PRESCHOOL PARENT/GUARDIAN HANDBOOK 2011-2012

MIDDLE TOWNSHIP

ELEMENTARY NO. 1 SCHOOL

Cape May Court House, NJ

Main Office 463-1900 ext. 1204

Student Absence Line 463-1900 ext. 1500

Transportation 465-1827 ext. 2320 or 2321

Catherine A. Kelly, Principal

ORGANIZATION

Elementary School No. 1 contains: 24 regular classrooms, 2 resource rooms, 3 self-contained classrooms, multi-purpose room (used as cafeteria), physical activity area, library media center, computer lab, and nurse's office. The campus houses all preschool, kindergarten, 1st & 2nd grade students with a projected enrollment of approximately 700.

SCHOOL DAY

AM Session	School Begins	8:40 AM	Dismissal	11:15 AM
PM Session	School Begins	12:45 PM	Dismissal	3:15 PM

HALF DAY/EARLY CLOSING

AM Session	School Begins	8:40 AM	Dismissal	10:25 AM
PM Session	School Begins	11:35 AM	Dismissal	1:20 PM

More information regarding half days will be communicated before our first half-day closing.

DELAYED OPENING SCHEDULE

A 90-minute Delayed Opening Schedule will be put in effect on mornings when it appears as if weather conditions would improve to the point where your children could arrive at school safely, given the extra time. When you listen to the television and/or radio during wintry weather, Middle Township Public Schools will be reported as either **"Closed"** or **"Delayed Opening."**

If a **"Delayed Opening"** schedule is in effect, kindergarten, first and second grade children should be at their bus stops exactly 90 minutes (one hour and a half) later than usual. School will begin at the following time:

Elementary #1 10:10 AM

AM Preschool will be cancelled and the PM Preschool will remain on a regular schedule.

EMERGENCY SCHOOL CLOSING

In the event of a severe storm or other emergency, a special announcement will be made over local radio stations between the hours of 6:00 a.m. and 8:00 a.m. In addition to this, the Middle Township School District will communicate with you through the Global Connect phone system. Each household in our school district will receive a phone call regarding school closings. The local radio stations are:

WCZT-FM 98.7 KYW-AM 1060

PUPIL ATTENDANCE

The Middle Township Board of Education has an obligation to require the students of this district to be present in school in order to be taught. This policy is for the benefit of the students, their parents/guardians, and the community at large.

Student participation in all regularly scheduled classroom learning activities in each area of study is essential in order for each student to receive the maximum benefits of a thorough educational program. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity, under the tutelage of a competent teacher, are vital to this purpose.

With the advent of the New Jersey State Requirements for Graduation, it is more necessary than ever that all students attend school on a regular basis in order to ensure that they will be properly prepared to successfully pass the High School Proficiency Assessment (HSPA) in the areas of reading, writing, and mathematics skills as a condition of high school graduation. This mandate is over and above the present course and credit requirements now in effect at the State and Local Board level.

REGULATIONS REGARDING ABSENTEEISM:

A. Students who are habitually absent from school cannot satisfactorily complete prescribed courses of study. In addition, unauthorized absenteeism is in violation of State Law (NJSA 18A- 38: 25-26).

B. The Middle Township Board of Education is responsible to the State and people of the local community to operate the public schools within the prevailing legal structure as set forth by the State and Local Board.

C. There is an impelling responsibility on the part of the parents/guardians and students to see that regular school attendance is maintained.

D. Therefore, based upon these legal facts and conditions, the Middle Township Board of Education has instituted the following policy.

ABSENTEE POLICY:

A. Absence Verification

1. **In case of a student absence, a call to the school is requested at 463-1900 ext. 1500.**
2. If you do not call to report an absence, you may receive a call from a school secretary or school nurse to verify the student's absence.
3. Upon returning to school after being absent, the student must present a written excuse signed by the student's parent/guardian.
4. All notes will be kept in a file in the office.
5. Additional verification of the student's absence and/or readiness to return to school may be required.

B. Consecutive Absence

- Any pupil who misses 5 consecutive school days and does not appear on home instruction or who is not medically verified by the school nurse will be issued a legal notification by the main office to report back to school. Failure to do so within 5 school days will result in the following action:

- Parents of pupils at/above the compulsory school age (NJSA 18:38-29) who fail to have their child in school will be considered as disorderly persons and subject to court appearance in the local municipal court.

