

# Upper Township School District

## Parent/Student Handbook

### 2009 - 2010

#### **Primary School**

Carla Bittner – Principal  
628-3500 Phone – 390-2390 Fax  
130 Old Tuckahoe Road  
Marmora, NJ 08223

#### **Child Study Team**

Robert DiDonato – Supervisor  
628-3500 Phone – 628-4543 Fax  
525 Perry Road  
Petersburg, NJ 08270

#### **Elementary School**

Andrea Urbano – Interim Principal  
628-3500 Phone – 390-3003 Fax  
50 Old Tuckahoe Road  
Marmora, NJ 08223

#### **Curriculum & instruction**

John Phillips – Supervisor  
628-3500 Phone – 628-4543 Fax  
525 Perry Road  
Petersburg, NJ 08270

#### **Middle School**

Ken Barth – Principal  
628-3500 Phone – 628-3506 Fax  
525 Perry Road  
Petersburg, NJ 08270

#### **Keys**

Amy Dietz – Coordinator  
628-3500 ext.2159  
130 Old Tuckahoe Road  
Marmora, NJ 08223  
Morning Session 7:00am – 9:15am  
Afternoon Session – School Dismissal to 5:30pm

#### **CEUT**

Andrea Urbano, Supervisor  
628-3500 ext. 2237 Phone – 628-4543 Fax  
525 Perry Road  
Petersburg, NJ 08270

Web site – [www.upperschools.org](http://www.upperschools.org)  
Email addresses – [www."faculty's last name"@upperschools.org](mailto:www.)

# Upper Township School District

## Parent/Student Handbook

### 2009 - 2010

## **Board of Education**

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**For Primary School students only.**

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I have read the Access to Information, Software and Computing Agreement, the 2009-2010 Handbook with the Code of Conduct and the 2009-2010 School Calendar (subject to change).

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

**This form must be returned to your child's teacher. If you have more than one child in the Primary School, please list each child's name and submit with one child.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

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**For Elementary School students only.**

I have read the Access to Information, Software and Computing Agreement, the 2009-2010 Handbook with the Code of Conduct and the 2009-2010 School Calendar (subject to change).

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\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

**This form must be returned to your child's teacher. If you have more than one child in the Elementary School, please list each child's name and submit with one child.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

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**For Middle School students only.**

I have read the Access to Information, Software and Computing Agreement, the 2009-2010 Handbook with the Code of Conduct and the 2009-2010 School Calendar (subject to change).

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\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Print Name/Grade/Teacher

\_\_\_\_\_  
Student's Signature/Date

**This form must be returned to your child's teacher. If you have more than one child in the Middle School, please list each child's name and submit with one child.**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

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### ACCESS TO INFORMATION, SOFTWARE AND COMPUTING AGREEMENT

As a user of Upper Township's computing facilities, I agree to the following rules and provisions:

1. I will only use the computer account provided to me and will take the responsibility to protect my account from unauthorized access. I will not give my personal password to anyone and will take steps to prevent others from learning my password. If I become aware of attempts to violate or bypass security mechanisms, I will promptly report such attempts to my instructor.
2. I will respect the privacy of information stored in Upper Township School District's computing facilities. I will not acquire or modify, in any way, information that belongs to another person nor will I attempt to access restricted portions of the network or operating system.
3. I will only use the software to which I have been granted express rights by the network supervisor.
4. I will not copy unauthorized software onto the local drive or onto the network drive.
5. I agree to abide by any patent, copyright or license restrictions that may relate to the use of the computing facilities, products, programs or documentation. I agree not to copy, disclose, modify or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use Upper Township School District's computing facilities to violate the terms of any software license agreement, or any applicable local, state, or federal laws.
6. I agree not to use Upper Township School District's computing facilities for any purpose other than that for which it was intended.
7. I shall not use my privileges to access other computing facilities to which Upper Township School District is connected without appropriate approvals to do so.
8. I understand that violation of any provision of this agreement will result in punitive action that may include suspension from school, and removal from present courses that require use of the system resulting in a failing grade for these courses. Criminal charges may be pursued if appropriate.
9. This agreement remains in force as long as I make use of Upper Township School District's computing facilities or services.

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**ABSECON** - Held at Holy Spirit High School (Track). Garden State Parkway north to exit 36 (Fire Road), turn left onto Fire Road, follow Fire Road to Delilah Road (WAWA on corner), turn right onto Delilah, go to Route 9 and turn left, follow Route 9 to Holy Spirit High School on the right. The track is at the back of the school.

**BRIDGETON SCHOOLS** - Route 49 west to Bridgeton - past the court house, big school on right side (across from Texaco station where 4 lanes go to 2 lanes).

**DENNIS TOWNSHIP** - Route 610 (Petersburg-Dennisville Road) south towards Dennisville, pass big intersection (4 way stop), cross railroad tracks and turn right at Academy Road (comes up fast), school is on the left.

**EGG HARBOR TWP.** - Middle School - Garden State Pkwy or Route 9 north into Somers Point, turn left at Starns Shop Rite (Ocean Heights Avenue), follow Ocean Heights Avenue to English Creek Road turn right, turn right at West Jersey Avenue (near railroad tracks), turn right onto Fernwood Avenue (sign for Middle School on left side prior to turn), school is on left; field is in back of school.

**GALLOWAY TWP.** - Arthur Rann Middle School - Garden State Pkwy to Jimmie Leeds Road, exit at stop sign, make a right and go to 8<sup>th</sup> Avenue, turn right; school is on 8<sup>th</sup> Avenue on right hand side (if you get to traffic light you've gone too far).

**LINWOOD** - Field Hockey and Track - Mainland Regional High School, Garden State Pkwy north to Somers Point exit, go past Greate Bay Golf Club on Route 9 (New Road), stay on Route 9 north through Somers Point and into Linwood, turn right onto street just past fields at Mainland Regional High School which is on the right.

**LOWER CAPE MAY** - Garden State Pkwy south to Rio Grande/Wildwood exit, go right off exit, at 2<sup>nd</sup> traffic light (Route 9) make a left, continue on Route 9, school is on left (Lower Cape May Regional High School) field is in the back of school.

**MARGATE** - Garden State Pkwy north to Somers Point exit, make a right at first traffic light (Gold's Gym on left), continue to Somers Point Circle, go halfway around circle to Shore Road towards Shore Memorial Hospital, follow Shore Road into Somers Point, Linwood and Northfield, at light past Ventura's Offshore Café turn right towards Margate, go over Margate Bridge (50 cents), after toll turn left at 2<sup>nd</sup> traffic light (Amherst Avenue), school is about ½ mile down on right hand side.

**MIDDLE TOWNSHIP - Soccer** - Route 9 south into Cape May Court House, go through light at hospital intersection, pass the Court House on right and turn right onto Mechanic Street, at fork bear right onto Route 615, look for Goshen Sports Complex on right, field is around back.

**MIDDLE TOWNSHIP - Basketball** - Garden State Pkwy to Stone Harbor exit, turn left at exit, take a right at Kindle Ford, go past Performing Arts Center, turn left onto Pacific Avenue and follow to Middle School.

**OCEAN CITY - Track** - Ocean City High School, 6<sup>th</sup> and Atlantic Avenue, track is at Carey Field (football field) at 6<sup>th</sup> and the Boardwalk.

**PLEASANTVILLE - Basketball** - Pleasantville Middle School - Washington Avenue, take Garden State Pkwy north to exit 36, turn left onto Fire Road, go through 3 traffic lights to Washington Avenue, turn right onto Washington Avenue towards city, school will come into view.

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**PLEASANTVILLE** - **Track** Pleasantville High School - Garden State Pkwy north to exit 36 (Fire Road), take Fire Road to Black Horse Pike or Route 9 to Black Horse Pike, turn right and go under overpass, 2<sup>nd</sup> light after overpass turn right, high school is at the end of this street (about 2 blocks).

**SEA ISLE CITY** - Sea Isle City School - 45<sup>th</sup> and Park Avenue - Route 9 south to Sea Isle Blvd. make left, cross bridge into Sea Isle to 1<sup>st</sup> street (Park Avenue) go right to 45<sup>th</sup> Street, school is on left hand side.

**SOMERS POINT** - Jordan Road School - Garden State Pkwy north to Somers Point exit, go to second traffic light and make left, make right onto Jordan Road, school is on the right.

**VENTNOR** - Garden State Pkwy north to Somers Point exit, make right at first traffic light (Golds Gym on left), go half-way around circle to Shore Road towards Shore Memorial Hospital, follow Shore Road through Somers Point, Linwood and Northfield, at light past Ventura's Offshore Café, turn right towards Margate, go over Margate bridge (50 cent toll) to Jerome Avenue until it dead ends into Ventnor Avenue, turn left onto Ventnor Avenue and go about a mile to Lafayette Street, turn left onto Lafayette and follow signs to school (school is back by water tower).

