

TEWKSBURY TOWNSHIP SCHOOLS

2011-2012

Parent/Student Handbook

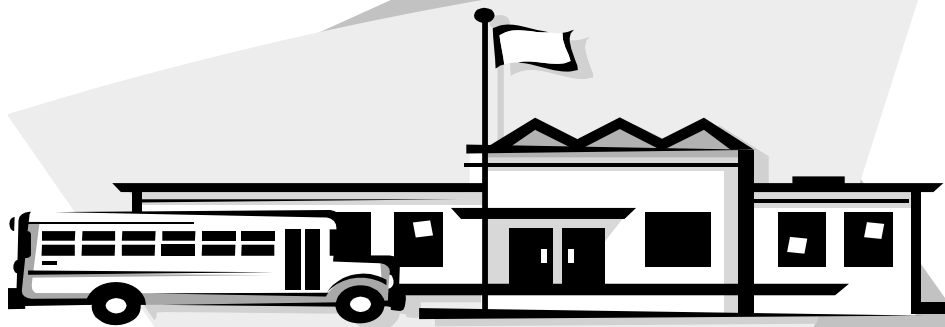


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Greetings

Dear Tewksbury Parents/Guardians,

WELCOME to the start of the 2011-12 instructional school year! Working in collaboration with the Board of Education and staff, I hope to fill the upcoming school year with learning and unity and you are invited to be an active participant in this endeavor. Together, we can make it an exceptional year for each and every one of our students.

The Tewksbury Parent/Student Handbook has been designed to provide you with essential information regarding school procedures and practices and to assist you in solidifying our home-school partnership. Tewksbury Township Schools are governed by New Jersey statutes and by locally developed Board policies. Information regarding these guidelines is contained within our handbook. Please review the Parent/Student Handbook and keep it handy to use as a reference guide throughout the year.

I encourage you to be an active part of your child's education. Your involvement will not only make learning successful but will also create a lifetime of fond memories.

Have a GREAT school year!

Sincerely,

James W. Gamble
Interim Superintendent

Tewksbury Board of Education
173 Old Turnpike Road
Califon, New Jersey 07830
908/439-2010

Tewksbury Elementary School
109 Fairmount Road East
Califon New Jersey 07830
Grades K, 1, 2, 3, 4
908/832-2594

Old Turnpike Middle School
171 Old Turnpike Road
Califon, New Jersey 07830
Grades PreK, 5, 6, 7, 8
908/439-2010

Affirmative Action Policy

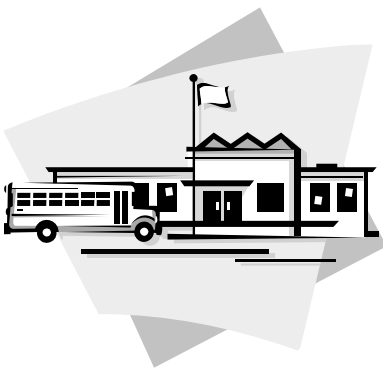
The Tewksbury Township Board of Education has adopted and implemented policies and procedures to ensure equal educational and employment opportunities for all persons, and shall prohibit unlawful discrimination on the basis of sex, race, color, creed, religion, or national origin.

Child Find

Services are available for 3 to 5 year old children who may have language, motor, emotional, social issues, or identified developmental delays in cognition. If you would like more information, please call the Child Study Team Office at (908) 832-2594 ext. 2006. For children birth to three years of age having same issues, child development programs are available. Please contact the Child Study Team for further information.

Philosophy & Goals

The Tewksbury Township School District values the uniqueness of all students and will provide child-centered, innovative learning experiences to enable each student to explore new areas and to develop self-esteem, academic excellence, creativity, social awareness, and an enthusiasm for learning.



Outcome Goals

The Tewksbury Township School District shall aspire to:

- encourage an enthusiasm for learning in our students and staff;
- foster skills in obtaining information, thinking critically; solving problems, and communicating effectively;
- encourage the development of personal management and goal setting skills, as well as an ability to work cooperatively and develop skills in communication, negotiation, collaboration, and leadership;
- promote personal excellence in reading, writing, computation, social studies, fine and performing arts, sciences, current events, physical education, health, and technology;
- foster the desire and ability to express oneself creatively and to appreciate the aesthetic expressions of others;
- nurture an appreciation and respect for oneself and other individuals.

Process Goals

In order to achieve the Outcome Goals, the Tewksbury Township Schools shall seek to:

- maintain an environment, which encourages enthusiasm and is sensitive, accepting, fair, imaginative, and experience-oriented. Provide a constructive disciplinary process and comprehensive guidance services.
- establish a curriculum, learning activities and educational resource materials, which serve the individual needs and learning styles of all students, which are developmentally appropriate and are continually assessed to meet the current and future needs of the students.
- encourage the use of different teaching strategies.
- provide continuing opportunities for staff development in educational approaches and offerings.
- encourage open communication among the School Board, staff, parents, students, and community.

NOTES/PHONE NUMBERS

Board of Education



Meetings

Board meetings are an opportunity for the community to witness its elected officials discuss and take action on various matters directly affecting Tewksbury Schools.

The Board is comprised of nine elected residents.

Tewksbury Board of Education meeting dates for the 2011-12 school year are: September 28, 2011; October 26, 2011; November 22, 2011; December 21, 2011; January 25, 2012; February 22, 2012; March 21, 2012; and April 25, 2012.

Regular sessions include an opportunity for the public to address the Board at both the beginning and end of each meeting.

All Board meetings begin promptly at 7:00 p.m. and are held in the library at Old Turnpike School.

Parent-Teacher Association

Our school has an active Parent-Teacher Association (PTA) which strives to build a close relationship between home and school. We consider the PTA a vital part of our overall program and encourage parents to join.

At the beginning of each school year, your PTA sends home a directory of information listing parent's and teacher's telephone numbers, events, and other relevant materials. This information is supplemented through-out the year with notices and newsletters concerning ongoing activities.

The PTA elects officers and appoints volunteers to serve on committees. Committees include:

- Welcoming Committee
- Fundraising
- Hospitality
- After-School Committee
- School Spirit Wear
- Voter Registration

Fund-raisers, such as the result in funds that enhance academic and cultural programs.

School Hours

School Hours

Pre-K am: 8:45 – 11:15

Pre-K pm: 12:15 – 2:45

Kindergarten 8:55 – 1:30

1 – 4 8:55 – 3:20

5 – 8 7:45 – 2:34

Delayed Opening Schedule

Inclement weather or unusual circumstances occasionally necessitate a delayed opening in schools. Delayed openings are always announced. When there is a delayed opening, school will start two (2) hours later than normal. Lunch will be provided. A delayed opening does constitute one of the 180 school days required by state law.