C. Excessive Absenteeism

1. The parent(s)/guardian(s) of students who miss more than 24 school days per year in a non-consecutive fashion will be notified by certified mail to appear before the principal or vice principal within five (5) school days after receipt of the notification in order to present just cause for the absences. Absenteeism for the entire student body is checked several times during the school year. Written notices are sent to parent(s)/guardian(s) before the 24 day limit is reached.

2. After due consideration of all the pertinent data, the principal will decide what further course of action will result. Students and parents may be required to appear before the Board of Education Committee or be subject to court appearance in the local municipal court to show just cause for excessive absenteeism.

D. Tardiness

1. The orderly conduct of all school activities is predicated upon promptness. Tardiness imposes distractions to the classroom teacher and school authorities and places an undue burden upon the clerical staff. In addition, it is the responsibility of the parents to teach promptness to school and classes as part of the education process. It prepares students to accept the responsibility of promptness in the real world of work and life in general.

2. Pupils who are tardy for school in excess of three occasions will be referred to the administration, whereupon, at the discretion of the administration and based upon the legitimacy of the latenesses, a determination

will be made according to the following attendance policy guidelines. Students who are tardy unexcused will be referred to the administration for appropriate disciplinary action.

3. Early release from school may be granted for the reasons of sickness, vacation and doctor/dental appointment, death, and family emergencies.

4. **All tardy students must report to the classroom and be signed in on the tardy sheet.**

E. Family Vacation - (Allowed with the following provisions)

1. Written request to the principal at least two weeks prior to the planned trip. Upon approval by the principal, all teachers must sign the request.
2. Limited to two such events during any school year, and then, not to exceed a total of 10 school days.
3. Subject assignments will be provided to the students and are due upon return.
4. The principal will confer with parents to absolve the school authorities of any responsibility for adverse effects of academic success that may be caused by the absence.

NEW ENTRANTS

Students transferring to our school must present:

1. Transfer card
2. Report card from previous school
3. Proof of immunization
4. Two proofs of residency

TRANSFERS

Parents are urged to notify the school office, as well as the teacher, at least five days in advance of any expected transfer or withdrawal from school. The date of the child's last day of school should be given at that time. All students leaving to attend a new district will be issued a transfer card.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) regulated the manner in which individuals can access student records. As the parent of a student or as an adult student currently enrolled in Middle Township Schools, you have the following rights:

1) The right to inspect and review your child's or your education records
2) The right to seek amendment of those portions of your child's or your education records that you believe are inaccurate, misleading, or otherwise in violation of your child's or your privacy rights
3) The requirement for your consent prior to the disclosure of personally identifiable information contained in your child's or your education records, except to the extent that FERPA and other federal regulations authorizes disclosure without consent
4) The right to file a complaint with the Family Policy Compliance Office, United States Department of Education regarding any alleged failures to comply with FERPA and its regulations.

Requests to access student records should be made to the Building Principal of the school the student attends. This access will be granted as soon as is possible but not later than 10 days after the request is made. Requests to appeal the contents of a student's education records are to be made in writing and are governed by BOE Regulation 8330.

SNACK

Parent volunteers are asked to provide a community snack for the students in their classroom. We encourage parents to communicate with the teacher concerning the type of snack and approximately how much should be provided. Snacks will be given on a daily basis.

TRANSPORTATION

The Board of Education will provide transportation to and from school for students who live beyond a designated radius of the school. The Transportation Supervisor (Richard Stahl) is in charge of planning the bus routes, assigning the children to buses, and keeping everyone informed on changes that take place pertaining to transportation. If you have any questions regarding transportation, the Transportation Office can be reached at **465-1827 ext. 2320 or 2321**.

PROCEDURES FOR EMERGENCY BUS CHANGES

In order to maintain an efficient and safe transportation system, it is critical that routes and passengers remain consistent. If a child will be permanently transported to or from an address other than home (e.g., day care or babysitter), arrangements can be made for the child to be picked up and/or dropped off EVERY DAY of the week from that location. The permanent weekly transportation schedule for your child will be kept on file in the school office as well as in the Transportation Department.

The district DOES NOT honor requests for daily, weekly, or monthly bus stop changes, except in emergency situations.

If, in accordance with the above stated procedure, a change in bus or stop becomes necessary, a note must 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. Exceptions for special serious considerations should be directed to the Principal in each building.

