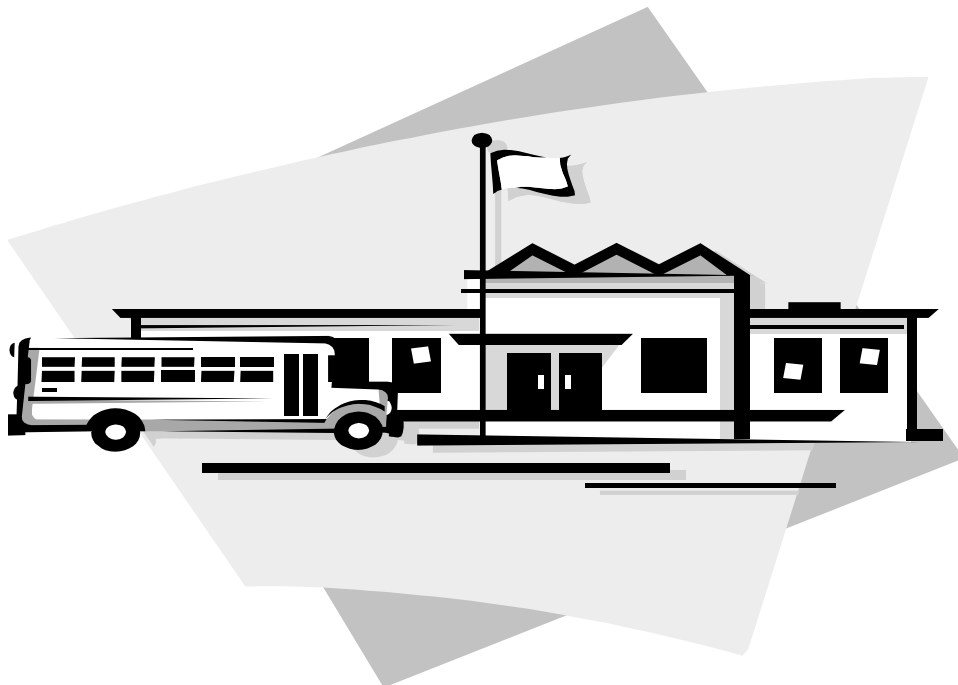


TEWKSBURY TOWNSHIP SCHOOLS

2017-2018

Parent/Student Handbook



Greetings

Dear Tewksbury Families,

It is with great pleasure that I welcome you to a new school year! As you know, I am new to Tewksbury Township and I look forward to being part of this thriving school district. There are so many wonderful educational programs and initiatives happening here and I am fortunate to be a part of them.

Please review this parent/student handbook with your child as it contains valuable information regarding school procedures, programs, and policies. Additional information may be found on our website or by contacting your child's teacher or principal.

One of the most important things we can all do to support our children is to have open and clear communication between home and school. It is imperative that you contact us if you have any questions, concerns, or suggestions. We are here to make the most of your child's educational experience and we cannot do it without you.

I wish you the very best for a rewarding school year filled with memorable moments!

Sincerely,

Roseann Humphrey
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 Pre-K, K, 1, 2, 3, 4
908/832-2594

Old Turnpike Middle School

171 Old Turnpike Road
Califon, New Jersey 07830
Grades 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

The Tewksbury Township School District sponsors the "Project Child Find" program, which seeks to locate resident children, ages 3 to 21 years old, who might have significant physical, cognitive, neurological, speech and language, or medical needs or other developmental delays of varying degrees of severity, who are not currently receiving services.

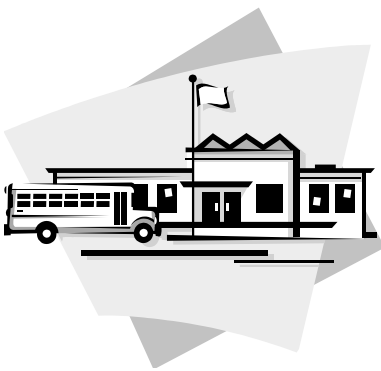
The district offers free evaluations and programs that provide eligible children the services they need. Programs are also available to qualified children ages 3-21 to meet these needs and are staffed by caring professionals. These programs are also available to migrant children who reside in Tewksbury Township.