Emergency Closing Delayed Opening Radio Stations

101.5 FM

www.tewksburyschools.org

School District Closing
Information:

439-2010, press 4

Honeywell Alert System

Emergency Closing During the School Day

Adverse winter weather conditions or unusual circumstances may occasionally make it necessary to dismiss students and close school during the course of the school day. With the decision to close school early the Honeywell Alert System calls parents/guardians to notify them of the decision. Honeywell information is on the web site.

School Canceled

In the event of severe weather conditions or unusual circumstances, it may be necessary to cancel school entirely. This decision is broadcast several times between 6:00 a.m. and 8:00 a.m. on the radio, and the TV.

The Honeywell system is used to call families to notify them of closings and/or delays.

When weather is inclement but school is not closed, families are advised to use their judgment about sending their child to school. Factors to consider should include the distance from your home to school, the severity of the weather, and health of your child.

Early Dismissal

There are a limited number of days throughout the school year when students are dismissed earlier than usual to accommodate scheduled events. You will be notified well in advance of the specific day(s) by your school principal. The school day begins at the usual time on early dismissal days.



Entrance Age

This policy of the Board of Education is for the purpose of establishing entrance age requirements for students, which is consistent with statute and ensures equitable treatment of all eligible children.

A. Kindergarten

A child is eligible for entrance into Kindergarten if he/she attains the age of five on or before October 1 of the year in which he/she applied for entrance.

An exception for early admittance may be granted for those students whose birthday falls between October 2 and December 31, inclusive.

Procedures governing this early admittance exception are outlined in Regulation 5112.

Since a child must be five years old on or before October 1 of a particular school year to qualify for kindergarten entrance, it follows that a child must be six years old on or before October 1 of a particular school year to qualify for entrance into first grade except, as noted, in the early admittance consideration.

A child reaching the age of six (6) on or before October 1, shall/may be enrolled in first grade unless special exception is granted as recommended by the Child Study Team in consultation with the parents and Superintendent, that the child be placed in kindergarten. They must certify that kindergarten placement is due to a lack of physical, social, or academic maturity displayed by the child. This policy will help ensure that the district's students are grouped as closely as possible to the same chronological age, academic ability, and social behavior.

The principal is authorized to accept, by transfer, those children who were not eligible by reason of age or admission on October 1 of a particular school year and who have recently moved into the community, provided the child has been attending an accredited kindergarten in a public or private school or Board - authorized program of home instruction since the beginning of said year, and provided also that he/she meets this district's criteria for early entrance.

Transfers

Transfers from District

When a pupil will be transferring to a different school, the parent/guardian should submit a letter which specifies the date of the transfer, the new address and the school name and address that the child will be attending, and request a transfer of records.

All books and school materials should be returned to the teachers and all obligations settled with the school personnel.

Whenever a pupil wishes to transfer from a district school to a nonpublic school, effort should be made to determine the underlying reason for this action. The Superintendent/designee may hold exit interviews with pupils and/or parents/guardians, or may use other means, as appropriate, to solicit this information.

Transfers into District

All transfers of resident pupils from public to private schools shall be honored in accordance with the law and the requirements set forth in the policies relating to public admissions.

Grade Placement of Transferred Pupils

In order to ensure assignment to the grade best suited to a pupil's needs and readiness, placement is left to the judgment of the Superintendent/designee working in cooperation with the pupil's parents/guardians and members of the Child Study Team. Placements shall be governed by the following considerations:

- A. Age, health and maturity of the pupil
- B. Quality and extent of previous courses of study
- C. Records from previous school
- D. Results of standardized tests

Attendance

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with compulsory attendance laws of this state. The educational program offered by the district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils 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.

It is the legal responsibility of the parents/guardians to ensure that their child is enrolled and attends school during the day and hours that school is in session.

Pursuant to **Student Attendance Policy #5113:**

Students are expected to be in attendance on all days and hours that school is in session. Absence from school restricts/inhibits the student's ability to complete the prescribed curriculum requirements. It also violates New Jersey State Law, which requires students to attend school regularly. The law states:

Every parent, guardian or other person having custody and control of a student between the ages of six (6) and sixteen (16) years shall cause such child to regularly attend the public schools for children of similar grades and attainments or to receive instruction elsewhere than at school (18A:38-25).

Such regular attendance shall be during all the days and hours that the public schools are in session in the school district, unless it is shown to the satisfaction of the Board of Education that the mental condition of the student is such that he/she cannot benefit from instruction in the school or that the bodily condition of the student is such as to prevent his attendance at school, but nothing herein shall be construed as permitting the temporary or permanent exclusion from school by the Board of Education of any district of any student between the ages of 5 and 20, except as explicitly otherwise provided by law (18A-38:25-26).

School attendance is the responsibility of the student and the parents. The student who absents himself/herself from school/class impedes and compromises the teaching-learning process.

The Board of Education neither condones nor permits absences from school for any reason not specified in the law, and course credit will not be issued if the student attendance requirement is not met. **This may affect eligibility for graduation.**

ABSENCES

Absences fall into two categories:

Excused and Unexcused

EXCUSED ABSENCES

Professional note (i.e. doctor, dentist, lawyer, etc.) – three (3) consecutive days

- (1) Religious holiday, as prescribed by state law and verified by a parental note
- (2) School approved activity
- (3) Death in the family verified by a parental note
- (4) In-school suspension
- (5) Out-of-school suspension

Written documentation must be presented to verify all excused absences; and must be submitted within five (5) school days after returning.

This is not a permissive policy establishing or “licensing” a limit of days, which may be missed with no harm. Rather, it assumes absences will occur for personal illness, serious personal or family problems, religious holidays, quarantines, and professional appointments that cannot be scheduled in non-school times. Absences for any other reason not listed above must be acceptable to the administration, or the absence will be considered unexcused. Long-term or chronic illness will be considered individually by the administration and documentation of such should be on file in the nurse's office as soon as possible.

UNEXCUSED ABSENCES

Students are not required to bring parental notes to school following an unexcused absence. Parents/guardians, guidance counselors, and the school truant officer will be notified of a student's absence following the second (2) unexcused

(continued on next page)

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absence in a (9) nine-week course,
the fourth (4) unexcused absence in a
semester course, and the sixth (6)
and tenth (10) unexcused absence in
a full-year course.