Bus safety is a high priority. Please impress upon your child the importance of following the five bus safety rules:

1) Listen to your driver
2) Talk quietly
3) Stay in your seat
4) Wear your seatbelt
5) Keep hands and feet to yourself

PROCEDURE FOR PICKING UP STUDENTS AT DISMISSAL

If it is necessary for parents or guardians to pick up their child from school they should:

1. **Send a note to school with the child on the day they are to be picked up.**

2. **Report to the classroom to pick up all students. DO NOT REPORT TO THE OFFICE. Students will not be dismissed until 11:15 AM (AM Session) or 3:15 PM (PM Session), our regular dismissal time. Although early dismissals are discouraged, if it is absolutely necessary to pick up your child early and you have not sent in a note, please call the school office (463-1900 ext. 1204) before arriving. You must always sign out your child on the dismissal sign-out sheet.**

3. **Students will only be permitted to leave with parents or guardians whose names we have on file. If you wish for someone else to pick up your child on a particular day, please send in WRITTEN PERMISSION with your child on that day.**

4. **Under no circumstances should a child be taken off a bus or taken from the school without notifying the teacher or the office.**

DROPPING OFF AND PICKING UP CHILDREN

In the interest of ensuring the safety of our children, we are asking that the following guidelines be observed when dropping off or picking up students:

1. **DROP OFF**

   - In order to eliminate confusion, **please park in the Administration Building Parking Lot** off of Route 9. **Students should not be dropped off before 8:40 AM (AM Session) or 12:45 PM (PM Session)**.
   - All parents MUST escort children to their classroom each day.

2. **PICK UP**
   - In order to eliminate confusion, **please park in the Administration Building Parking Lot** off of Route 9.
   - All parents MUST meet their child at the designated room for pick up.
   - All parents MUST sign out their child each day.
   - **Students should not be picked up before 11:15 AM (AM Session) or 3:15 PM (PM Session)**.

Thank you for your help in these matters.

HEALTH SERVICES

A full-time nurse will be on duty during the school day to provide students with first aid treatment. If it is necessary for a student to go home due to illness, parents and/or guardians are responsible for transporting their child home from school.

Please note that **any** medications to be administered by the nurse must be accompanied by a written doctor's order and brought to school by parent/guardian in the original container.

If your child becomes afflicted with head lice, please contact the school nurse immediately so she can check the entire class. A child will be excluded from school until all lice or nits are removed.

If your child has a special health concern, severe allergies to specific foods or insects, please be sure to contact the school nurse.

Please keep your child home for at least 24 hours after they no longer have a fever or do not have signs of fever, without using fever-reducing medications. Keeping children with a fever at home will reduce the number of people who may get infected.

If you prefer to talk to the nurse concerning any of the above information, please call the school nurse, Mrs. Polt, at 463-1900, Ext. 1205.

SCHOOL INSURANCE

The Middle Township Board of Education provides an accident insurance policy. This insurance policy is based on parents or guardians using their own insurance first and then utilizing the school insurance. Those without personal insurance will be covered immediately.

LOST AND FOUND

The lost and found is located in the main office and in the rear of our all-purpose room. The school cannot be responsible for items lost. However children should check lost and found as soon as they have lost something. **It is recommended that parents/guardians attach or sew nametags on clothing and coats, and place names on book bags and lunch boxes to facilitate identification.** Items such as watches and money are turned in to the school secretaries.

TELEPHONE CALLS

Please remember the school office is a busy place. Messages to children should be confined to EMERGENCIES ONLY.

REPORT CARDS AND PARENT/GUARDIAN CONFERENCES

Parents/guardians will be kept informed of the pupil's progress and achievement by a report card, which will be issued two times per year – at the end of the 2nd marking period and at the end of the school year. Since no report card is adequate in presenting a full picture of a pupil's progress, parents/guardians and teachers are encouraged to confer as often as possible. Parent/guardian-teachers conferences are scheduled at the end of the first and second marking periods for all students. In addition, teachers are available for a conference on most days after school is dismissed. If you desire an appointment, please write a note to the teacher in order that a time convenient to you and the teacher may be determined. In an emergency you may contact the principal concerning an appointment with a teacher. We ask that you not contact the principal concerning a teacher/child problem unless you have talked to the teacher first. No action can be taken until the teacher is involved.