**VINELAND** - **Track** - Route 50 north to Route 49 and turn left, go towards Millville (about 20 minutes) to Route 55 north, get off first exit (555 Millville/Vineland), make an immediate sharp right turn onto Lincoln Avenue, go three lights and make a left onto Chestnut Avenue, High School is on the right.

**WILDWOOD CREST** - Crest Memorial, 9100 Pacific Avenue, Wildwood Crest - Garden State Pkwy south to exit 4B, go over bridge into Wildwood, go south on New Jersey or Pacific Avenue into Wildwood Crest, school is between New Jersey \* Pacific Avenue on St. Louis Avenue.



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### **Motto**

### **"Learning to Succeed"**

#### **MISSION STATEMENT**

**Please note that our Mission Statement, Motto and the “Actualizing the Mission” policy are being revised. They will be distributed to families after approved by the Board of Education.**

The Upper Township School District is entrusted with the responsibility of educating its children in a stimulating environment, which will foster and nurture a life-long love of learning.

This responsibility will be carried out in a caring, supportive, challenging and collaborative environment designed to encourage achievement, intellectual curiosity, innovation and creativity. Educational experiences will be provided to meet the individual needs of each student. In all our plans and actions, we will be driven by the long-term best interests of our students to reach their highest potential.

#### **ACTUALIZING THE MISSION - POLICY**

The Board of Education affirms its belief that Upper Township Schools educate children to be life-long learners meeting children at their individual developmental stage. The Board of Education is committed to children reaching their maximum potential where students mastering skills are accelerated in a continuous manner.

The Board acknowledges the individuality of each child and endeavors to promote this uniqueness. It directs teachers to meet pupils at their stage of development and to instruct them academically to reach their maximum potential.

In actualizing the mission of the District, the teachers will educate in a supportive collaborative environment, which motivates and encourages creativity.

Each child has his/her own learning style. It is the responsibility of the teachers to differentiate their teaching to match students' various intelligences. It is the responsibility of the teachers to research, explore and learn about these styles and intelligences.

The Board of Education finally asserts that the mission of the District be known, supported, lived and actualized in each classroom, athletic field and with every activity.

#### **NOTIFICATION OF ASBESTOS REINSPECTION**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard 65556 Emergency Response Act (AHERA), in the fall of 1988 the District performed inspections of each of the school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school office since that time.

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The EPA requires the District to perform re-inspections of the asbestos materials every three years and semi-annual inspections each year to insure that all asbestos materials are contained in good condition. During the month of July 1994, an accredited asbestos inspector performed the three year re-inspections of the Elementary and Middle Schools. The semi-annual inspections of the Elementary and Middle Schools were conducted during January 2009 and July 2009. On November 23, 1994, the New Jersey Department of Health (NJDOH) inspector conducted an inspection of the Elementary and Primary Schools under the authorization of the EPA.

Two significant items were noted during the NJDOH inspection:

1. The Primary School does not have any asbestos-contained building materials.
2. The sheetrock walls and ceiling in the 1959 section of the Elementary School were not identified in the management plan as suspected asbestos-contained material. Test of the sheetrock during January 1995 determined that it did not contain any asbestos. The results of these tests were incorporated into the Elementary School management plan.

The three-year re-inspections and the semi-annual inspections of the Middle and Elementary Schools found all asbestos-contained materials to be in good condition and will continue to be managed in place as recommended by the District accredited management planner.

Semi-annual inspections for the next year are scheduled to be conducted during January 2010 and July 2010.

Interested persons are invited to call the Supervisor of Buildings and Grounds at 628-3500 ext. 2158 to review or discuss the management plans.

### **HAZARDOUS WASTE**

Pursuant to the Worker and Community Right to Know Act, N.J.S.A. 34:5A03 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the schools by the Supervisor of Buildings and Grounds. In addition, hazardous substances may be stored at the schools at various times throughout the year, and hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the schools.

### **INTEGRATED PEST MANAGEMENT**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The law requires the superintendent of the School District, for each school in the District, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. Upper Township School District shall therefore develop and maintain an IPM plan as part of the school's policy.

#### **Integrated Pest Management Procedures in Schools**

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

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

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## **Development of IPM Plans**

The school IPM plan is a blueprint of how Upper Township School District will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For public schools, the local school board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school.

## **IPM Coordinator**

The Upper Township Board of Education shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy. The Board has designated Ron Peters as the Integrated Pest Management Coordinator – 628-3500 ext. 2158.

## **Education/Training**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment. Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

## **Record Keeping**

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

## **Notification/Posting**

The Upper Township Board of Education is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

## **Re-Entry**

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

## **Pesticide Applicators**

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

## **Evaluation**

Annually, for public schools, the superintendent will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The Upper Township Board of Education directs the superintendent to develop regulations/procedures for the implementation of this policy.

The pesticides that are being used or have been used in the last 12 months are: Maxforce Ant Killer Granular Bait, Drax Ant Kil, Baygon 2% Bait, Maxforce Roach Killer Bait Gel and Suspend SC Insecticide.

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### AFFIRMATIVE ACTION STATEMENT

The Upper Township School District is an Equal Opportunity School District committed to equality of opportunity for all persons within the District. The District operates under an Affirmative Action Plan and maintains a policy of nondiscrimination as to educational and/or employment opportunities. A copy of the Affirmative Action Plan may be obtained from the Affirmative Action Officer. For the 2009-2010 school year, Vincent Palmieri is the District Affirmative Action Officer and can be reached at 628-3513 ext. 2222.

As outlined in the Board of Education Policy, the multi-step grievance procedure for discrimination complaints begins with the Affirmative Action Office. If not resolved at this first level, the complaint is next presented to the Superintendent of Schools; next to the Upper Township Board of Education; and lastly to the Office for Civil Rights, Washington, D.C. Grievance forms and copies of the grievance procedure are available from the Affirmative Action Officer.

### Grievance Procedures

As part of its non-discriminatory program, the District has in effect a set of "grievance procedures." Any student or parent has the right to express a complaint when, in his/her opinion, a violation or misinterpretation of District policy has occurred. You may obtain District grievance procedures by contacting the District's Affirmative Action Officer.

### Harassment

If any student or groups of students is judged to be verbally or physically targeting a particular student for any reason that pertains to outward physical appearance, sexual preference, dress, race, religion, economical standing, academic classification and/or performance, we will have no choice but to suspend that student or group of students out of school. A mandatory parent conference will follow before that student or students return to school.

In accordance with state and federal laws, the District is also committed to providing an academic environment free from sexual harassment. Sexual harassment is defined as unwelcome and unwanted sexual advances for sexual favors or any other inappropriate conduct or communication of a sexual nature when made by: a staff member to a pupil, by a pupil to any other pupil, or by a pupil to a staff member or by a staff member to any staff member or any other school employee. This behavior will not be tolerated and appropriate measures will be taken in conjunction with our policy to address any issues as they arise. If an egregious incident occurs, a form may be obtained from the school administration or the affirmative action officer. We ask parents and guardians to make your children aware of this policy and reinforce our position at home. School staff will address the issue of harassment on a regular basis throughout the school year. Also, victims will receive appropriate guidance and strategies to deal with harassment.

### ATTENDANCE

■ Regular attendance and punctuality are essential for success in school, as well as in life. Please ask to have your child excused from school only when it is absolutely necessary. If your child is going to be absent, parents are required to call the school to report the absence.

For a **middle school** child, please call 628-3500 press 5 then press 1 before 9:00 am. When you call, please state the student's name, homeroom teacher, grade and reason for the absence. **Any parent/guardian requesting homework for consecutive absences needs to do so at this time.**

For an **elementary school** student, please call 628-3500 press 4 then press 1 before 9:45 am. When you call, please state the student's name, classroom teacher, grade and reason for absence.

For a **primary school** student, please call 628-3500 press 3 then press 1 before 9:45 am. When you call, please state the student's name, classroom teacher, grade and reason for absence.

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Once students arrive at school they are to remain on school property until dismissal. Requests for early dismissal should be made only when absolutely necessary and are to be made in writing to the building principal. Students are to be signed out by a parent or designated adult. ID will be required.

### ATTENDANCE POLICY

The schools of Upper Township shall provide for maximum enforcement of pupil attendance and parent notification of absenteeism.

"Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public school of the District or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than a school."

Thus, this District clearly sets forth the following regulations regarding student attendance.

1. Teachers shall keep accurate attendance records of pupils assigned to their classes.
2. A note from a parent or guardian explaining absences is required.
3. A physician's certificate of good health may be required for readmission to school following an absence of five (5) consecutive days and following illness of a communicable disease.
4. Children who are ill and unable to complete the school day will be excluded by the principal with the nurse's recommendation.
5. In the event of exclusion, the parents, guardians or their designee are to be contacted to transport the child. If a student is unable to be sent home with parents, he/she may be sent home on a bus with the principal's approval.
6. A parent shall be required to confer with the principal if a pupil's absence is due to truancy. The pupil may be held accountable for completing work missed while truant and may be required to make up lost time. Pupils and the parents of pupils who are habitually truant will be proceeded against in the manner prescribed in Title 18A: 38-31.
7. The principal shall permit pre-arranged absences due to religious holidays. The principal may permit pre-arranged absences due to doctor's appointment. In the latter instances, the pupil may be held accountable for completing missed work.