**DAYS MISSED DUE TO
FAMILY VACATIONS DO NOT
QUALIFY AS EXCUSED
ABSENCES.**

**Any student absent for five (5)
consecutive days or more, with an
unexcused absence, could be
served a five-day (5) notice, which
will necessitate a court appearance
and justification to a municipal
judge to explain why a child has an
unexcused absence.**

Staff

**Highly Qualified
Teachers**

The *No Child Left Behind Act* is
designed to ensure that all teachers
meet the definition of Highly
Qualified Teacher. The legal
definition has three parts:

- A four-year college degree;
- A regular teaching
certificate/license; and
- Proof of their knowledge in
the subject they teach.

The Tewksbury Township School
District is proud to report that 100%
of our teaching staff are Highly
Qualified.

**Dress and
Grooming**

The Board of Education
recognizes that each pupil's
mode of dress and grooming is
a manifestation of the pupil's
personal style and individual
preferences. The Board will
impose its judgment on pupils
and parents only when a
pupil's dress and grooming
affect the educational program
of the schools.

Pupils may not wear clothing
or engage in grooming
practices that present a health
or safety hazard to the
individual pupil or to others;
materially interfere with
school work, create disorder,
or disrupt the educational
program; cause excessive wear
or damage to school property;
or prevent the pupil from
achieving his/her own
educational objectives because
of blocked vision or restricted
movement. The building
principal shall determine
whether the dress or grooming
of pupils comes within these
prohibitions and the principal
shall enforce the dress code
policy.

Transportation

The safe transportation of your children is of utmost concern to everyone involved with the operation of our schools. The Board of Education provides transportation to and from school for all elementary school students.

The Board provides transportation for all disabled children as defined in New Jersey State Law.

If a child is temporarily disabled, the Board may require a physician's statement explaining the need for special transportation, and reserves the right to have a school physician verify the special transportation need.

Old Turnpike School Drop Off and Pick Up Procedures

O.T.S. Morning Drop Off Procedures

Parents dropping students off in the morning must enter and leave using the driveway located by the municipal building and drop off students at the side entrance by the gym. Grades 5 to 8 cannot be dropped off before 7:40 and must be in homeroom by 7:45.

When parents pick up their children after school, they are asked to send a note in the morning, or in the case of an emergency, to call the school by 2:00 (grades 5-8). To assure safety for all our students, all bus riders will be dismissed first. After the busses have departed, students being picked up will be

dismissed to their parents through the parking lot exit adjacent to the Art Room.

Parents must be waiting inside at the exit and escort their children to their cars. **STUDENTS ARE NOT TO WALK ALONE TO MEET THEIR PARENTS PARKED IN CARS IN THE PARKING LOT.**

O.T.S Early Pick Up

The school strongly believes that all activities during the school day are important. Routine physical and dental appointments should not be made during school hours. No students will be dismissed between the hours of 2-2:32 (5-8)

Preschool

If you are dropping off your child, enter OTS through the service road from Sawmill Road (park to the far right so the buses have room to pull in) and remain in your vehicle until all the preschool children have been escorted off the buses and the buses have left the premises. Each child will be escorted from their car by a teacher or an aide. Once the first vehicle leaves, the waiting vehicles pull up and follow the same procedure. The same procedure is followed at dismissal. *It is very important that your child is prompt for school.*

In the event your child is going to be late for school, please use the front door of the Old Turnpike School and report to the school office to sign your child in. Please wait with your child until a staff member from

the Preschool program can bring your child to the classroom.

If you are picking your child up early, please send a note in with your child and use the same procedure, remembering to sign him/her out. Please wait in the main office and a staff member will call the classroom to have a preschool staff member escort your child to the main office.

If a person other than the parent/guardian is picking up a child, he/she must present identification. Students will not be released without written notification from the parent/guardian.

The Board of Education policy is to provide student transportation from and to home. The Board will only deviate from this policy if you have the same childcare provider five days per week, in the same location, for the entire year, if bus seating is available. No other special transportation arrangements will be made. In the event of an emergency, you may call the transportation coordinator to request emergency accommodations if/when necessary.

Tewksbury Elementary School Drop Off and Pick Up Procedures

Tewksbury Elementary School Morning Drop Off

Procedures

Grades K through 4:

Parents who need to drop students off in the morning should enter the parking area to the right and follow signs for parent drop off. Parents should only allow their children to get out of the car on the walkway (passenger) side. Students cannot be dropped off before 8:40 a.m. and must be in homeroom by 8:55 a.m. *Students arriving after 8:55 a.m. will be marked as tardy.*

Tewksbury Elementary School Pick Up Procedures

Grades K:

Parents wishing to pick up students after school are asked to send a note in the morning or, in the event of an emergency, call the school secretary by 1:00 p.m.(908-832-2594x2002). If a person other than the parent/guardian is picking up the student, he/she must present identification. Students will not be released without written notification from the parent/guardian. The classroom teacher will escort each student to be picked up by the parent/guardian to the lobby. Parents/guardians are asked to receive their child from the teacher and go to the office to sign out their child from the clipboard on the lower level of the reception counter.

Grades 1 through 4:

Parents wishing to pick up students after school are asked to send a note in the morning or, in the event of an emergency, call the school by 3:00 p.m.(908-832-2594x2002).The parent/guardian should speak to the school secretary. To assure safety for all students, students who are being picked up will be dismissed from the

Cafetorium. The dismissal process will begin at 3:20 PM. Students will file to the Cafetorium where they will be checked in by staff members. When all specified students are present, parents will be invited into the Cafetorium to sign out their children. If a person other than the parent/guardian is picking up a student, he/she must present identification. Students will not be released without written notification from the parent/guardian. Parents/guardians must sign out their children on clipboards for each grade level.

Tewksbury Elementary School Early Pick-Up:

The school strongly believes that all activities during the school day are important. Routine physical and dental appointments should not be made during school hours. No students will be dismissed between 3:00 and 3:20 p.m.

Visiting Tewksbury Elementary School During the School Day:

All parents/guardians must be “buzzed” into the school. Each individual must immediately proceed to the school office welcome area and sign in the red Visitor Log. Each visitor must be able to provide identification. No other visitors are allowed into the school without the expressed written permission of the student’s parent/guardian. This note must be sent to school with student in the morning. Each visitor will be given an ID badge which must be visible during their

visit. All visitors must sign out in the office log.

Family Transportation Responsibilities

Parents/guardians involvement in their child’s transportation is critical to the program’s success. Therefore we ask that you try to adhere to the following transportation guidelines:

1. Make every effort to get your child to the bus stop on time in the morning.
2. Talk with your children about responsible behavior while riding on the bus.
3. Bring questions or concerns about transportation issues to the attention of the Transportation Department as soon as possible.
4. Familiarize yourself with the transportation information for each school building.
5. More transportation information is available on the school’s web site under District information.

Fire Drills

Fire drills are held once each month in accordance with New Jersey State Law. The drills help students learn to safely evacuate the building in the event of a fire. Students are taught to react quickly and follow instructions during the fire drills. Emergency drills are also held once a month.