SCHOOL VISITORS

ALL PERSONS MUST REPORT TO THE MAIN SCHOOL OFFICE BEFORE GOING ANYWHERE IN THE SCHOOL BUILDING. ALL DOORS LEADING INTO THE SCHOOL WILL BE LOCKED DURING THE SCHOOL DAY. TO ENTER THE BUILDING USE THE DOORS OUTSIDE OF THE MAIN OFFICE. PLEASE SIGN IN AT THE MAIN OFFICE UPON ARRIVING AND OBTAIN A VISITOR'S PASS. Parents/guardians are requested **not** to take forgotten lunch money, permission forms or forgotten homework directly to the classroom, but to leave such items in the main office for delivery. Pre-arranged classroom visits are welcome; write your child's teacher a note stating a date and time that would be convenient for you. However, these visits must be limited to observations only. Parents/guardians are asked not to attempt to carry on a conversation with the teacher or ask questions concerning your child's progress. Remember, even the smallest interruption multiplied by the number of parents/guardians who wish to go directly to the classroom takes valuable time away from all the children's instructional period.

PARENT TEACHER ASSOCIATION

The PTA is concerned with promoting the welfare of our school children. To function properly, the PTA must have the active participation of both school and parents. Meetings provide an excellent opportunity for teachers to meet parents and vice versa. They also offer an opportunity for the school program to be interpreted. Parents/guardians will be notified of events by written message from each school, regarding the date and place where the program will be presented.

PARENT TEACHER ASSOCIATION
OFFICERS

Korri Carlson, President
Cynthia Dykhouse, Vice President
Jen Campbell, Secretary
Sarah McAnaney, Treasurer

SCHOOL SUPPLIES

Books, paper, and other miscellaneous educational items are supplied by the school at no cost to the student. Each child is held responsible for the care of all school property (books, desks, windows, etc.). The proper care and use of these items should be stressed to help your child develop a feeling of personal responsibility for books or supplies furnished for his/her use. Children who lose or damage school books or other property will be held accountable. Below is a suggested supply list for students in preschool. Donations are not required but greatly appreciated by all classrooms.

The following supply list is suggested for each student in Preschool at Elementary #1:

- 1 – 24 count box of skinny crayons
- 4 – large glue sticks
- 1 – 8 oz. bottle of Elmer's glue
- 1 – plastic pocket folder
- 1 – box of tissues

AFFIRMATIVE ACTION

The Middle Township Board of Education is aware of and adheres to rules and regulations relative to equality in educational programs as promulgated in State and Federal Laws. There is a complete Affirmative Action Plan on file in the school office and the Superintendent's office. Dr. David Salvo is the Affirmative Action Officer and the Section 504 Officer. He can be reached at 465-1800 Ext. 3106 or by writing him at 216 S. Main Street, Cape May Court House, NJ 08210.

FIELD TRIPS

As part of the educational service of the school, children are taken on field trips. Children may participate on field trips only if the parent/guardian gives written permission to the school. Students exhibiting a pattern of inappropriate behavior may be excluded from such trips.

FIRE DRILLS

The school laws of New Jersey require that each school hold a fire drill twice every month. These drills are held at various times and under varying conditions. The children of Elementary #1 are taught to leave the building quickly and safely.

LOCKDOWN DRILLS

Periodically throughout the school year your child will participate in school wide lockdown drills. Students practice this drill in an effort to maintain safety in the event of a stranger in the building.

MIDDLE TOWNSHIP PUBLIC SCHOOLS
CAPE MAY COURT HOUSE, NEW JERSEY

CODE OF ETHICS

Sharing a belief in the inherent value of each member of our school community, and committing to promote moral behavior in our schools and community, *we will…*
Respect ourselves, others, authority, and our surroundings;
Demonstrate responsible personal behavior whether alone or in a group;
Act with honesty in what we say and what we do;
Treat one another with compassion, kindness, and tolerance; and
Accept accountability for our choices, decisions, and actions.

CODE OF CONDUCT

In order to provide a safe, positive, and productive educational environment for all who interact with and for our schools, we pledge to follow the Middle Township code of conduct.