### ATTENDANCE – TARDINESS

#### Absenteeism and Tardiness

The Board of Education requires that a review of individual student attendance be made periodically throughout the year. Religious holidays and mandated court appearances are the only recognized excused absences. Students who accrue five (5) unexcused absences within any give marking period will receive a letter which will require a parent conference with the principal. Any additional unexcused absences may lead to a second parent conference. Truancy charges may be filed against the parent or guardian if a child accrues 16 unexcused absences. Retention may be considered once absences reach 24 unexcused absences. Tardiness shall be considered if the child is not in homeroom at its commencement - Primary School 9:30 am, Elementary School 9:30 am, Middle School 8:30 am. Up to five lates are permitted per marking period without consequences. At the middle school, administrative detentions will be issued for every late thereafter within the marking period.

### CODE OF CONDUCT

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All pupils in the public schools of New Jersey are by law compelled to comply with all rules established in pursuance of law for the government of such schools, to pursue the prescribed courses of study and to submit to the authority of the teachers and others in authority over them.

N.J.S.A. 18A:37-2 is amended to read as follows:

1. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension of a pupil guilty of such conduct shall include, but not be limited to any of the following:

- a. Continued and willful disobedience.
  - b. Open defiance of the authority of any teacher or person having authority over him/her.
  - c. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils.
  - d. Physical assault upon another pupil or harassment of another pupil (see page 17).
  - e. Taking, or attempting to take, personal property or money from another pupil, or from his/her presence by means of force or fear.
  - f. Willfully causing or attempting to cause substantial damage to school property.
  - g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the School District and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility.
  - h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by the School District.
  - i. Incitement which is intended to and does result in truancy by other pupils.
2. Any pupil who commits an assault, as defined pursuant to N.J.S. 2C:12-1, upon a teacher, administrator, board member or other employee of a Board of Education, acting in the performance of his/her duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion procedures (Chapter 29). Expulsion and prosecution will occur due to bomb threats.

### PRIMARY SCHOOL CODE OF CONDUCT

#### Code Behaviors

- a. I will respect others, their possessions and school property.
- b. I will follow directions and school rules.
- c. I will keep my hands and feet to myself.
- d. I will speak and act kindly and politely.
- e. I will walk quietly and to the right in the hallways.
- f. I will behave so the teacher can teach and we can learn.

#### Consequences

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One of the most important components of any classroom at the Primary School is guiding children to become active and respectful members of the school environment. Therefore, it is our task in the younger grades to gently guide children to learn this appropriate school behavior and proactively address behavioral concerns. As a result not all incidents that disregard the Code of Conduct are addressed formally. However, when children do not respond appropriately to redirection the following steps will occur.

- a. 1<sup>st</sup> Offense: The initiating staff member will conference with the student and document the incident.
- b. 2<sup>nd</sup> Offense: The initiating staff member will conference with the student, document the incident and communicate with a parent/guardian.
- c. 3<sup>rd</sup> Offense: The initiating staff member will conference with the student and document the incident. The principal will conference with the student and staff member and communicate with a parent/guardian.
- d. 4<sup>th</sup> Offense: The initiating staff member will conference with the student and document the incident. The student and a parent/guardian will conference with the principal and all involved staff members.
- e. 5<sup>th</sup> Offense: The initiating staff member will conference with the student and document the incident. The student and a parent/guardian will conference with the principal and all involved staff members. The student will receive a suspension. The principal will follow-up with students in this category on an on-going basis to develop appropriate behavior plan.

*Note: Extreme situations may be initiated at higher consequence levels at the discretion of the principal or his/her designee.*

### ELEMENTARY SCHOOL CODE OF CONDUCT

Students at the Elementary School pride themselves on treating each other fairly and respectfully!

1. **I will respect others, their possessions and school property.** Treating others the way you wish to be treated builds character and self-respect.
2. **I will follow adult directions and obey school practices and procedures.** The Elementary School Staff is here to assist you in every way possible. Cooperating with all adults in our school shows respect and a willingness to help create a positive school environment.
3. **I will keep my hands, feet and objects to myself.** Resolving conflict through dialog and mediation is the best way to solve a problem. Pushing and shoving shows frustration and a lack of maturity.
4. **I will act appropriately so teachers can teach and students can learn!**

#### Consequences

The students of the Elementary School regularly exhibit positive and respectful behavior and are a joy to work with! We emphasize both the concept and the practice of positive reinforcement for good behavior. However, when infractions do occur, it becomes necessary for students to realize that there are consequences for inappropriate behavior. Consequences for inappropriate behaviors shall be progressive with escalating consequences for repeat offenses.

#### Major Infractions

Major infractions are misbehaviors of a severe nature and necessitate strong measures to address the situation. These infractions include, but are not limited to: fighting, disrespect to adults, stealing and bullying. Principal intervention is warranted in such instances. The following consequences will be considered in response to major infractions:

- Parent/guardian notified and student removed from the classroom setting.
- Excluding student from school until parent/guardian conference is held.
- In-school suspension.
- Out-of-school suspension. A school conference will be required before a child is re-admitted to school for Out-of-School Suspensions.

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**Detentions: Lunch/Teacher** - Students may lose playground privileges and may be assigned, by a teacher or the principal, to a classroom or office to eat lunch. The principal reserves the right to modify, add or delete from the Code of Conduct and its consequences in the best interest of the students.

### **Elementary School Student Expectations:**

Some general and specific expectations are outlined below for parents and students to review:

1. A raised hand by an adult requires quiet student attention.
2. **Students are to *always walk on the right side of hallway.***
3. Hats are not to be worn in our school (excluding special days).
4. Students are encouraged to leave all cell phones and electronic devices at home. If such items are brought into school, they must be turned off and remain in the students book bag during school hours.
5. Honesty is always the Best Policy! Return lost items to teacher or main office.
6. Take pride in your school! Report areas of concern to your teacher.
7. Always be friendly, polite and helpful to visitors in your classroom.

### **MIDDLE SCHOOL CODE OF CONDUCT**

Our Code of Conduct outlines the basic expectations of each student and includes the following:

**I will respect others, their possessions and school property.** Students adhere to this code behavior by demonstrating respect towards others, treating others in such a fashion as they themselves wish to be treated and by taking care of school and peer property and, ultimately, gaining self respect.

**I will speak and act kindly and politely.** Students who adhere to this code behavior gain self respect and respect for others. They adhere to this code behavior by speaking in a respectful, civil tone and using appropriate language when interacting with peers and adults. Students also understand and utilize appropriate behavior and approaches when in disagreement with an authority figure. Students understand, too, the pain and suffering victims feel when bullied, teased or taunted. When commenting on others we need to ask: Is it true? Is it necessary? Is it kind?

**I will follow adult directions and adhere to school practices and procedures.** Students who adhere to this behavior will develop their own character and leadership skills. Students adhering to this code behavior will follow written and verbal directions issued by adults in a congenial and respectful manner. Students will demonstrate understanding of all aspects of the School Practices and Procedures document. Students will also respect the need for honesty and individual responsibility for their decisions and actions.

**I will be understanding, sensitive and tolerant of others, their lifestyles and viewpoints.** Students who adhere to this code behavior treat and respond to others with sensitivity and tolerance recognizing the value of others, their lifestyles and viewpoints. Students should realize the cruelty of bullying and actively work to stop bullying whenever and wherever it occurs. Students understand the pain and suffering victims feel when bullied, teased or taunted. Students adhering to this code behavior develop self-respect and generate the respect of others.

### **\*Consequences**



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We are fortunate to have well-behaved and respectful students walking the halls of the middle school and most of the student population adheres to all rules and regulations on a regular basis. Unfortunately, infractions do occur and it becomes necessary for students to realize that there are consequences for inappropriate behavior. Those consequences may include, but are not limited to:

1. **Detentions**

- a. Lunch (30 minutes)
- b. Teacher (30 to 60 minutes)
- c. Administrative (90 minutes)

**(Students shall not attend after-school activities on the day that this detention is scheduled and/or served.)**

2. **Suspensions (Policy 5610)**

- a. Bus
- b. In-School (ISS)
- c. Out-of-School (OSS): Requires a parent conference with administration prior to re-admittance.