Homework

The Board of Education believes that homework assignments at all grade levels provides a meaningful extension of student learning and helps students to develop initiative, independence, and a sense of responsibility.

Teachers at all grade levels shall assign homework on a regular basis. The assignments shall be appropriate to the age, grade level, needs, and abilities of the learner. Assignments shall be meaningful and shall reinforce or enhance classroom learning activities as part of a properly planned curriculum.

The Board of Education believes that homework helps children learn by providing practice for the mastery of skills and through the integration of knowledge. Homework develops pupil responsibility by providing an opportunity for the exercise of independent judgement and work.

Homework shall serve as a valid learning experience and shall never be used as a punitive measure. Homework shall be clearly assigned by teachers and its product shall be evaluated to assess learning. Teachers shall provide pupils with informal evaluations of their homework and parents will be informed of ways to assist in helping students fulfill their responsibilities.

The number and frequency of homework assignments shall take into account other school activities that make claim to a student's time. Weekend and holiday homework is discouraged except for make-up, long-term projects, or research papers.

The Superintendent shall develop regulations that include recommended time limits for homework at each grade level and all other regulations for the implementations of this policy.

Homework Guidelines

1. Suggested total times for daily homework:
Grades 1-3 0 - 30 minutes
Grades 4-5 0 - 50 minutes
Grades 6-8 0 - 75 minutes
2. Kindergarten teachers will use discretion when assigning homework.
3. Homework should not be started and/or completed in class.
4. Reading assignments must be completed to ensure students are ready to participate in class and are prepared for quizzes and/or tests.
5. Daily homework that is not graded will be checked and the effort of the students will be evaluated and recorded.
6. Research papers, essays, book reports, and lab reports are all items that will be graded.

7. Daily homework will be reviewed and handed back to students in a timely manner.
8. Following a prearranged absence or an extended illness, it is the responsibility of the parents to acquire any schoolwork missed by the student. Credit for that work will be given upon the successful completion of the assignments. It is the responsibility of the student to complete the assigned work within a two (2) week period. Make-up tests are to be administered at the teacher's discretion within that ten (10) school-day period. Assignments missed must be made up.

Note: test dates to be determined.

Visitors

School Visitors

The Board of Education welcomes and encourages visits to school by parents/ guardians, Board members, other adult residents of the community, former students, and interested educators, when able to fit into the classroom or school routine.

In an effort to keep our students and schools secure, all visitors must be “buzzed in” to the school building and shall report to the school office upon entering the building to sign in and obtain a visitor’s pass.

A “visitor” is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal’s permission.

The Superintendent and building principal each possess the authority to prohibit the entry of any person into a school of this district or to expel any person from school when there is reason to believe the presence of such a person would be detrimental to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the principal is authorized to request, from the local law enforcement agency, whatever assistance is required to remove the person.

The Superintendent shall develop regulations that will protect pupils and employees of the district from disruption to the educational program and the efficient conduct of their assigned tasks.

All visitors to the school must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered “disorderly persons” and subject to appropriate action.

Pupil Placement

The Board of Education believes that each pupil should be provided with the instruction that will best suit his/her intellectual, physical, emotional, and social capabilities.

The grouping of pupils should be flexible and should take into consideration the age, mental ability, past academic record, emotional needs, physical maturity, and interests of each pupil.

The principal shall develop a schedule and class organization that will provide for the placement of pupils in instructional groups that will offer the greatest educational benefit for all students.

As per policy and in the best interest of the total community, and in support of the principal’s task, parent/ guardian requests for specific placement will not be honored unless they are made in writing prior to the end of the school year and unless there are compelling reasons for the placement. The administrative staff shall consider this information when placements are made.

The principal shall make the final determination for student placement.

**Immunizations:
State Law**

Every pupil who enters the district schools for the first time shall present an immunization record as required by law.

Although some variations in immunization may occur, the district is required by law to abide by Chapter 14 of the New Jersey Sanitary Code regarding immunization of students entering our schools.

A complete list of the requirements is listed on our home page or can be obtained from the school nurse.

Emergency Forms

Families receive an emergency form during the first week of school in September. Please complete the requested information and promptly return the form to your school's Main Office.

Schools must be in possession of the completed form so appropriate action may be taken if a child becomes ill or is involved in an accident during school hours.

The school district emergency form requests parents/guardians to include an e-mail address, which will provide the school district with an additional/alternate means of communicating with the parent/guardian. Please notify your school office of any contact information changes as they occur.

Home Instruction

Students with physical or emotional conditions that prevent them from attending school for an extended period of time (two weeks or more) may receive home instruction for a minimum of five hours per week. The condition must be verified by a physician or the District's Child Study Team.

In School Illness

When a child becomes ill at school the child is taken to the nurse's office. If necessary, the school nurse will contact a family member. In the event of an accident, first aid treatment is provided and subsequent care, if necessary, obtained as soon as possible.

Pediculosis

Schools will notify families when two or more cases of pediculosis (head lice) have been observed in any class. Students with head lice must be excluded from school until all evidence of infestation is removed.

Health Examinations and Screenings

In order to protect the health of the children and staff in district schools, all regulations of the N.J. State Department of Health and local Board of Health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions. Pupils seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine, and reporting.

The Board of Education requires that pupils of this district submit to a series of physical examinations and screenings. The Board requires that parents arrange for a complete physical examination for children entering kindergarten or transferring from another school district. Additionally, the Board shall require physical examinations for students in grades 3 and 7. Physical examinations shall qualify students to participate in physical education activities.

As part of the district health service program, the following examination schedule has been established:

1. Yearly vision screening.
2. Hearing/screening at grades K-4, 6 and 8.
3. Yearly heights and weights.
4. Scoliosis screening (grades 5-8).
5. Mantoux testing shall be done in accordance with state requirements.

A physical exam done by a student's physician within the previous 365 days will also be accepted.

Gym Excuses

Students are expected to participate in every aspect of the school program including physical education. If necessary, a student may be excused from physical education classes for an extended time period, with a doctor's excuse.

Medications

The Board of Education recognizes that diagnosis and treatment of illness and the prescription of drugs are not the responsibility of the school. Therefore, the following guidelines will govern the dispensing of medication:

1. The administration of medication to pupils shall be done only in exceptional circumstance when the pupil's health may be jeopardized without it.
2. No medications (whether prescription or over the counter) may be administered unless the school has the **written permission of parent and family physician** to do so. Parental/physician permission will only be valid for the school year in which it is given.
3. Pupils requiring regular medication, or medication as needed at school must have a written statement from the family physician which identifies the name, dosage, and purpose of the medication. Such medication shall be in the original package as dispensed by the pharmacist with original label.
4. The school's physician may be advised of any medication being taken on a regular basis by a child attending school, particularly one which might cause a change in behavior.
5. Any medication to be administered only by the school nurse or the student's parents, shall be kept in the health office in a secure place.