RESPECT

For ourselves and others

As a member of the school community, I will do my best to make a positive contribution while at school or school activities. To show respect for myself and others, I will:

- present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak.
- not purposely hurt, offend, verbally or physically attack, or belittle another person, even though I may disagree with his or her beliefs, choices, and/or behavior.
- dress appropriately for my environment and activity so as not to embarrass, injure, distract, or show disrespect to myself or others.
- avoid the use of any illegal or harmful substance that is in violation of school policy.

For authority

To show respect in attitude and language to those in positions of authority and responsibility, I will:

- choose appropriate words.
- act and speak in a positive fashion.
- question in a respectful manner.
- follow directions in a cooperative way.

For surroundings

To show respect for the possessions of others and school and community property, I will:

- not take things that don't belong to me.
- not damage, deface, destroy or vandalize any individual's, community, or school property.
- properly dispose of trash/waste and recycle when appropriate.

RESPONSIBILITY

As a contributing member of the school community, I will accept responsibility:

- for myself in what I say, do, and choose.
- to treat others as I would like to be treated.
- to work cooperatively with others.

HONESTY

I will approach all that I say and do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will:

- do my own work and not present others' ideas or efforts as my own.
- act in a trustworthy manner, neither lying nor intentionally misleading another.

ACCOUNTABILITY

I understand that as a member of the Middle Township school community, I am accountable for the choices, actions, and decisions I make each day.

PUPIL RESPONSIBILITY AND DISCIPLINE

Each child should have the feeling of individual responsibility for his/her conduct at all times. If your child errs, your cooperation is needed in order that the school and the home can work together to help him/her develop the attitude and habits, which will lead to success as a member of society.

It is obviously essential for proper instruction to take place; the teacher must have control of the class at all times. It is known that the most effective control does not come from authority alone. The best discipline is self-discipline and our children must learn to be responsible for themselves.

No one child has the right to interfere with the rights of others to learn. Therefore, a student who persistently violates school rules or is considered to have committed a serious breach of conduct may be suspended from classes by the administration.

After extensive collaboration with staff and administration, Elementary #1 has adopted the following school-wide rules for general areas of the school. Individual teachers will still establish classroom rules with their students in addition to the school-wide rules. Certain types of behavior often merit parental contact of some kind. If this is a written note, the parent/guardian is asked to acknowledge receipt of such information.

Any infraction against one or more of these rules, routines, or procedures may result in but is not limited to one or more of the following consequences as determined by the administration: a conference with the principal, a supervised time out, a loss of snack, a loss of recess or free time, a lunch detention, an after-school detention, a parental conference, suspension of bus-riding privileges, an in-school suspension, or an out-of-school suspension.

This year the school plan is to reward students for positive behavior as well as address behavior in need of improvement, in a specialized program designed to improve social skills.

MIDDLE TOWNSHIP ELEMENTARY #1

SCHOOL-WIDE RULES

1. Listen to your teachers
2. Do all schoolwork
3. Never hurt anyone on the inside or outside
4. Try your best

HALLWAY RULES

1. Follow directions
2. Walk at all times
3. Stay to the right
4. Keep hands, feet, and objects to yourself

BATHROOM RULES

1. Line up quietly
2. Stand quietly in line/ wait for your turn
3. Go in when it's your turn – when someone comes out
4. Use the bathroom and flush
5. Wash hand with soap (2 pumps)
6. Dry hands with towel (two cranks) and place in trash
7. Return to the end of the line

PLAYGROUND RULES

1. Follow directions
2. Keep hands, feet, and objects to yourself
3. Use equipment as directed: a) No sticks, sand, or stones b) No tree climbing
4. Stay within the playground boundaries
5. No fighting or play fighting

The behavior of pupils while riding the school bus is the responsibility of each parent/guardian. The emphasis on discipline stems directly from a concern for the safety of the children. If a child repeatedly disobeys his/her bus driver's directives, they may have their bus riding privileges temporarily suspended, and the parent/guardian will be responsible for providing transportation to and from school during the suspension period.

BUS RULES

1. Listen to your Driver
2. Fasten your Seatbelt
3. Stay Seated
4. Talk Quietly
5. Keep hands and feet to yourself

SPECIFIC POLICIES

1. There is no supervision of playground equipment after school hours; therefore, all "walkers" are to go home at dismissal. No student may remain without the express permission of an authorized adult.

2. Playthings from home may cause a great deal of distraction and/or grief at school. No matter how much care is taken, fragile items are often broken and are sometimes lost. Therefore, **items of any worth should not be brought to school.** Hand-held electronics such as a DS and I-Pod cause distractions and should be left at home.

