

## **ORGANIZATION**

Elementary School No. 1 contains: 33 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 building houses all preschool, kindergarten, 1st & 2nd grade students with a projected enrollment of approximately 700.

### **SCHOOL DAY**

Doors Open - 8:40

School Begins - 8:50

Bus Dismissal - 3:15

### **HALF DAY/EARLY CLOSING**

8:50 a.m. to 1:20 p.m.

### **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, 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 a.m.

### **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 Blackboard 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 PARCC Assessment 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. As per Middle Township Board of Education R5200: attendance  
The Middle Township School District shall also follow the laws set forth by the State of New Jersey specifically those under title 18A pertaining to students attendance and truancy.

NJS 18A: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 or a day school in which there is given instruction equivalent to that provided in the public school for children of similar grades and attainments or to receive equivalent instructions elsewhere than at school.

And

NJS18A:38-27: any child between the ages of 6 and 16years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parents, guardian or other person having Charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, Actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.

Violations of these state statutes may result in Truancy charges being filed requiring a hearing in Municipal court

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. Excessive Absenteeism

More than **Ten (10)** unexcused absences is considered by the state (NJSA 18A-38:25-26) as excessive.

When a student has between **five (5) and nine (9)** unexcused absences, cumulatively:

- The front office will make a reasonable attempt to contact the parent before the following School day (Blackboard Connect phone system).
- Send a letter home regarding student's attendance.

When a student has **ten (10)** or more unexcused absents:

- The school will review the absences and **may** refer the case to the New Jersey Administrative Office of the Courts in accordance with N.J.S.A. 18A:38-28, Article 3B.

### C. 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.

### D. Tardiness – After 8:50 AM (cell phone time)

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 lateness's, 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 office before going to their classroom.**

### E. Family Vacation

The regular school calendar provides more than ample opportunity for families to plan vacations at a time when school is not in session. **SCHOOL AUTHORITIES WILL NOT EXCUSE FAMILY VACATION DAYS.** Family vacation days count as part of total allowable absent days.

### Requirements for “Perfect Attendance” Awards (K-2)

For the purposes of establishing “perfect attendance,” students must be present in school a minimum of four hours each and every day of the school year, as required by the New Jersey Department of Education. The only exception will be based upon New Jersey Department of Education approved religious holidays. **Any unexcused lateness or any absence will count against achieving a “perfect attendance” award.**

### HOME INSTRUCTION

Home instruction is designed to address temporary illness or injury. As soon as it has been determined that a student will need confinement at his/her residence for at least a two week period of time, the parent should submit a written determination from a physician documenting the need. This physician's referral should be submitted to the main office staff at the school the student attends. This documentation must contain the following information:

- 1) Student Name and date of birth
- 2) Diagnosis
- 3) The expected length of the period of confinement
- 4) Physician's signature and date of request

Incomplete requests cannot be processed until the student's physician provides the necessary information.

## 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 (Utility bill, Bank statement)
5. Copy of lease if renting or a copy of mortgage or deed if own your own
6. Birth Certificate
7. Photo ID with current address

## 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 and school transferring to should be given at that time.

## 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.

## BREAKFAST/LUNCH PROGRAM

Elementary No. 1 has a cafeteria with a fully equipped kitchen serving both breakfast and lunch. A complete **breakfast may be purchased for \$1.65 per day**. Student **lunches may be purchased at a price of \$2.90 per day** and milk may be purchased individually for students who bring lunch from home. The cafeteria maintains a debit account for each student which offers parents and guardians the option of sending in larger sums of money for deposit. Purchases are then debited from each student's individual account.

Middle Township School District has a program, which allows for the children of families having a limited income to receive breakfast/lunch at no charge or at a reduced rate. **Parents/guardians should complete only one Free/Reduced Meal application per household if you wish to apply for free or reduced meal benefits.** Upon the completion of these forms, a determination will be made regarding your eligibility for these benefits. Reduced lunches are .40 cents per day. Reduced breakfasts are .30 cents per day. Children receiving benefits from this program do so without the knowledge of other children. We are requiring all households regardless of income, to

fill out an application. We must receive an application from every household. If you do not wish to fill out the application, please write that on the application and sent it to school with your student.

**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, Dawn DeVico, 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 **465-1852 ext. 5520**.

**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/Assistant 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 seatbelt
- 5) Keep hands and feet to yourself

**PROCEDURES FOR DROPPING OFF AND PICKING UP STUDENTS**

**MORNING DROP-OFF PROCEDURES**

**Preschool Parent Drop-Off 8:40 AM**

Parents who are dropping off their preschooler should park in the main parking lot (off Sayer Road) and enter through the preschool wing. A staff member will be stationed inside the doors to receive students. **You MUST escort your child into the preschool building and sign them in for direct exchange of custody.** Please do not drive Eldredge Road until after all busses have arrived (approximately 8:55 AM).