**(FIGHTING is an automatic OSS and a direct referral to peer mediation/conflict resolution is immediately made.)**

3. **Expulsion (Policy 5620)**

- a. Bomb Threat
- b. Possession/Use of any firearms/weapons
- c. Distribution of any CDS or alcohol in school or within school limits

**\*Policy is under review. Any updates will be distributed in the 2009-2010 school year.**

**Note** – *Any suspension, either in or out-of-school, precludes the student from all school activities, school-sponsored activities and evening sports/activities (including dances) during the suspension period. In addition, any suspended student will be prohibited from the above-mentioned activities for an additional period of 10 school days beginning on the first day that the student returns to school.*

**Exception:** *Student will be allowed to participate in academic activities and/or programs during the ineligibility period.*

**The administration reserves the right to extend activity restriction based on individual circumstances. In addition, students who have violated activity restriction may have the activity restriction period extended.**

## **PROMOTION AND RETENTION POLICY**

I. **Promotion**

- A. A child shall be promoted (moved from one grade level to a higher grade level) when he/she has attained a reasonable level of proficiency in major disciplines with particular reference to basic communications and mathematical skills as determined for each individual pupil by members of the school and/or District professional staff.
- B. The method of determining attainment of proficiency levels for appropriate grade level shall be determined by the Core proficiencies set by the State Board of Education.

II. **Retention**

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- A. Any child not attaining the degree of proficiency in grades Kindergarten through grade 5 may be considered for retention in that grade level; accumulating 24 or more unexcused absences may constitute retention as well.
- B. The classroom teacher must refer each child being considered for retention to the Intervention & Referral Services Committee for additional input prior to final determination.

The parents shall be invited to a meeting with the teacher, and other staff members, no later than the end of the third marking period for discussion of the matter. The Superintendent must be informed in writing of this matter by the principal at this time along with goals set forth. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to the group and his or her own individual ability. Goals will be set for the fourth quarter. During the middle of the fourth quarter another meeting will be held to review the goals and the student's progress. At this time, the final decision shall be made. The final decision shall be made by the Superintendent; parental input will be required.

### ACADEMIC ENRICHMENT PROGRAM

Recognizing that there are students who require enrichment in addition to the regular education curriculum, the Upper Township School District has implemented the Academic Enrichment Program. This format of enrichment provides challenging opportunities to students through the cooperative efforts of various teachers and staff members. Program services vary at the grade levels and subject areas. Students identified for this program shall demonstrate high performance and great interest in Mathematics and/or Language Arts based on specific District criteria. If you have any questions regarding admission requirements/services, please contact the Curriculum Office at 628-3500 ext. 2219.

### ACADEMIC SUPPORT PROGRAM

The Academic Support Program provides positive learning experiences for students who are in need of improvement in the subject areas of Language Arts and Mathematics. In grades Kindergarten through Eight, students may receive instruction in small groups, "Acceleration Lab" classes and/or through in-class support. Skill areas that need improvement are identified through the use of teacher observation and test results. Once the skill areas are identified for each student, planned sequential instruction is designed to fit the needs of the individual. The process of planned sequential instruction includes: pre-testing, development of objectives, actual instruction and evaluation (post-testing). Following each evaluation, the child's individual program may be changed, as needed, as skills are previewed, reviewed, and/or reinforced. Periodic assessment is conducted. This approach is used throughout the school year to help each student work toward competency in necessary Language Arts and/or Mathematics skills. Program services vary at the grade levels and/or subject areas. If you have any questions regarding admission requirements/services, please contact the Curriculum Office at 628-3500 ext. 2219.

### AFTER SCHOOL ACTIVITIES/SPORTS

The Upper Township Elementary and Middle Schools have a variety of exciting after school activities. Please visit our website ([www.upperschools.org](http://www.upperschools.org)) for information regarding after school activities, events and other pertinent information including directions to other schools.

Late buses are provided Monday through Thursday for all after school activities held at the Middle School. Buses are also provided for away games. These buses take athletes to the games and return them to school for parent pick up sometime between 5:00 and 7:00 pm.

All students who are being picked up from an after school program or practice need to complete the appropriate transportation form. Students riding this bus will arrive at their homes sometime between 4:45 and 5:45 pm, depending on traffic conditions and the number of riders.

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### **Extra-Curricular Activities Eligibility Policy**

The Middle School eligibility policy outlined will include all extracurricular programs and activities that meet above and beyond the normal school day including all sports and clubs/teams (EXCEPTION: 8<sup>th</sup> GRADE Promotional Exercise; see page 30). Students will be identified as ineligible if they fall into either of the following criteria:

- a. Failing 2 or more subjects
- b. Written recommendation by program advisor/coach

**All subjects** including fine arts (Industrial Arts, Art, Family & Consumer Science, Music, World Language, etc.) will be included in this policy. Evaluations of students' grades/conduct will be made at the time of interims (mid marking period) and upon the issuance of report cards. A ten (10) school day ineligibility time period will be enforced upon the identification of ineligibility. After ten (10) school days, a student will be re-evaluated. If deficient areas improve to acceptable levels, the student will be made provisionally eligible. Students will then be expected to maintain eligibility. If improvement does not occur, ineligibility will continue until the next evaluation time frame (interim or report card). Students who acquire a second ineligibility time frame during the same activity will be permanently removed from that activity.

A second ineligibility in a year round activity will result in the removal from that activity for a nine (9) week probationary period. Continued ineligibility situations will be dealt with on a case by case basis with administrative input.

**All coaches/faculty advisors and administration reserve the right to remove students from activities for behavior or actions that are non-productive and reflect negatively on the team/activity or school.**

### **Physical Examinations**

Per state law, a physical examination is required before trying out for a sport. There is preliminary paper work which must be completed by the parents before the physical is done. An updated Health Status form must also be completed by the parent before the student can try out for a second sport in that school year. Please make every effort to have your child screened by your family physician prior to the start of school.

### **ATHLETIC COMPETITION**

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer pupils the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class, school, or District alone and an opportunity for career and educational development.

For purposes of this policy, the program of athletic competition includes all activities relating to competitive sports contests, games or events for sports exhibitions involving individual pupils of this District when such events occur within or between separate schools within this District or with any schools outside this District.

### **Eligibility Standards**

A pupil who wishes to participate in athletic competition must submit, on a form provided by the District, the signed consent of his or her parent or guardian. The consent of the parent or guardian of a pupil who wishes to participate in interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the sport. Notice of these eligibility requirements shall be given to pupils.

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### **Health Requirements**

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in athletic competition and practice for such competition. A candidate for a place on an athletic team or squad must receive a medical examination conducted once in each school year by either a personal physician (encouraged) or the school medical inspector/designated team doctor not more than three hundred sixty five days prior to the first practice session. The school medical inspector may accept the report, on a form provided by the District, of a medical examination conducted, at no expense to the Board, by the pupil's personal physician.

A re-certification must be done for each subsequent sport to determine if another exam is necessary.

The medical examination conducted to determine the fitness of a candidate for athletic competition and the health history update must include, at a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.

The school medical inspector or the designated team doctor shall approve or disapprove the pupil's participation in athletics based on the medical examination. Written notification of that determination, signed by the school medical inspector or team doctor, shall be given to the pupil's parent or guardian and shall include the reasons for disapproval of the pupil's participation. The health findings of the medical examination shall be filed in the pupil's health examination record, subject to Board policy on pupil records.

### **Emergency Procedures**

Athletic coaches shall be trained in first aid and in the identification of pupil athletes who are injured or disabled in the course of any athletic activity. Emergency procedures shall be reviewed by the Board not less than once in each school year and shall be disseminated to appropriate staff members. Emergency procedures shall be written in Regulation 2431.1.

### **Interscholastic Athletic Standards**

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts as policy the rules and regulations of the New Jersey State Interscholastic Athletic Association and shall review such rules annually to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and practices and shall inform the Board of changes in that schedule as they occur. The Superintendent shall prepare rules for the conduct of pupils participating in interscholastic athletics that will conform to rules of the State Board of Education, the New Jersey State Interscholastic Athletic Association and the league with which the school District is affiliated.

### **BIKE/WALKING REGULATIONS**

#### **Bike**

**Students to age 17 (effective March 1, 2006) must wear a helmet. This is the law!**

- Never carry a passenger on the bicycle. This is extremely dangerous, especially when riding in traffic.
- Abide by all traffic rules and regulations.

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- Bike privileges will be revoked if a helmet is not worn and parents will be contacted accordingly. The bicycle will be confiscated until a parent/guardian comes to retrieve it.
- Any student who plans to ride their bike to/from school must bring in a note indicating permission to do so. Such note will remain on file in the main office of the respective school.

### **Walk**

- Any student who plans to walk to/from school must bring in a note indicating permission to do so. Such note will remain on file in the main office of the respective School.

### **BOOKS & INSTRUCTIONAL MATERIALS**

Books and instructional materials are loaned to students for use during the school year. Students are expected to treat books and all school property with care and will be expected to return all school issued items in good condition by the last day of school.