3. Should it be necessary to send a child home for any reason, the parents/guardians will be called to provide transportation.

MIDDLE TOWNSHIP PUBLIC SCHOOLS
STANDARD CODE OF DRESS

Key provisions in the Middle Township School District dress code for preschool through senior year:

Permitted:

Shirts:

- Collared golf shirts, turtleneck and dress shirts (long or short sleeved).
- Shirts must be loosely fitted and midriffs must be covered and dress shirts must be buttoned above the chest line.
- Shirt colors are **any solid color. Hoods, stripes or patterns are NOT acceptable.**
- Optional shirt logos must be only an approved Middle Township school logo.
- **Shirt length must extend to be no longer than hip area**.
- **Undershirts can be any solid color and must be tucked in.**

Sweaters and sweatshirts:

- Crew-necked, V-necked or cardigans over collared shirts (colors as specified) or turtleneck.
- Sweater and sweatshirt length must extend to be no longer than the hip area.
- Sweaters and sweatshirts must be loosely fitted.
- **Sweaters and sweatshirts can be any solid color.**
- Optional sweater and sweatshirt logos must be only an approved Middle Township school logo.

Pants and skirts:

- Docker-style or dress pants.
- Bermuda or walking shorts must be no shorter than mid-thigh.
- Skirts, shorts and skorts must be no shorter than mid-thigh. (No slits)
- **Solid dresses** and jumpers in code colors (tan, navy, black, gray and brown) and no shorter than mid-thigh.
- **Dresses**, skirts and pants must be no longer than floor length.
- Capri pants.
- Pant cuffs must be within the heel to toe of student's footwear.
- Pants must be appropriately sized and worn at the waist.
- Pants and skirt colors are only **tan, navy, black, gray and brown**.

Shoes and stockings:

- Shoes with rubber or hard soles and sneakers.
- Dress sandals.
- **Solid colored pantyhose/knee socks/leggings only**.

Gym Days:

- **On Gym Days Elem. #1 and Elem. #2 students will have three options for physical education clothing: 1) Students may wear their Student Standard of Dress clothing, 2) Students will be permitted to wear physical education clothing purchased through the PTA, or 3) Students may wear physical education clothing purchased at a store of their choice.**

  - **The four (4) clothing items acceptable for physical education classes are tee shirts, shorts, sweatshirts and sweatpants. The physical education apparel must be made of cotton material and must be gray in color. A Middle Township school logo is not required.**

Not Permitted:

- Tank tops, T-shirts, thin strapped tops, tube tops, mesh, fish-net styles, spandex-type materials or clothing which exposes the back, chest, shoulders or midriff and low cut shirts and **Henley shirts**.
- Material cannot be sheer, see-through, shiny nylon, denim or denim-like.
- Hooded sweaters and sweatshirts.
- Jackets, coats, windbreakers, warm-up jackets, hats, gloves and any type of outer garment may not be worn in the classrooms, hallways, or the cafeteria during the regular school day.
- Chain, link or metal belts.
- Tight fitting, stretch type material.
- Cargo pants, outside cargo pockets, painter's pants, overalls, hip-huggers, and jean-type pants with rivets.
- Sweatpants.
- Pajama pants.
- Drawstrings on the bottom of pants.
- Flip flops. Shower shoes. Bedroom slippers.
- **Fishnet stockings**.

DISCIPLINARY CONSEQUENCES
FOR NOT FOLLOWING DRESS CODE

Procedures

The following discipline procedures have been established:

STEP ONE

Any student who reports to their class dressed in clothing which a staff member deems inappropriate under the new dress code stipulations will be marked present but sent to the office for review and disposition by the administration.

STEP TWO

The classroom teacher who sends the student to the office should also send the student's name on the form provided as an attachment to their homeroom card.

STEP THREE

The student will report to the office where the administration will determine if the clothing is inappropriate. If the clothing is unacceptable, the parent, guardian, or other caregiver will be called and be given the option to have their child change to appropriate apparel supplied by the school (which is to be washed and returned the next day), bring appropriate clothing to school for their child or pick up their child. Failure to be in compliance with the dress code, i.e., (students who are retained in school or taken home) will result in an unexcused absence for the day of that student.

Dispositions

First Incident

- See procedures above. In addition, an administrative warning will be issued.