6. Any medication to be administered during school hours shall be clearly labeled with the student's name, the type of medication, and the dosage.
7. All medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.
8. Self medication is permitted with parent and family physician permission. This applies to inhalers for asthma and epipens, pursuant to Board Policy #5141.21 ***Administering Medication.***

Discipline

Pupil

Discipline

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline pupils cannot realize their greatest opportunities for growth. In maintaining discipline, school personnel must be able to proceed with the assurance that support will be forthcoming from the principal, the Superintendent, and the Board of Education. An individual student cannot be allowed to continually disrupt the learning experiences of other students.

The following guides to good discipline are recommended:

1. Good discipline is usually positive rather than negative in nature.
2. Good discipline is always fair and dignified.
3. Conferences with teachers, principals, and parents are to be employed to bring about acceptable behavior.

The Board recommends the following procedure when disciplinary action is necessary: conference with pupil and, at the discretion of the principal, parent notification; prohibition from after school activities and sports; conference with parents; work assignment in school; and suspension. Any conduct constituting a physical or mental

danger to staff or other pupils is cause for immediate removal from school.

Suspension of a pupil for five days is to be carried out by the principal, with immediate notification given to the Superintendent, who shall notify the Board at the earliest practicable opportunity.

Weapons and Dangerous Instruments

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

The principal shall make the final determination as to whether or not a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

A student found or observed on school property or at a school event in possession of a firearm, other weapon, or dangerous instrument shall be reported to the principal/designee immediately. The principal shall immediately inform the Superintendent who shall, in turn, immediately inform appropriate law

enforcement officials with all known information concerning the matter, including the identity of the pupil involved.

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

Disciplinary action shall be taken against students who possess, handle, transmit, or use firearms, other weapons, or dangerous instruments. As in all disciplinary cases, due process will be provided.

Any pupil who commits an assault with a weapon or firearm, or who is convicted or adjudicated delinquent for possession of a firearm, or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, or on a school bus, or at a school-sponsored function, shall be immediately removed from the schools regular education program for a period of not less than one calendar year. The principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent. The Superintendent may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board.

The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

At the end of the year, the Superintendent shall determine whether the student is prepared to return to the regular education program in accordance with procedures established in the administrative code.

Sexual Harassment

The Board of Education recognizes that a student's rights to freedom from discrimination includes the opportunity to attend school in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate and intolerable to the harmonious learning environment necessary in which children should feel safe and comfortable.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, verbal or physical contacts of a sexual nature. Such conduct directed at a student by an employee or another student violates state laws, and ethical codes of moral conduct, as well as interferes with the proper learning environment, and/or creates an intimidating, hostile, or offensive atmosphere.

The sexual harassment of any student in this district is strictly forbidden. Any employee, agent, or other student within this district who is found to have sexually harassed a student of this district will be subject to discipline. Any student who has been exposed to sexual harassment by any employee, agent, or other student of this district is encouraged to report the harassment to their principal,

social worker, district affirmative action officer, a teacher, or Superintendent. A student, through the parent/guardian, may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The student, through the family, may appeal the Board's action or inaction to the United States Equal Opportunity Commission or the New Jersey Division of Civil Rights.

The Superintendent shall instruct all employees, agents, and students of this district to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

Substance Abuse

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

The Board prohibits the use, possession, and distribution of any illegal substance on school premises at any time and at any event away from school premises that is sponsored by this Board of Education.

For purposes of this policy, “substance” shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-20 or any chemical compound which releases vapors or fumes causing a conditioning of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including but not limited to, glue containing a solvent having a property of releasing toxic vapors or fumes as defined in N.J.S.A. 2A:170-25.9.

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

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

Curriculum & Instruction

- A. The Board of Education shall continue to incorporate into the curriculum for all school grades, drug, alcohol, tobacco, and steroid education appropriate for pupils given their age, maturity, and grade level, in accordance with existing N.J. Department of Education guidelines.
- B. Programs for drug awareness and curriculum implementation will be reviewed and revised periodically and will reflect detailed instruction at all grade levels.
- C. Substance abuse educational programs will be offered at times and places convenient to parents/guardians, on school premises or other facilities.



School Lunch

Students may bring lunch from home or purchase lunch at school. Monthly school lunch menus are on the web. In addition, sandwiches and milk are also available. Free and reduced price lunches are available to children who qualify. Applications are sent

home and processed during the first week of school but may be requested at any time throughout the year.

Although lunch is time for students to relax and mix with their peers, we do maintain rules and regulations to insure an orderly and safe environment. Cafeteria assistants, under the supervision of the principal, are responsible for enforcing each school's posted cafeteria rules.

School Property



Damage or destruction property is irresponsible and will result in fines and/or other disciplinary action.

Students receive basic supplies including textbooks, workbooks, paper, and pencils at no charge. Students are held responsible for materials that the school loans to them and may be asked to pay for any materials that are lost or damaged through negligence. Students are also expected to refrain from vandalizing or damaging school buildings, lockers, and school buses.

Schools also reserve the right to inspect desks and lockers at any time.

Student Records

Each school maintains a Student Record Folder with information relevant to the student's education. Parents/guardians, and adult students have specific rights concerning access to these records, and have the right to

challenge information in the field. Specific inquiries regarding Student Records may be directed to the building principal.

Gifts to School Personnel

Writing letters, notes, or cards to school personnel in appreciation for their efforts is appropriate and encouraged. However, students, parents, and guardians are discouraged from presenting gifts to district employees.

If a student, parent or guardian feels a spontaneous desire to present a gift to a staff member, the gift should not be elaborate. These provisions are not intended to discourage acts of generosity in unusual situations.

Sports at Old Turnpike Middle

Baseball	Soccer
Basketball	Softball
Cheerleading	Track-Field
Cross Country	Lacrosse
Field Hockey	

For updates on games, contact the Sports Hotline at 908/439-2010, ext. 406.

Special Programs

The Tewksbury Township School District offers a full range of programs and services to students who have been determined as eligible. An individualized plan is developed with parents and school personnel that identifies needs and prescribes services.

These services include:

- Enrichment
- Counseling
- Speech/Language Services
- Special Education
- Basic Skills Instruction
- Reading Recovery
- Occupational Therapy
- Physical Therapy

A parent or staff member may request further evaluation to determine specific needs.