### **CAFETERIA**

There is no place students reveal their manners or reflect the training they have received at home more conspicuously than in the lunchroom. We urge all students to use the cafeteria as a place for pleasant relaxation, conversation and leisurely eating. Students are expected to leave the table area, where they have eaten, clean and orderly. Food and beverages are not permitted outside the cafeteria at any time (unless approved by the principal).

#### **Cafeteria Rules**

- a. Stay seated and raise hands for assistance.
- b. Keep voice levels within reason.
- c. Clean up area and dispose of trash properly.
- d. Walk quietly in the hallway when passing to and from the cafeteria/playground.
- e. Respect cafeteria staff.

A breakfast program is available to students upon arrival to school. Only students actually eating breakfast are permitted in the cafeteria before school. If breakfast runs late, students are to secure a late pass from the teacher supervising breakfast, then go to homeroom.

#### **Lunch Program**

Sodexo Dining Services of Freehold, NJ, a food service management company, operates the School District food service program. A variety of nutritious hot and cold lunches are offered daily in all three schools. ***Primary, Elementary School and Middle School student lunches are \$2.10.*** Entree or sandwich A La Carte is \$1.90. Additional a la carte items available include: milk-.40, juice-.45, chilled or fresh fruit-.45, vegetable on menu-.45, french fries/onion rings-.90, roll & butter-.35, crackers-.05, soup w/crackers-1.00, ice cream-.75, soft pretzel-.60, bagel w/cream cheese-1.00, cookie/gourmet-.60, Snapple/Arizona-1.25, spring water-1.00, chips-.75, pretzel bags-.60. A salad bar for students is available daily at the Middle School for \$2.10 which may also be enjoyed by use of a meal ticket.

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Only one charge lunch per student will be permitted. To charge again, the student must pay for the previous charge. We encourage students to participate in the school lunch program. The food service department will also have active cafeteria YAC's (Youth Advisory Committees) to respond to students' food preferences and concerns. Parents wishing to participate in the free or reduced price lunch programs must submit an application for each child.

The Board of Education recently adopted a policy on Nutrition /Wellness that complies with the New Jersey State Department of Education's directives related to nutrition. This new policy will adhere to regulations, in compliance with the New Jersey State Board of Education, that will prohibit the sale and consumption of food items deemed as nutritionally deficient.

### **Playground Rules (Primary & Elementary Schools)**

Students may be assigned to zones on the playground where activities will be organized. Students will have approximately 10-15 minutes on the playground.

- a. Students will follow the Code of Conduct especially as it pertains to keeping hands and feet to themselves.
- b. Playground equipment will be provided. Hardballs, yo-yos and skateboards are potentially dangerous and are not permitted on the playground.
- c. Students will line up in pre-determined areas when the whistle sounds to end recess.
- e. All equipment is to be returned to the proper area.
- f. Playground privileges will be revoked for behavior that is disruptive, uncooperative or infringes on others' rights to enjoy their playground time safely.

### **Point of Sale (POS) System**

In October a Point of Sale (POS) System will be installed in the school cafeterias. This system will enable students to purchase meals with cash or to utilize a prepaid account for lunch and/or breakfast. The money established in a student's account can also be used for a la carte purchases. Additional information on the POS System will be sent home with students during the first week of school.

### **CELL PHONES**

**Students are strongly encouraged to leave all cell phones at home.** In the event that a student brings a cell phone into the Middle School, the following must be strictly adhered to:

1. All cell phones must be kept in the student's book bag/ locker during the normal school day.
2. All cell phones must be turned off during the normal school day.
3. No pictures are to be taken by any camera phone at any time.
4. No camera phones are to be used in any locker room or rest room at any time.

Any student found using a cell phone or any phone that is heard ringing during the normal school day will be subject to the following consequences:

**1<sup>st</sup> Offense:** Parent notification, cell phone confiscated and returned to student at the end of the day.

**2<sup>nd</sup> Offense:** Parent notification, administrative detention issued, cell phone confiscated and returned to a parent or guardian.

**3<sup>rd</sup> Offense:** Parent notification, suspension issued, cell phone confiscated and returned to a parent or guardian.

### **CHARACTER EDUCATION**

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A strong, positive character is an important component to a well-rounded person. Bullying, demeaning comments, bias and put downs of others are all negative consequences of a weak character. A Character Education Program is employed to pro-actively address the negative effects of bullying and to promote positive character traits. Initiatives will include:

1. Anti-Bullying Programming to inform and provide strategies for students and adults.
  - a. 1<sup>st</sup> offense: administrative, guidance and parental intervention.
  - b. 2<sup>nd</sup> offense: continued intervention programs and activities; 3 day out of school suspension plus activity restriction period.
2. Regular teacher or counselor led classroom instruction on selected topics related to anti-bullying, character building and anti-bias topics.
3. Sensitivity Training for staff members to better meet the needs of their children.

**Upper Township District Character Education Themes:** September - Respect, October - Responsibility, November/December - Caring/Sharing, January - Goal Setting, February - Honesty, March - Cooperation, April - Leadership, May - Pride, June - Self-Discipline. These initiatives will help to promote the maturity and individual growth so necessary in a good school/community citizen. *Information on our Character Education initiatives will be sent home with your children on a regular basis.*

### COMMUNITY SERVICE/VOLUNTEER OPPORTUNITIES

Our schools rely on the support of community volunteers to help supplement our school programming. Volunteers are especially needed to support our library and art programs. Organizing art materials, shelving books and creating instructional materials are but a few of the needs filled by volunteers.

**If you can dedicate some time to help support your school, please call Mrs. Urbano at 628-3500, ext. 2323, Mrs. Bittner at 628-3500, ext. 2109 or Mr. Barth at 628-3500 ext. 2243. Thank you!**

### CONFERENCES

Conferences are scheduled so that parents and teachers may discuss the progress of our students. The schedule for the 2009-2010 school year will be as follows: **December 8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup>**: Primary, Elementary & Middle School Conferences with scheduled times of conferences to be announced during the first marking period. If you desire a conference at other times during the year, please call the school office or teacher to make arrangements.

### CUSTODY

Custodial papers must be presented to each principal. If custody changes during the year, notification by official court order shall be copied and forwarded to the principal. We shall not be held responsible for releasing children when no current papers are on file.

### DRESS

Appropriate dress is required at all times in school. Appropriate dress is determined by the Administration. Dress which is unsafe or distracting to the educational process will not be tolerated. Students are expected to dress in a manner which is appropriate for a public school setting. Clothing worn or items carried are not to be distracting to other students or disruptive to the normal routines and functions of the school.

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Student dress and grooming is a personal matter between students and their parents. The school, however, will enforce proper dress decorum if it jeopardizes the student's health, welfare, safety, interrupts the educational process or is offensive in nature to others.

### **The following guidelines have been set regarding proper school dress:**

1. Students are not permitted to wear tank tops, halter tops, see-through shirts, midriff tops or shirts that contain profanity or are suggestive in nature. Shirts should not be worn that make reference to sex, drugs, alcohol, cigarettes, violence or profanity.
2. Shorts, skirts and pants must be appropriate. No bicycle/spandex, ripped, cutoff, boxer type shorts, pajamas, tennis or gym shorts are permitted.
3. Shoes or sneakers must be worn at all times. **No flip-flops, slip-ons or wooden shoes** are allowed for **health & safety reasons**.
4. Students shall not wear hats, bandanas, caps or other head covering inside the building (except for religious or health reasons and during spirit weeks).
5. Students are not permitted to wear any wristbands/sweatbands during the school day (except for PE class if needed).
6. Outer wear (coats) shall not be worn while in school unless medically advised or teacher permitted.
7. For safety reasons, chains, dangling jewelry or articles of clothing (including those on book bags) shall not be worn or carried to school.
8. Body piercing/tattoos that are disruptive to the educational process will be removed and/or covered.
9. Beepers, pagers and laser lights are not permitted in school. Cell phones are not permitted in the Elementary and Primary Schools.
10. Rolling sneakers are not permitted in any of the District's schools.

### **SPECIAL NOTE: No rolling book bags will be permitted at the Primary School.**

Parents/guardians will be notified for student dress code infractions. Parent/guardian will be asked to bring to school a change of clothes for their child, since the student will not return to class unless they are properly dressed. Repeat offenses will be administratively dealt with on a case by case basis with parental involvement.

### **EARLY DISMISSALS/LATE OPENINGS**

- A. Requests for early dismissals must be in writing from the parents or guardians. When an emergency telephone request is made, only the principal can grant permission.
- B. If an early dismissal is granted through a telephone call or written note, the parent or guardian must come into the office to pick up the student and sign them out.
- C. The Middle School will **dismiss** at **12:50pm** and the Primary and Elementary Schools will **dismiss** at **1:25pm** on October 8, 2009, November 4, 2009, December 8, 9 & 10, 2009 and May 26, 2010.
- D. On November 25, 2009, December 23, 2009, February 11, 2010, March 17, 2010, June 16, 17 & 18, 2010 early dismissal will be **1:10pm for the Middle School** and **1:50pm for Primary and Elementary Schools.**
- E. Lunch will be served on all early dismissal days.