Second Incident

- See procedures above. In addition, students will receive a lunch detention and loss of recess even though they are returned to class, picked up, or housed in school.

Third Incident

- See procedures above. In addition, students will receive an after-school detention even though they are returned to class, picked up, or housed in school.

Additional Incident

- Student will not be allowed back to school and will be required, with their parents/guardians/caregivers, to meet with the principal, subsequently the superintendent, and ultimately with the Board of Education.

It is our sincere hope that we can continue to work together to make Elementary #1 a truly unique and rewarding experience for your child(ren).

HARASSMENT, INTIMIDATION, AND BULLYING

The Board of Education recognized 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. Accordingly, the Board of Education prohibits all acts of harassment, intimidation and bullying, as those terms are defined herein.

"Harassment, intimidation, or bullying" is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, or on a school bus and that:

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

The Board recognizes the district's obligations under the *Memorandum of Agreement Between Education and Law Enforcement Officials (N.J.A.C.* 6A:16-6.2(b)12), which define the conditions by which school officials are required to report suspected hate crimes or bias-related acts to law enforcement authorities. Since some acts of harassment, intimidation or bullying may be bias-related acts and potentially hate or bias crimes, school officials are required to report serious acts or those which may be part of a larger pattern to law enforcement authorities in accordance with the law, regulations and the Board's established policies.

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 punishes 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. Consequences and appropriate remedial actions for students who commit acts of harassment, intimidation or bullying range from positive behavioral interventions (e.g., peer mentoring, short term counseling, life skills groups) up to and including punitive actions (e.g., suspension or expulsion), as permitted under *N.J.S.A.* 18A:37-1 ("Discipline of Pupils"). The remedial action imposed on any given student who has committed an act of harassment, intimidation or bullying shall be based on a consideration of several factors, including but not limited to the nature and circumstances of the act; the level of harm; the nature of the behavior; past incident(s) or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred.

Each year, the administration shall provide to students and their parents/guardians the rules of the district regarding student conduct, and this policy regarding harassment, intimidation and bullying 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.

Students who become involved in harassment, intimidation, or bullying will be subject to the following six-step process:

- **Step 1** – Except in cases of physical violence, threats of physical violence or other egregious conduct, a student who is harassed, intimidated, or bullied by another should ignore the first incident, and should by no means retaliate or respond by counter-acts of harassment, intimidation or harassment.

- **Step 2** – With the second incident, the student subjected to harassment, intimidation or bullying should clearly inform the actor that the actions/words have been harmful and should be stopped.

- **Step 3** – With the third incident, the student subjected to harassment, intimidation or bullying should report the actor's conduct to a teacher, designated administrator or guidance counselor. While not required to do so, persons submitting a written report of harassment, intimidation or bullying are encouraged to use the district's "Bullying Complaint Form," a copy of which is annexed hereto as *Exhibit A*. Oral reports shall also be considered official reports for purposes of enforcing this policy. If an incident of harassment, intimidation, or bullying is reported to a teacher, he/she will refer the student to the designated administrator or guidance counselor. Reports may also be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The administrator will investigate the complaint promptly and thoroughly, and determine the appropriate course of action. This may include:

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

  The same course of action will be applied to anyone who commits acts of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying, or who falsely accused another as a means of harassment, intimidation, or bullying

- **Step 4** – If the administrators' investigation verifies or substantiates the alleged act(s) of harassment, intimidation or bullying, a "Cease and Desist Order" will be issued to the actor. A copy of the "Cease and Desist Order" is annexed hereto as *Exhibit B*. In addition to direct notification, a copy of that order will be mailed to the actor's parents/guardians. A referral for mediation with the designated administrator, counselor, or specially trained peers is mandatory upon a verified or substantiated finding 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 student alleged to have committed an act of harassment, intimidation or bullying, and not the student reporting such act. The student reporting an act of harassment, intimidation or bullying will not be required to prove that he/she was bullied; rather the student alleged to have committed an act of harassment, intimidation or bullying will be expected to prove that he/she did not violate the policy to the satisfaction of the investigating officer.

- **Step 5** – If a student who has been found to have committed an act of harassment, intimidation or bullying violates the "Cease and Desist Order" and continues the harassing, intimidating, or bullying behavior, he/she will be suspended from school for up to five (5) days, and a report will be filed with the Middle Township Police. A counseling component may be included in the readmission process.