For information, call the Child Study Team office at 908-832-2594 ext. 2006.

For children birth to 3 years of age having issues, child development programs are available. Please contact New Jersey Early Intervention System at 888-653-4463.

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 2017-18 school year are: September 14, 28; October 12, 26; November 8, 21; December 7, 21. January, 2018 (reorganization meeting) TBD; 2018 meetings TBD. 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. The PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

When you join the PTA in the Fall, you will receive access to the PTA online school directory and a physical copy of the directory. This directory includes parent's and teacher's telephone numbers, Student Class Rosters, Family Addresses, Calendar of events, and other relevant contact information. This information is supplemented through-out the year with notices and newsletters concerning ongoing activities.

The PTA has three (3) General PTA meetings during the school year among other gatherings such as Coffee Talk (an informal gathering for parents to discuss topics with fellow parents), Candidate's Night, Family Fun Nights, Trunk or Treat and much more.

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

After School Programs
Membership
Family Events
Fundraising

Hospitality
School Spirit Wear
Teacher Appreciation Week
Trunk or Treat

The funds raised by PTA Fundraisers, throughout the year are used to enhance the academic and cultural programs in both TES and OTS. Volunteers are always welcomed.

For further information, visit the Tewksbury Township PTA website: <http://www.tewksburynjpta.com/> or email: info@tewksburynjpta.com

School Hours

School Hours

Pre-K: 9:40 – 3:00
K – 4 8:45 – 3:20
5 – 8 7:40 – 2:30

K-8 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

www.tewksburyschools.org

School District Closing
Information:
439-2010, press 4

Realtime 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 Realtime Alert System calls parents/guardians to notify them of the decision.

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 following television stations: WABC, News 12 NJ and Fox 5.

The Realtime 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 5111.

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 Tewksbury Township School
District is proud to report that 100%
of our teaching staff are Highly
Qualified. The definition of a
Highly Qualified has three parts:

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

**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.

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.

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 7:30 and must be in homeroom by 7:40.

Parents picking up their children after school 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.

If you are picking up your child 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 and a preschool staff member will escort your son or daughter 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.

O.T.S. Late Drop Off

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.

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 8:35 a.m. and must be in homeroom by 8:45 a.m. *Students arriving after 8:45 a.m. will be marked as tardy.*

Tewksbury Elementary School Pick Up Procedures

Grades K to 4:

Parents wishing to pick up students after school are asked to utilize the Pickup Patrol App. Input pickup changes by 2:59 p.m. 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 notification from the parent/guardian.

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 where they will be checked in by staff members. Parents are asked to enter the building by the loading dock (west end) if they are picking up in the cafetorium. Parents and children must exit from these doors as well. 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 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 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. All visitors must wear a Visitor 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 can be obtained from the school nurse.

Emergency Contact:

The school district requires accurate information in order to contact you. Please update your contact information in the Realtime Parent Portal. If you do not have the portal ID and password, please contact your school office. We will be using this contact information in Realtime for all school communication during the upcoming school year. Please make sure your e-mail address is correct and that the e-mail box has been selected. The district will be sending non-urgent e-mails out during the school year using this method. In addition to e-mail, please check the box for phone and/or text message. You will be alerted via this selection for any emergency school messages such as closings or delays.

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. 4406.

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.

NOTES/PHONE NUMBERS



Computers

Please refer to the Internet Safety and Technology Policy #6142.10

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 by the district. 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.

Discipline

Students 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):

- **First Offense:** loss of Internet access for 4 weeks or 20 school days (whichever is greater).
- **Second Offense:** loss of Internet access for 8 weeks or 40 school days (whichever is greater).
- **Third Offense:** permanent loss of Internet access.

Documentation regarding a Second or Third Offense will be placed in the students' permanent record.

Parental Consent

Parental consent will be required for students to access the Internet. Parents must sign the "Internet" School Internet Access Permission Form" before a student 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.

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