### **EIGHTH GRADE CELEBRATIONS**

The celebration dance will be held for Upper Township Middle School 8<sup>th</sup> grade students only in early June. The administration will establish procedures and codes of conduct including appropriate transportation and dress. Students failing to abide by the outlined procedures and/or willful disrespect at this time may be excluded by the principal from participating in this event.

### **EIGHTH GRADE PROMOTION**

### **8<sup>th</sup> Grade Promotional Exercises**



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Any student who has failed 2 or more major subjects for the year will be deemed ineligible to participate in promotional exercises. In addition, any such student may be subject to mandatory summer school and/or possible retention in the 8<sup>th</sup> grade. Each individual circumstance will be evaluated by all involved parties and a final administrative decision will be made and enforced.

### **EMERGENCY SCHOOL CLOSINGS**

Call 628-3500 after 6:00 am

At times, for the safety of our students, it becomes necessary to close the schools for emergencies, such as heavy snow or lack of heat. In such situations an announcement that the schools, KEYS and/or CEUT classes are closed will be made as soon as possible over the following radio stations and Global Connect System.

WCZT (Coast) 98.7 WAYV 95.1 FM	WFGP 96.9 FM WKXW 1450 AM	WTKU 98.3 FM WCMC 1230 AM	WSJL 102.3 FM WMGM 103.7FM	WPUR 107.3 (CAT Ctry)FM WMID 1340 AM
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Also, school closings will be listed on Channels 2, 3, 5, 6 and 10. Please be sure that your children know what to do should they be dismissed early from school because of an emergency. It is strongly recommended that arrangements be made with a neighbor or relative if parents are not home during the day. If schools are open but parents determine that it would be dangerous to travel due to inclement weather, they should use parental discretion.

### **EXPULSION**

While the board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for serious violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior.

#### **The board will consider expulsion only if:**

The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated. Pupils who indulge in the following disruptive behavior shall be expelled:

- Turning in a bomb threat or any assault on a staff member.
- Being convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus or at a school-sponsored function.
- Buying and/or selling of any controlled dangerous substance and/or alcohol.

### **FAMILY LIFE EDUCATION**

In accordance with New Jersey Administrative Code 6:29-4.2, family life education means instruction to develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships; the physiological, psychological and cultural foundations of human development, sexuality and reproduction, at

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various stages of growth; and to provide the opportunity for pupils to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now and aid in establishing strong family life for themselves in the future thereby contributing to the enrichment of the community.

Family life education is not taught as a separate subject but is integrated into the health, science and social studies programs in grades K-8. The complete curriculum and materials used for the various curriculum areas are available for review in each school office. If a parent/guardian has any concerns regarding our curriculum and its content you as parent/guardian have the right to remove your child from that particular portion of the curriculum that is being taught. The following is a brief outline of the curriculum:

### Grade Topics

- K Personal health; Understand, appreciate and respect human beings; Family relationships; Developing understanding of self.
- 1 Personal health; Understanding self, family and others; Animals and their young; Decision making.
- 2 Personal health; Understanding choices; Understanding people and groups; Decision making.
- 3 Personal health; Understanding self and others (friendships); Care of animal young; Decision making.
- 4 Personal health; The New Jersey Community; Relationships of animals; Decision making.
- 5 Personal and consumer health; Critical thinking; Interaction of living things in an ecosystem; Diseases and disorders; Decision making.
- 6 Personal, social and mental health; Self-esteem; Puberty; Decision-making; Tobacco and smoking; HIV and AIDS.
- 7 Personal, social, mental and family health; Male and female reproductive systems; Sexually transmitted diseases; Decision-making.
- 8 Personal, social, mental and family health; Family living; Reproduction and maturity; sexually transmitted diseases; Human sexuality; decision-making.

### FIELD TRIPS

Field trips are considered a part of the regular school day and student participation is expected. Field trips are scheduled throughout the year. Parents must complete a field trip permission slip for each trip. Upon returning from a field trip, parents/guardians are expected to pick up their child (ren) at the pre-determined location and time. Students will remain supervised until a parent/guardian arrives. Any changes regarding pick-up procedures must be stated in writing, from the parent/guardian, before the trip departs from the school. If students return after dismissal, they will be supervised until all are picked up. **Important:** Students are expected to use the transportation provided to and from Field Trip location. Parents who are picking up their children must complete the appropriate Transportation Form prior to parent pick-up.

### FIRE, WEATHER & EMERGENCY DRILLS

Periodic fire and emergency drills will occur throughout the year. Students are to follow teacher directions in exiting the building. When exiting, students are to walk, keep hands to themselves and are to keep silent. Students are to follow the directions provided by the teachers and staff relative to the specific emergency procedures in effect. Families are advised to check our local television Channel 2 for emergency updates and special information on behalf of the school system.

### GIFTED AND TALENTED PROGRAM

For the 2009/2010 school year, the Kindergarten to 8<sup>th</sup> grade Gifted and Talented Program is being modified to gain compliance with the rules and regulations associated with NJQSAC. Upon completion more information will be provided.

### GUIDANCE SERVICES AND STUDENT ASSISTANCE

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The District's alcohol, tobacco and other drugs (ATOD) prevention intervention program services all District students. The components of the program are as follows: (ATOD) curriculum, peer education, individual and small group prevention counseling and staff in-service.

Our District is proud of the progress our Guidance and Students Assistance Programs have made in developing and maintaining a comprehensive support network for students. These programs help students develop personal strengths and values that reduce the likelihood that they will use alcohol or other drugs or experience other problems common to their age level.

Our counselors conduct classroom sessions as well as small group and individual discussions with students. Topics include drug and alcohol use and abuse, peer pressure, decision making, self-concept, families, problem solving, coping skills and violence prevention.

Our success is attributable to the commitment, support and encouragement we receive from parents, school personnel and community leaders. If you have questions, concerns, suggestions, or do not wish your child to participate in guidance services, please contact your building principal.

## HEALTH SERVICES

The Upper Township School District, in compliance with the laws of the state of New Jersey, provides for the physical well being of its students by providing a full time nurse in each school. Screenings will be done as per the guidelines and board policy for areas such as height, weight, blood pressure, vision, hearing, scoliosis and pediculosis as needed. Physical examinations provided by the student's personal physician are encouraged at each of the appropriate developmental stages. All new students to the District, students who are undergoing Child Study Team evaluations, students who are unable to provide a sports physical from their own physician and students who are in need of working papers will be provided a school based physical when deemed necessary as per state regulations. A Mantoux tuberculosis-screening test is provided as required by New Jersey Law. Immunizations are required per Chapter 14 of the New Jersey Sanitary Code. This requires that the pupils be immunized with:

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### **Beginning September 2008, the following immunizations are also required:**

1. Every child born on or after January 1, 1997, and entering or attending Grade 6 or a comparable age level special education program, shall have received one booster dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no later than the tenth birthday. If a child received a Tdap or Td less than five years from entering Grade 6 they shall not be required to receive a Tdap dose until five years have elapsed from the last DTP/DTaP or Td dose.
2. Every child born on or after January 1, 1997, and entering Grade 6 or a comparable age level special education program shall have received one dose of meningococcal vaccine.
3. Every child entering preschool is required to have a pneumococcal conjugate vaccine (PCU) and an influenza vaccine (flu shot). The flu shot needs to be given between September 1<sup>st</sup> and December 31<sup>st</sup>.
4. Every child born on or after January 1, 1997, and transferring to a New Jersey school from out of state or country shall have received one dose of meningococcal vaccine.

If a student is injured, the school nurse will administer first aid as per school doctor's orders. Parents/guardians will be notified of the injury and the recommendation for further medical evaluation will be made when deemed necessary. If the parent or guardian cannot be contacted and the injury warrants the transportation of the injured student to the hospital, standard procedures will be followed. The nurse will continue to contact the parent or guardian or other relative who has the authority to approve the necessary medical treatment.

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Questions regarding health services and immunization should be referred to the Primary School nurse, (628-3500 ext. 2113) the Elementary School nurse, (628-3500 ext. 2324) or the Middle School nurse, (628-3500 ext. 2247).

### HIV/AIDS EDUCATION

In accordance with New Jersey Administrative Code 6:29-4.1, Upper Township School District has developed an HIV prevention education curriculum. The HIV/AIDS Education Curriculum aims to prevent the spread of HIV/AIDS among our young people. Because AIDS is a fatal disease without a cure, prevention - the maintenance of safe behaviors and the exclusion of risky behaviors - is the main goal of the HIV/AIDS curriculum. It is imperative that accurate and current information about the disease be presented to our students in a developmentally appropriate manner in all grade levels. If the disease cannot be stopped then the spread of the disease must be stopped; abstinence shall be primarily stressed.