- **Step 6** – If the harassing, intimidating, or bullying behavior persists after the suspension, the offending student will be excluded from school pending an administrative hearing before the Superintendent of Schools. The determination of the hearing will include but not be limited to a recommendation for an out-of-school placement or an expulsion proceeding.

The Board of Education recognizes that the disciplinary progression at the elementary level will be adjusted in accordance with age appropriate procedures and at all levels will be in alignment with classification constraints.

The Board of Education 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.

The Board of Education recognizes that a false report of harassment, intimidation or bullying may in and of itself be a form of such conduct. The board of Education believes that there should be consequences attendant to a false report of harassment, intimidation or bullying. The progressive disciplinary procedures adopted herein for cases involving allegations of harassment, intimidation or bullying are fully applicable to punish any person making a false report of such conduct against another student as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under *N.J.S.A.* 18A:37-1 ("Discipline of Students"). A school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreement, and further in accordance with the laws and regulations covering the discipline of public employees. The consequences and appropriate remedial action for a visitor or volunteer found to have made a false claim against another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, and may include a report to the appropriate law enforcement authorities.

Legal Reference:

N.J.S.A. 18A:37-13 *et seq., N.J.S.A.* 18A:37-15; *N.J.A.C.* 6A:16 (Programs to Support Student Development); *N.J.A.C.* 6A:16-5.1 (Code of Student Conduct); *N.J.A.C.* 6A:16-6 (Law Enforcement Operations for Substances, Weapons and Safety); *Saxe v. State College Area School District*, 240 *F.3d* 200 (3d. Cir. 2003); *Davis v. Monroe County Board of Education*, 526 *U.S.* 629 (1999); *N.J.S.A. 2C*:33-4 (Harassment); *N.J.S.A.* 10:5-1 *et seq.* (Law Against Discrimination); *N.J.S.A.* 18A:36-20 (Discrimination; Prohibition); *N.J.S.A.* 18A:38-5.1 (No Child to Be Excluded from School Because of Race).

Dispositions (Harassment, Intimidation and Bullying)

Failure to comply with the Harassment, Intimidation, and Bullying Policy will result in the following disciplinary consequences.

First Incident

- An administrative conference with parent and student

Second Incident

- In addition to a conference with the administration, the student will also serve a lunch/recess detention.

Third Incident

- In addition to a conference with the administration, the student will also serve an after school detention which will include participation in a class specifically designed to promote positive peer relationships.

Fourth Incident

- In addition to a conference with the administration, the student may be sent home early or excluded from school for a time period of 1 to 3 days.

MIDDLE TOWNSHIP PUBLIC SCHOOLS
Internet Acceptable Use Policy Statement

INTRODUCTION

Middle Township Public Schools has established a computer network and is pleased to offer Internet access for student use. This will allow students to have e-mail accounts and will provide them with access to a variety of Internet resources. For Students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policy (AUP).

ACCEPTABLE USES

- The computer network in Middle Township Public Schools has been set up to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions, and questions via e-mail, message boards, and other means.
- Students will have access to the Internet via (classroom, library, lab, etc.) computers.
- Network users must respect resource limits and must remain within the allotted disk space as determined by the classroom teacher. Users are responsible for deleting old e-mails and other files that may take up excessive amounts of storage space.
- Student use of the Internet is contingent on parent/guardian permission in the form of a signed copy of this AUP. Parents/guardians may revoke approval at any time.
- Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that e-mails, material placed on personal Web pages, and other work that is created on the network may be viewed by a third party.
- Network users must keep their passwords private. Accounts and/or passwords may not be shared.
- Network users are expected to adhere to the safety guidelines listed below.

UNACCEPTABLE USES

- The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the classroom teacher.
- The network may not be used for commercial purposes. Users may not buy or sell products or services through the system.
- Use of the network for advertising or political lobbying is prohibited.
- The network may not be used for any activity, or to transmit any material that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
- Network users may not engage in "spamming" (sending an e-mail to more than 10 people at the same time) or participate in chain letters.

SAFETY GUIDELINES FOR STUDENTS

- Never give out your last name, address, or phone number.
- Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this AUP.
- Your parents should instruct you if there is additional material they think would be inappropriate for you to access. Middle Township Public Schools expects you to follow your parents' wishes in this matter.