Testing Programs

Achievement tests measure a student's current acquired knowledge and skills in content areas common to school curricula. Students in grades one and two are assessed using the NJPASS test. Students in grades three through eight are assessed using the NJ ASK test. Students in grades three, four and eight are evaluated by tests and tasks developed by the N.J. Department of Education.

Throughout the school year, our teachers conduct lessons, observe learning behaviors, and construct multiple types of assessment which also provides evidence of performance.

Individual and program designs are based on all gathered data.



Computers

Please refer to the Acceptable Use Policy for Internet/ Telecommunication/School Computers.

Internet Terms and Conditions

Use of the Internet, which has great potential for education, also carries a potential for abuse. It is the purpose of this policy, as well as the contract for Internet use, to assure that all who use the school service Internet or other telecommunications, both students and faculty, use this valuable resource in an appropriate manner.

Acceptable Use:

The purpose of the Tewksbury Township School District's network Internet access is to support research and education in the Tewksbury Township School District. Use of the Internet should be in support of education and research consistent with the education objectives of the district.

- Transmission or reception of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, obscene, or pornographic material, materials related to the illegal use or manufacture of restricted substances, or material protected by trade secret.

- Use of Internet access to perform any act that may be construed as unethical, discriminatory, defamatory, derogatory, or harassing is prohibited.
- Use of Internet access for commercial activities, product advertising, political lobbying, or unauthorized personal use is prohibited.

The Board of Education does not in any way warranty the service it is providing, and is not responsible for any damages a user may suffer. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or the user's error or omissions. Any risk resulting from information obtained via the Internet/telecommunications is assumed by the user.

Electronic Mail:

Electronic mail accounts will be issued only to faculty. Any e-mail activity in school will be accomplished through those accounts and only with the permission and under the guidance of the participating teacher. E-mail, whether from the district or to the district from a home account, must conform to the acceptable use as stated above. E-mail is not guaranteed to be private or confidential.



Privileges:

The use of the Internet is a privilege, and inappropriate use may result in the cancellation of those privileges. The Superintendent/administration will deem what is an inappropriate use. The District Technology Coordinator or technology teacher may suspend Internet access privileges to a student if inappropriate use as defined by the administration is observed or documented. A student may appeal the suspension to the school principal.

- The most important prerequisite for someone to be provided Internet access is that he/she takes responsibility for his/her own actions.

Vandalism:

Vandalism will result in immediate cancellation of privileges and will be subject to school discipline and/or criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy data or hard-ware of another user, the Internet, or any other networks to which we may connect. This includes, but is not limited to, the uploading, creation, or distribution of computer viruses, the destruction of computer hardware or deletion of computer system or application software, and “hacking” (illegal entry in any computer system). Parents/guardians are financially responsible for acts of vandalism committed by their children.

Security

Security on any computer is a high priority, especially when the system involves many users. If any user feels he/she can identify a security problem on the Internet or schools’ computers, the District Technology Coordinator must be notified. Users should not demonstrate the problem to other users. On the matter of personal security, no user shall reveal personal information while on the Internet including name, address, or phone numbers, credit card information or the above information for any other user. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet or schools’ computers.

Copyright Laws and Plagiarism:

Violation of copyright laws and plagiarism are unacceptable and are grounds for school disciplinary or law enforcement action. Any materials utilized for research projects should be given proper credit as with any other hard copy source of information.

“Netiquette”:

Users are expected to abide by the generally accepted rules of Internet etiquette as provided by the technology teacher. These include (but are not limited to):

- being polite and not using abusive language in messages to others,
- using appropriate language (no swearing, vulgarities, threats, harassing language),
- not using the Internet or e-mail to disrupt the use of it by others.

2361 ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS
AND RESOURCES

The Internet is a vast global network of over one million computers at universities, high schools, science labs, government offices and other sites, which act as information servers to those with Internet access. Each computer with Internet access then becomes part of this global network, allowing individuals to send electronic letters, voice and video messages, and view or send information. Because of its enormous size, the Internet's potential is boundless.

Use of the Internet, which has great potential for education, also carries a potential for abuse. It is the purpose of this policy, as well as the contract for Internet use, to assure that all who use the school service Internet or other telecommunications, both pupils and faculty, use this valuable resource in an appropriate manner.

Acceptable Use

The purpose of the Tewksbury Township Schools' network Internet access is to support research and education in the Tewksbury Township Schools. Use of the Internet should be in support of education and research consistent with the educational objectives of the district.

1. Transmission or reception of any material in violation of any United States or State regulation is prohibited. This includes, but is not limited to copyrighted material, threatening, obscene, or pornographic materials, materials related to the illegal use or manufacture of restricted substances, or material protected by trade secret.
2. Use of Internet access to perform any act that may be construed as unethical, discriminatory, defamatory, derogatory, or harassing is prohibited. Social networking sites MySpace, Facebook, etc. are prohibited.
3. Use of Internet access for commercial activities, product advertising, political lobbying, or unauthorized personal use is prohibited.

The Board of Education does not in any way warranty the service it is providing, and will not be responsible for any damages a user may suffer. This includes the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or the user's error or omissions. Any risk resulting from information obtained via the Internet/telecommunications is assumed by the user.

Privileges

The use of the Internet is a privilege, and inappropriate use may result in the cancellation of those privileges. The Superintendent/administration will deem what is an inappropriate use. The District Network Administrator, School Principal, or technology teacher may suspend Internet access privileges to a pupil if inappropriate use as defined by the administration is observed or documented. A pupil may appeal the suspension to the School Principal.

The most important prerequisite for someone to be provided Internet access is that he or she takes responsibility for his or her own actions.

Vandalism

Vandalism will result in immediate cancellation of privileges and will be subject to school discipline and/or criminal prosecution. Vandalism is defined as any malicious attempt to harm or destroy data or hardware of another user, the Internet, or any other networks to which we may connect. This includes, but is not limited to, the uploading, creation or distribution of computer viruses, the destruction of computer hardware or deletion of computer system or application software, and "hacking" (illegal entry into any computer system). Parents and/or guardians are financially responsible for acts of vandalism committed by their children.

Security

Security on any computer is a high priority, especially when the system involves many uses. If any user feels he/she can identify a security problem on the Internet or schools' computers, the District Network Administrator must be notified. Users should not demonstrate the problem to other users. On the matter of personal security, no user shall reveal personal information while on the Internet including name, address, or phone numbers, credit card information or the above

information for any other user. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet or schools' computers.

Copyright Laws and Plagiarism

Violation of copyright laws and plagiarism are unacceptable and are grounds for school disciplinary or law enforcement action. Any materials utilized for research projects should be given proper credit as with any other hard copy source of information.

