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.*