**K-2 Morning Drop-Off – 8:40 AM**

For morning drop-off, please use Sayre Road and park in the main parking lot. K-2 students should be escorted to the walk to ensure a safe exchange of custody, as staff members are regularly present for supervision starting at 8:40 AM. Please do not drive through Eldredge Road until after all busses have arrived (approximately 8:55 AM).

## **PARENT PICK-UP PROCEDURES AT DISMISSAL**

**Parent pick-up will be held in the gymnasium.** Parents should park in the main parking lot and enter the building through the D-wing doors (near the music room). Parents will then proceed straight down the hallway and into the gym. Please check in at the desk **(be prepared to show identification)**. Your child (children) will then be released, and you will exit through the side exterior gym doors. In an effort to maximize instructional time, students will be called for parent pick-up at 3:10 PM. Parents should have plenty of time to exit school grounds via the parking lot before buses are released.

### **EARLY DISMISSAL – All Grades**

If you plan to pick up your child from school early, please send a note stating the date and time. If prior notice is not provided, please expect a delay, as it takes some time to organize and pack up a student before regular dismissal. Additionally, we ask that early dismissal be kept to a minimum, as the loss of instructional time has an adverse impact on learning.

\*Early dismissal will not be permitted between 2:45 and 3:10. We kindly ask that you make arrangements around these times, and keep in mind that students will only be dismissed from parent pickup after 3:10 PM.

### **VESTIBULE AND WELCOME DESK**

Security staff will be stationed at the welcome desk to sign-in late students, receive visitors, check identification, and provide any other assistance.

We appreciate your help in keeping all of our children safe.

## 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. Attenborough at 463-1900, Ext. 1205.

School Health Services are provided to promote health and wellness in our students. Throughout the school year, there are a number of screenings that are done on students including height, weight, vision, hearing, and scoliosis.

It is no longer required to administer physical exams at school. The State of New Jersey recommends that your child have a complete physical by your physician one time during each of the following developmental stages: Preschool-grade 3, grades 4-6, and grades 7-12. The district will provide sport physicals for those students in grades 6-12 that do not have health insurance.

Please keep the health office informed of any injuries or illnesses that your child may have had during the summer or may have throughout the school year. Also, if he or she has had any recent immunizations, please provide a physician's note as to the type of shot given.

Any family in need of an application for NJ Family Care Health Insurance may also contact the health office. Any concerns about your child or the Health Services that are provided, please call the school nurse at your child's school. I hope you and your child have a happy healthy, and productive year.

## 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 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. Students will be allowed on a limited basis to use the phone to call out in case of an emergency only, and only with express permission of the office.

## HOMEWORK

Home assignments are given to students to enable them to practice and apply skills and concepts learned in the classroom. At present, grades kindergarten, 1, and 2 have homework assigned at various times not exceeding thirty minutes.

Parents/guardians should try to provide a time and place that is free from distraction within the home to accomplish this task. Check your child's work daily; however, avoid the temptation to do the work for him/her.

## 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 quarterly for 1<sup>st</sup> and 2<sup>nd</sup> grade students. Kindergarten students will be issued report cards two times per year – at the end of the 2<sup>nd</sup> 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-Teacher conferences are scheduled twice during the school year 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 talk to the teacher first concerning a teacher/child problem before contacting the principal. No action can be taken until the teacher is involved.**

## SCHOOL VISITORS

**ALL PERSONS MUST REPORT TO THE WELCOME DESK OR 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 WELCOME DESK OR 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 ORGANIZATION**

The PTO is concerned with promoting the welfare of our school children. To function properly, the PTO 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 ORGANIZATION OFFICERS**

Jen McDonnell, President  
Melissa Jablonoski, Vice President  
Jackie Kelly, Treasurer  
Merrilee Hurley, Recording Secretary

### **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 kindergarten, grade 1 and grade 2. 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 plastic two pocket folder
- 2 glue sticks
- 1 box skinny crayons
- 1 box thin markers
- 1 box tissues

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

- 6 large glue sticks
- 1 box colored pencils
- 2 boxes of tissues
- Crayons: 24 pack
- 1 hard plastic pencil box for supplies
- Plastic bag labeled with Student Name and full uniformed change of clothes.
- Backpack

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

- 1 12 pack of #2 pencils
- 1 24 count box of skinny crayons
- 6 large glue sticks
- 1 8 oz. bottle of Elmers's glue
- 1 pencil box for supplies
- 2 plastic pocket folder
- 2 boxes of tissues
- 2 dry erase markers (Expo preferred)
- Backpack

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

- 2 12 pack of #2 pencils -plain wooden
- 1 24 count box of skinny crayons
- 6 large glue sticks
- 1 pencil box for supplies - plastic only
- 2 plastic pocket folders -two different color/design)
- 4 boxes of tissues
- 1 Bottle of hand sanitizer
- 2 Black Expo dry erase markers
- Backpack

### **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. Robert Johnson 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. **All students attending field trips must ride the bus to and from school.**

### **FIRE DRILLS**

The school laws of New Jersey require that each school hold a fire drill monthly. 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.