Electronic Mail

Electronic mail accounts will be issued only to faculty and current Board of Education members. Any e-mail activity in school will be accomplished through those accounts and only with the permission and under the guidance of the participating teacher. E-mail, whether from the district or to the district from a home account, must conform to the acceptable use as stated above. E-mail is not guaranteed to be private or confidential.

"Netiquette"

Users are expected to abide by the generally accepted rules of Internet etiquette as provided by the technology teacher. These include (but are not limited to):

1. Being polite and not using abusive language in messages to others;
2. Using appropriate language (no swearing, vulgarities, threats, harassing language); and
3. Not using the Internet or e-mail to disrupt the use of it by others.

Discipline

Pupils who violate the Computer Acceptable Use Policy adopted by the Board of Education shall be subject to the appropriate action described in the Student Conduct Code or to the following consequences (whichever is most applicable):

1. First Offense: loss of Internet access for two weeks or ten school days (whichever is greater);
2. Second Offense: loss of Internet access for four weeks or twenty school days (whichever is greater); and
3. Third Offense: permanent loss of Internet access.

Documentation regarding a second or third offense will be placed in the pupil's permanent record.

Responsibility

Board

The Board directs the Superintendent to:

1. Prepare appropriate procedures for implementing this policy;
2. Review and evaluate its effect on instruction and pupil achievement; and
3. Provide staff, pupils, and parents with copies of the Internet/Telecommunications Acceptable Use Policy and User Agreements.

Staff

Staff members are responsible for:

1. Reading and enforcing the Acceptable Use Policy;
2. Developing their skill and knowledge in the use of technology within the classroom;
3. Integrating the use of technology into the curriculum;
4. Providing instruction to pupils in the appropriate use of technology;
5. Identifying information appropriate to the age and developmental levels of the pupils;
6. Evaluating and using information to meet their educational goals;

7. Assisting pupils in acquiring skills needed to make educational judgments about locating and using information;
8. Providing alternate resources and/or designing comparable assignments for any pupils not having permission to access the Internet; and
9. Providing supervision of pupils as they use electronic resources and documenting misuse of independent access privileges.

Pupils

The use of electronic resources is a privilege governed by acceptable use guidelines and inappropriate use will result in the suspension or cancellation of those privileges.

Pupils are expected to:

1. Act in a responsible, considerate, and courteous manner while accessing information on-line;
2. Read and sign the Acceptable Use Agreement annually; and
3. Abide by school policy and regulations as well as State and federal laws which prohibit, for example, vandalism, plagiarism, and/or transmission of threatening or obscene material.

Parental Consent

Parental consent will be required for pupils to access the Internet. Parents must sign the "In-School Internet Access Permission Form" before a pupil is allowed to participate in Internet activities. Parents may choose not to allow their child to utilize Internet services by submitting a signed "Option-Out" form.

N.J.S.A. 2A:38A-3
Federal Communications Commission: Children's Internet
Protection Act.

Adopted: 18 June 2008

Tewksbury Township School District
2361
In-School Internet Access
Student Permission Form (3-8)

Student (please print): _____ Grade/Homeroom: _____

I certify that I have read the Tewksbury Township School Acceptable Use Policy for Internet/Telecommunications/School Computers and will abide by that policy. I further understand that:

- violation of the policy is unethical and may constitute a criminal offense;
- my access is a privilege and not a right. My misuse of Internet access may lead to this privilege being revoked and school disciplinary and/or legal action taken.

I understand that any costs resulting from misuse of my Internet access shall be the responsibility of myself and my Parent(s) or guardian(s).

Student Signature: _____ Date: _____

I understand that Internet access is for educational purposes and I recognize it is impossible for Tewksbury Township Schools to restrict access to all controversial materials and will not hold them responsible for materials accessed on the Internet. I will not hold Tewksbury Township School Board of Education, administration, faculty, or staff responsible for any violation of the policy my child might make and I will provide guidance for the correct use of this valuable resource.

I understand that as part of the district's efforts to check on how students are using the Internet, it may be necessary, from time-to-time, to review students e-mail. Therefore I consent to having my child's e-mail monitored by the district to assure compliance with proper Internet access rules.

I certify that (student name) _____ and I have reviewed the Tewksbury Township School Acceptable Use Policy for Internet/Telecommunications/School Computers. I understand that in rare instances a student's misuse of Internet access could result in financial costs, such as when a student orders an item for purpose, violates copyright laws, or transmits defamatory material over the Internet. While the school will instruct students on the proper use of the Internet, I understand that student use cannot be monitored continuously and that in the event there is any cost resulting from my child's misuse of Internet access, I will be held responsible for those costs.

Parent Signature: _____ Date: _____

Tewksbury Township Board of Education
173 Old Turnpike Road
Califon, New Jersey 07830
908/439-2010, ext. 223 – Business Office
908/439-2010, ext. 224 – Superintendent’s Office
908/439-2655 – Fax

ACCESS TO INTERNET PARENT “OPTION-OUT” FORM

As the parent or guardian of the student named below, I am requesting that my child not have access to the Internet at school. I understand this will limit the amount of educational material and the activities that my child can access to the more traditional sources of information and activities available at school. My child understands my wishes and will cooperate with the school to carry out this decision. I understand that should I later decide to allow my child to use the Internet, that I must personally contact the school and request, in writing, that such access be permitted.

Student Name (please print) _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

Date: _____

P O L I C Y

BOARD OF EDUCATION
Tewksbury Township

OPERATIONS
8635/page 1 of 1
Pupil Transportation Vehicles and School Buses

8635 PUPIL TRANSPORTATION VEHICLES AND SCHOOL BUSES

All pupil transportation vehicles and school buses will be scheduled to maximize their use while ensuring all routes are scheduled in a safe manner for drivers and passengers.

Pupil transportation vehicles and school buses will have time periods during the day between scheduled bus routes when they are not in use. These time periods may vary from route to route and vehicle to vehicle depending on issues such as a school's opening and ending times and the location of pupils transported to and from the school. Based on scheduling issues and the amount of time between transportation routes, the school bus driver may be required to return the school vehicle/bus to the school district transportation facility during the school day. In the event the schedule does not provide adequate time or it is not practical for the vehicle/bus to be returned to the school district's transportation facility between routes during the school day, the school bus driver may be required to park the vehicle/bus at another school building or location in the school district designated by the Supervisor of Buildings, Grounds and Transportation.

If the transportation route is for pupil transportation to and from a school building out-of-district, the driver may be required to return the transportation vehicle/bus to the district's transportation facility or to a school building or location designated by the Supervisor of Buildings, Grounds and Transportation for the time period between routes. In the event there is not adequate time or it is not practical for a vehicle/bus to return to the school district between out-of-district transportation routes, the Supervisor of Buildings, Grounds and Transportation will authorize the vehicle/bus remain at an approved location between such routes. The Supervisor of Buildings, Grounds and Transportation, in consultation with the driver and the out-of-district school, will designate a location for the driver to maintain the vehicle/bus in between the scheduled routes.