The instructional objectives and materials used in the curriculum represent the most current and reliable information relative to HIV/AIDS. HIV/AIDS education is a component of the comprehensive health education program of the District. The complete curriculum and materials are available for review in each school office. If a parent/guardian has any concerns regarding our curriculum and its content you as parent/guardian have the right to remove your child from that particular portion of the curriculum that is being taught. The following is a brief outline of the HIV/AIDS curriculum:

#### Grade Topics

- K Germs and staying healthy; HIV/AIDS general information.
- 1 Germs and staying healthy; HIV/AIDS general information; Sickness.
- 2 Germs and staying healthy; Communicable and non-communicable diseases; HIV/AIDS general information; HIV/AIDS transmission.
- 3 Germs and staying healthy; Communicable and non-communicable diseases; HIV/AIDS general information; HIV/AIDS transmission; Immune system; Relating to people who have HIV/AIDS.
- 4 Communicable and non-communicable diseases; HIV/AIDS general information; HIV/AIDS transmission; HIV/AIDS symptoms; Accurate Health information.
- 5 HIV/AIDS general information; HIV/AIDS transmission; HIV/AIDS and the body's defense system.
- 6 HIV/AIDS general information; HIV/AIDS transmission; HIV/AIDS prevention; HIV/AIDS diagnosis and treatment.
- 7 HIV/AIDS general information; HIV/AIDS transmission; HIV/AIDS prevention; HIV/AIDS diagnosis and treatment.
- 8 HIV/AIDS general information; HIV/AIDS transmission; HIV/AIDS prevention; HIV/AIDS diagnosis and treatment; HIV/AIDS impact on society.

### HOMEWORK PROCEDURE

The Board of Education and Administration recognize the value of appropriate homework and favor those activities which provide for flexibility, creativity and originality on the part of both the teacher and student. Teachers may, and should assign homework to students to aid in their educational development and growth. The type, frequency and quantity of homework assigned shall be grade level and developmentally appropriate as determined by the teacher(s). Homework should be an application or adaptation of a classroom experience and shall not supplant school instruction. Homework shall never be assigned for disciplinary purposes.

Broad parameters are set for the *types* of homework assignments issued to our Primary School children. Assignments may not all be paper and pencil tasks. For instance, children may be asked to collect objects for estimating/counting activities in Math; they may be asked to view a television show or special and make a short report; or they may snip pictures out of a magazine for usage in a phonics lesson. Homework assignments should be stimulating and meaningful for the children.

1. Homework should involve parents/guardians as appropriate to the particular assignment(s).

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2. Homework assignments(s) should not exceed 15 minutes per day at the Kindergarten level and 30 minutes per day in grades 1 and 2.

Recommended time guidelines for homework are as follows: 3<sup>rd</sup> Grade – 30 minutes nightly; 4th Grade - 30 minutes nightly; 5th Grade – 45 minutes nightly, Grades 6-8: 60 to 90 minutes nightly.

**Occasionally, seat work not completed during the school day will also be assigned. If you feel your child is spending inordinate periods of time completing homework assignments, please contact his/her teacher.**

Make-up work is the responsibility of the student. The opportunity is afforded to every student so that no student will be academically penalized due to any excused absence/lateness. It is the prerogative of the teacher to assign whatever work he/she feels is necessary to equate with the work that was missed due to the excused absence/lateness. Students will have 1 day to complete work for each day absent and such work will be assigned to the student upon their return to school. Time allocation for make-up work for extended absences (over 5 days) will be determined by the teacher/administration.

**Students who are truant from school or who cut a class during the school day will not receive credit for any missed assignment/test and will receive 0's for such assignments. In addition, the student is still responsible for all missed materials for future assignments/assessments.**

### Vacations

We, as a family oriented District, value time spent together. We also understand that for some families, the opportunity to vacation happens only during the school year due to the area in which we live. **At the same time, in the interest of your child's education and academic successes, we can only encourage you to send your child into school as often as possible and make every effort to plan vacations when school is not in session.**

The regular school calendar provides more than ample opportunities for families to plan vacations at times when school is not in session. School authorities are not able to approve family vacation days. Vacation days will count as part of the total allowable absent days and written notice of such must be given to the main office at least 1 week prior to the planned absences. Any homework and/or make-up work distributed during this time will be subject to the above-mentioned information and procedures. If you would like work to be provided for your child to complete during vacation please provide the classroom teacher with as much advanced notice as possible. However, teachers are under no obligation to provide work until the student returns from vacation.

### HOME SCHOOLING

Parents requesting to educate their children at home as an alternative to sending them to public school should:

- Submit a letter of intent (to remove the child from school and to educate the child at home) to the Superintendent of Schools.

### HONOR SOCIETY

Students in grades 7 and 8 must have a cumulative average in 4 major subjects (Math, ILA, Social Studies, Science) of 95+ for regular classes, or 93+ for advanced classes to be eligible.

- A minimum grade of 85 is required for all other subjects listed on the report card.
- Only positive comments and remarks should be listed on the report card.

The cumulative average of each student is averaged at the end of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> marking periods. Students who fail to maintain this status are put on probation for 1 marking period. If improvement does not occur at the end of that marking period, students will not be recognized as an active member for that school year.

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### HONOR ROLL

Eligibility for Honor Roll status (grades 4-8) is as follows:

#### Principals Honor Roll

- A minimum grade of 93 in Math, ILA, Social Studies and Science.
- A minimum grade of 85 for all other subjects listed on the report card

#### B Honor Roll

- A grade of 85-92 in Math, ILA, Social Studies and Science.
- A minimum grade of 85 for all other subjects listed on the report card.

**Honor Roll lists will be placed in our local newspapers unless a parent/guardian requests otherwise.**

### CRITERIA FOR ADMISSION TO THE HONORS PROGRAM IN ENGLISH AND MATHEMATICS AT OCEAN CITY HIGH SCHOOL

Upper Township is in a sending/receiving arrangement with Ocean City High School. For students to be admitted to the honors program in English and math at the high school the following requirements are necessary:

**Nomination:** A student may be nominated by a teacher, a parent, a fellow student or by the student himself/herself.

**Grades:** The student must have at least three marking period grades of A and no grades lower than B in another over the last six marking periods in the subject. These grades will include the first two marking period grades of the current school year.

**Dept. Comments:** Department Chairpersons will collect comments from the appropriate teacher(s) and include them on the application.

**Testing:** Any student who has met all of the stated criteria qualifies for the opportunity to take the subject matter test for the course to which he/she is a candidate.

The principal will review all appeals made by the student. The student must demonstrate a maintenance of effort in all honors courses in order to continue in the program the following year. A minimum 3.0 average is required in each honors course in order for the student to be scheduled for the next level.

### INTERVENTION & REFERRAL SERVICE COMMITTEES

The Intervention & Referral Service Committees are regular education, decision-making teams which serve to increase the capacity of the regular education program to serve children at risk. The primary purpose of the I&RS Committee is to work in close conjunction with the classroom teacher and parents in designing and recommending interventions for children experiencing difficulties in learning and/or behavior. The I&RS Committee involves parents in developing strategies to help their children.

### KINDERGARTEN PROGRAM

We provide a full day kindergarten program for all students. Kindergarten Registration will take place in February at the Primary School for all children registering for the next school year. Parents should bring a proof of residency, birth certificate, custody papers and all immunization records for their child's registration.

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### LAVATORY USAGE

Students must secure a pass from the classroom teacher to use the lavatory during class. Students are not to loiter in the lavatories but return to class expeditiously. Students may use the lavatory between classes but are to do so quickly as not to be late for class. Also, students shall use the lavatory closest to their classrooms or in their class if available.

### LOCKERS (MIDDLE SCHOOL)

Lockers may be used before and after school, lunch, gym and designated classes. All other visitations to lockers may be permitted with a teacher pass. As a safety rule, book bags shall not be permitted to be carried by students during the school day. Students with special physical needs will be accommodated. The student shall address the need(s) with his/her homeroom teacher. See pupil right of privacy.

### LOST AND FOUND

Misplaced and lost items are kept in one location at each school. Parents and students are urged to check these areas if items are missing. Students must check with cafeteria aides or office personnel before proceeding to these areas.

### MEDICAL EXCUSES/PHYSICAL EDUCATION AND RECESS

All medical excuses excluding a student from participating in P.E. classes need to be in writing from a doctor and turned in to the main office. The note will be forwarded to the nurse and gym teacher. Parent notes will excuse a child for 1 day only! **Important: Students will not be allowed outside at recess during days when a child is excused from gym class.**

### MEDICATION POLICY

Pupils requiring medication at school must have a WRITTEN STATEMENT FROM THE FAMILY PHYSICIAN which identifies the type, dosage and purpose of the medication. Medication must be in the original labeled container and presented to the school nurse upon arrival at school by the parent/guardian. Inhalers are medication and are to be kept in the Health Office. A written statement from the parent giving the nurse permission to administer the medication is required. It is suggested that the parent request an extra container at the pharmacy to be left in the nurse's office to eliminate transporting medication daily. Unless absolutely necessary, medication to be given three times a day or less should be administered at home. Over the counter medication cannot be dispensed by the nurse nor should it be sent to school with your child.