### **SECURITY DRILLS**

Monthly throughout the school year your child will participate in school-wide security drills (lockdown or evacuation). Students practice these drills in an effort to maintain safety in the event of a problem 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 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 school work
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

## **CAFETERIA RULES**

1. Walk to the cafeteria
2. Choose a line (breakfast)
3. Wait for your turn
4. Take a napkin
5. Take a tray (breakfast)
6. Keep tray against rail
7. Hold tray with two hands
8. Choose food items
9. Speak clearly to cafeteria helpers
10. Greet the cafeteria staff

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. 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 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 for students:**

All shirts must be appropriately fitted and worn in good taste.

- Collared golf shirts, dress shirts, turtleneck, ¼ zip Northface style Full-Zip Northface style.
- All solid colored shirts,

Not Acceptable

- Tank tops, T-shirts, thin strapped tops, tube tops, Henley shirts;
- Mesh, sheer, denim, and denim-like material;
- Fish-net styles, and clothing which exposes the back, chest, shoulders or midriff;
- Stripes or patterns.

#### **Sweaters and sweatshirts:**

- Crew-necked, V-necked or cardigans over collared shirts or turtleneck.
- ¼ zip and Full Zip do not require a collar to be worn underneath.
- Any SOLID color.

Not Acceptable

- Coats, hats, gloves and any type of outdoor wear may not be worn in the classrooms, hallways or the cafeteria during the regular day.
- Sheer, denim, and denim-like material.

#### **Spirit Wear**

All Middle Township Spirit Wear is **NOW** acceptable, with the following exceptions:

**No Sweatpants, No Hats, No Coats, NO Head Gear/Athletic Gear**

#### **Pants, Shorts, skirts and Dresses:**

All pants, shorts, skirts and dresses must be fitted appropriately and be worn in good taste.

- Docker-style, dress pants, Capri pants, joggers, leggings, shorts, skirts dresses, jumpers;
- Skirts, shorts and dresses must be of an appropriate / acceptable length;
- Dresses must have collar
- Any Solid Color.

Not Acceptable;

- Painter's pants, overalls, jeans, sweatpants, pajama pants, mesh/gym shorts;
- Sheer, denim, and denim-like material;
- Chain-link and metal belts.

#### **Footwear of students:**

- Shoes with rubber or hard soles and sneakers.
- Dress sandals (must have strap along the heel/ankle area).
- **Solid colored pantyhose/knee socks/leggings only.**

Not Acceptable;

- 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 children.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

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

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

“Harassment, intimidation, or bullying” is defined as any gesture or written, verbal or physical act 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 that:

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

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

The Board of Education is committed to a policy that identifies and 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.

Students who become involved in harassment, intimidation, or bullying will be faced with sequential punitive consequences which increase in severity. Such a sequence might be similar to the following six step model for intervention:

**Step 1-** A student who is harassed, intimidated, or bullied by another should ignore the first incident.

**Step 2-** With the second incident, the victim should clearly inform the student that the actions/words have been harmful and should be stopped.

**Step 3-** With the third incident, the victim should report the harassment, intimidation, or bullying to a teacher, designated administrator or guidance counselor, and if deemed appropriate, submit a "Bullying Complaint Form" to the same office. If an incident of harassment, intimidation, or bullying is reported to a teacher, he/she will refer the student to the designated administrator or guidance counselor. Reports may also be based solely on the basis of an anonymous report. The administrator will investigate the complaint promptly and determine the appropriate course of action. This may include:

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

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

**Step 4-** A "Cease and Desist Order" will be issued to the bully. In addition to direct notification, a copy of that order will be mailed to the parents/guardians of the bully. A referral for mediation with the designated administrator, counselor, or specially trained peers is a mandatory piece of the third step. It



should be noted that all due process rights will be observed; however, the burden of proof in the disputed case will rest with the bully, not the victim. The victim will not be expected to prove 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 5-** If a student defies the “Cease and Desist Order” and continues the harassing, intimidating, or bullying behavior, he/she will be suspended from school for up to ten days or longer pending the superintendent’s review, 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 the 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.

Middle Township Public Schools 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 administration will determine consequential interventions on an individual, per case basis.

## **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.