The safety and security of the transportation staff and the school vehicle/bus will be the most important consideration in designating an out-of-district location for vehicles that may not return to the transportation facility during the school day.

POLICY

**BOARD OF EDUCATION
TEWKSBURY TOWNSHIP**

**INSTRUCTION
2330**

PROGRAM
2330/page 1 of 1
Homework

2330 HOMEWORK

The Board of Education acknowledges the educational validity of work assigned to pupils for completion outside the classroom as an adjunct to and extension of the instructional program of the schools.

The Superintendent shall develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school;
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems;
3. Homework assignments should be returned to pupils with appropriate feedback designed to improve pupil learning;
4. Homework should help develop the pupil's responsibility and provide an opportunity for the exercise of independent work and judgment;
5. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the pupil and take into account other activities that make a legitimate claim on the pupil's time;
6. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated and that evaluation should be reported to the pupil;
7. The schools should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which parent(s) or legal guardian(s) may assist the school in helping a child carry out assigned responsibilities;
8. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Adopted: 18 June 2008

R 2330 HOMEWORK

A. Content of Homework

1. Any homework assigned to pupils must be closely integrated with the curriculum. There should be a direct relationship between classroom studies and assigned homework. Homework should reinforce and extend the lessons learned in school.
2. Homework should help pupils learn by providing practice in the mastery of skills, experience in gathering information and integrating knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the pupil's responsibility and provide an opportunity for the pupil to exercise independent work and judgment.
4. The concepts on which a homework assignment is based should have been thoroughly taught and reviewed in class. Homework assignments should include only those exercises and activities that a pupil can accomplish independently.
5. Homework assignments should not require the use of research or resource tools that are not readily available in the pupils' homes or in sufficient quantity in the public or school library, or available for borrowing from the classroom.
6. Homework assignments should not require extensive copy work unless the writing of numbers or script is the skill being taught.
7. Homework must never serve a punitive or disciplinary function; learning, in school or at home, must always be a positive experience, rewarding for its own sake.

B. Assignment of Homework

1. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the individual pupil.
2. Homework should be assigned with clarity so that pupils know precisely what is expected of them. It may be helpful for teachers to post the homework assignment at the beginning of the class period and to encourage pupils to ask questions about any aspect of the assignment they do not fully understand. Homework should never be assigned hurriedly or in a confused manner.

3. Teachers should observe the following guidelines for the introduction and assignment of homework. Time allotments include all aspects of the homework assignment--outside reading, research, drill work, and the like.
 - a. Kindergarten

Home experiences related to classroom lessons should be assigned to pupils when appropriate.
 - b. Grades 1, 2, and 3

Formal homework assignments should be introduced in grade one. Lessons should be geared to the needs and abilities of individual pupils. The amount of time allocated should increase through the grades from ten to thirty minutes several times a week.
 - c. Grades 4 and 5

Homework should be regularly scheduled, should require no more than fifty minutes of preparation daily, and should be based on the needs and abilities of individual pupils.
 - d. Grades 6, 7, and 8

Homework should be regularly scheduled, should require no more than seventy-five minutes of preparation daily, and should be based on the needs and abilities of individual pupils.

In departmentalized junior high or elementary grades, pupils' total daily homework load and out-of-school responsibilities should be considered in determining the amount of homework to be assigned. Teachers on each grade level or team will meet once a week or as required to review time estimates of homework to be assigned. Major tests that require substantial periods of study will be taken into consideration in determining the total estimated homework load.
4. To the degree reasonably possible, teachers should plan and announce homework assignments, especially long term assignments, well in advance so that pupils can adjust their schedules appropriately. Assignments will be posted on the district parent portal for home access.

5. Pupils should be encouraged or required to maintain a homework assignment book, in which the pupil records his/her daily assignment. Pupils and parent(s) or legal guardian(s) may be asked to record the time necessary to complete each assignment; this information will assist teachers in verifying their estimates of the length of time a given assignment will require.
6. A teacher may accede to a parent(s) or legal guardian(s) request for additional homework assignments for a pupil, provided the teacher, in his/her discretion, believes that the pupil will benefit from the assignment.
7. A pupil who has been absent from school will be given an opportunity to make up homework assignments, provided the assignments are completed during a period equal to the length of his/her absence. That period may be extended for the completion of long term assignments.
8. The parent(s) or legal guardian(s) of an absent pupil may request homework assignments to be completed during the pupil's absence. Teachers are expected to comply with any such request.

C. Evaluation of Homework

1. All homework must be evaluated by the teacher and the teacher's evaluation must be communicated to the pupil. Homework is not a learning activity if the pupil receives no acknowledgment of his/her work and no appraisal or criticism of it. Feedback should be provided in a timely fashion to maximize the learning intent of the assignments.
2. Teachers should insist on high standards of quality in homework. The homework lesson should teach the values of thorough preparation, careful research, neat execution, thoughtful work, and prompt submission.

D. Checklist for Teachers

Teachers should be able to answer affirmatively the following questions about a homework assignment.

1. Does the homework serve a valid purpose?
2. Is it well within the capacities of the pupil?

3. Has the class been thoughtfully motivated for the work?
4. Does the assignment grow out of school experience?
5. Is the work related to pupils' interests? Is it interesting?
6. Does the assignment extend pupils' fund of information?
7. Is the work adapted to individual needs, interests, and capacities?
8. Are pupils entirely clear about what they are to do?
9. Can the pupils do the work without the assistance of parent(s) or legal guardian(s) or others?
10. Is the assignment a reasonable one and evenly scheduled in view of the pupil's home conditions?
11. Does the assignment minimize the temptation merely to copy information?
12. Can the homework be evaluated fairly and/or be used in the daily program?

Tewksbury Township School District

173 Old Turnpike Road
Califon, New Jersey
908-439-2010

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or school's web site, newsletter or press release.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site, since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we do want to recognize your child and his/her work. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information, without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement you may do so at any time, in writing, by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Please check one of the following choices:

- I/We GRANT permission for a photo/image, that includes this student, to be published on the school/district Internet site.
- I/We GRANT permission for a photo/image, that includes this student, to be published on the school/district newsletter and/or press release.
- I/We **DO NOT** GRANT permission for a photo/image, that includes this student, to be published on the school/district Internet site, newsletter and/or press release.

Student's Name: (please print) _____ Student's Grade: _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: _____ Date: _____