#### **Pupil Self-Administration of Medication**

Students are permitted by board policy and state law to self-administer medication for Asthma or other life threatening illness by pupils in 4<sup>th</sup> through 8<sup>th</sup> grade, both on school premises during the regular school hours and off-site when participating in school related activities. Parents/guardians must provide the District with the proper documentation in the form of physician certification of necessity. This must be accompanied by the appropriate documentation from the parents on the child's ability to self-administer. This permission is only effective for the current school year in which it is issued. This right to self-administer may be revoked if the student has not complied with the conditions necessary for safe administration of the medication.

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### **Emergency Administration of Epinephrine**

The board shall permit the school nurse or medical inspector to administer epinephrine via epi-pen in emergency situations. In their absence, a designee or designees who are employees of the board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen using standardized training protocols. Each designee shall receive individual training for each pupil for whom he/she is designated. The board, through the school nurse, shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the District, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen to the pupil. Parents/guardians shall provide the board with the following:

- A. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- B. Written permission for the administration of epinephrine via epi-pen by the school nurse or designee(s);
- C. A signed statement acknowledging their understanding that if the specified procedures are followed, the District shall have no liability as a result of any injury arising from the administration of the epi-pen by the school nurse or designee(s) to the pupil and that the District, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen to the pupil.

Permissions for the administration of epinephrine via epi-pen shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

### **MEDIA COVERAGE**

During the school year there are often times when your child's picture may be taken or name used in print. Some of these times may include, but are not limited to the following:

- Articles in a school or District newsletter; honors and awards.
- Pictures taken to accompany a newspaper article.
- Pictures taken to include in a slide presentation or an electronic slide show about our District that is shown to new staff, various service organizations and groups from other schools.
- Pictures taken for the teacher to use in his/her class activities and school District web sites.
- Video taken of participation in a special event or program.
- Video conferencing activities with other educational institutions.
- Pictures taken to be used in pamphlets or brochures about our District.

**The Board of Education procedures require that we have your permission to take pictures of your child or to use their name: If you do not grant permission for these purposes send a written note stating that you do not give permission. If you wish to grant your permission at a further date, you may do so at any time by writing a note to your child's building principal. Signing the handbook agreement implies your permission as stated above.**

**NJ FAMILYCARE**  
**1-800-701-0710**

### **What is it?**

NJ FamilyCare provides quality, free or low-cost health coverage for uninsured children and teens 18 and younger and low-income parents.. This program already covers more than a half million New Jersey children.



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NJ FamilyCare offers full health care coverage through established Health Maintenance Organizations (HMOs) that operate throughout the state.

### **How to Find Out More?**

To find out if you are eligible, or for more information, call 1-800-701-0710 or visit the website at [www.njfamilycare.org](http://www.njfamilycare.org).

### **PARENT INVOLVEMENT GROUPS**

#### **No Child Left Behind – Title I Program School – Parent Communication Committee**

Involves Title I Program parents in the planning, review, improvement and implementation of the Title I Program. The Committee meets in the fall and spring and as needed throughout the school year.

#### **Building Level Site Based Teams**

The team participates in educational planning and provides input into emergent issues relative to each building, Primary, Elementary and Middle Schools.

The principal and selected Board of Education members meet on a regular basis throughout the year (approximately 8 meetings).

### **PARENT TEACHER ASSOCIATION**

The Upper Township Parent Teacher Association has a threefold mission: promoting the partnership of parents and educators in the education of our children; providing educational opportunities for parents; and acting as an advocate for the welfare of all children. Membership is open to all. PTA membership fee is \$6.00. Meeting dates and sponsored activities are listed on the calendar located at the end of this booklet. Your input and participation are greatly needed. Please join and volunteer your time and talents.

If you have any questions or are interested in joining the PTA, you can contact any of the following officers:

#### **PTA OFFICERS**

President – Jill Halbruner  
Vice President Primary School - Amy Reade  
Vice President Middle School – Marianne Zelinski

Vice President Elementary School - Lisa Matera  
Corresponding Secretary - Carriann Vliet  
Treasurer: Michelle Inserra  
Recording Secretary – Megan Dickinson

### **PARKING**

Parking space is at a premium at all schools. However, parking directly in front of the school is a violation of our fire safety code as this area must remain clear in case of a fire or emergency. Do not park your cars in the fire zone areas! State Police have notified us that they will ticket cars. Do not pass a school bus that is loading or unloading in front of a school building with the lights flashing.

### **PEER MEDIATION**

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Peer mediation for older students has been successfully used in many other schools in the State of New Jersey. Peer mediation services will be implemented to foster more effective communication and conflict resolution skills among students, teachers and the school community.

The goal of peer mediation is to have students teach one another how to resolve their conflicts in a non-violent manner. Peer mediators have been trained and equipped with assertive communication skills. Non-aggressive and violence-free alternatives to resolve conflicts do exist and will be sought out through mediation. We are hopeful that more peaceful conflict resolution will occur in our community as a result, and that other social issues such as ATOD abuse can be minimized with the acquisition of these necessary skills.

### **PUPIL RIGHT OF PRIVACY**

The Board acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by the principal. Pupils shall be hereby notified that inspections of their lockers and desks may be conducted. The school principal is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property. Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the building principal.

### **RELIGIOUS HOLIDAYS**

According to N.J.S.A. 18A:36-14-16 and N.J.A.C. 6:20-1.3(k), regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law. The law provides that:

1. Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award use of such absence.
2. Pupils who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register.
5. The reason for such absence must NOT be recorded on any transcript or application or employment form or on any similar form.

### **SAFETY - SECURITY**

For the Safety and Security of your children, please adhere to the following requirements:

1. Visitors must report to the main office upon entering and receive a Visitor's Pass.
2. Send in a note or call the school when preparing to pick-up a child.
3. Have Picture ID ready.
4. Update all special circumstances (custody issues, special alerts) in writing.
5. To report a concern about safety, call to alert your principal as soon as possible!

### **SCHOOL DANCES/EVENING ACTIVITIES**

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There will be a number of school dances and other evening activities during the school year. Such activities are not open to students from any other school. Students attending should see to it that their parents know when the activity is over so that transportation will be available to the student at the end of the activity. Students are expected to obey all rules as enforced by adult supervision.

The following list of guidelines shall govern all activities held at the Middle School unless otherwise indicated:

### **Student Behavior**

Behavior guidelines for evening activities are published yearly in the school handbook, however many students and parents may not be aware of the guidelines. Students should be provided with written guidelines at the beginning of the school year and be required to return the guidelines with a parent's signature.

Rules should be posted at the door and each student will be asked to read and agree to follow the rules before they enter the event. *(Students take more responsibility for their behavior. Chaperones feel less like babysitters. Everyone works together to make the event fun).*

- Only Upper Township students may attend unless prior arrangements have been made with the principal.
- Students are not permitted to leave the building before the end of an activity unless a parent comes to the door to get them.
- Students who are absent due to illness or who are suspended the day of the activity are NOT permitted to attend the activity.
- Students must make prior arrangements for immediate transportation home at the conclusion of the activity. Students failing to arrange for transportation will forfeit their privilege to attend the next regularly scheduled activity.
- Students are expected to dress in a manner which is appropriate for the occasion with the knowledge that inappropriate attire would be reason to be refused admittance.
- Behavior that endangers your own safety or the safety of others will not be permitted.
- NO inappropriate physical contact will be permitted during the dance. Chaperones will monitor behavior during the dance and students engaging in inappropriate behavior will be asked to leave the dance floor.
- Students should be respectful at all times and should adhere to the school's Code of Conduct during evening activities.
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### **SECTION 504 OF THE REHABILITATION ACT**

Eligibility for an Accommodation Plan under Section 504 of the Rehabilitation act is determined by a committee of school professionals familiar with the student. This determination is based on the results of an evaluation. To be eligible for an Accommodation Plan under this law, the student must demonstrate a disability that "substantially limits" daily functioning in a major life activity. District personnel, parents or outside agencies concerned with the welfare of the child may refer that child for a Section 504 evaluation. The Upper Township School District's Section 504 Coordinator is Mr. Bob DiDonato (628-3500 x 2233).

### **SPECIAL EDUCATION SERVICES**

The Upper Township School District offers special education services to those students identified as having a disability consistent with Title 6A: Chapter 14 (Special Education) of the New Jersey Administrative Code.

District professional staff members, parents/guardians or outside agencies concerned with the academic and/or behavioral performance of a child may refer that child for a Child Study Team evaluation. The referral of a child usually (but not necessarily) follows the implementation of intervention strategies in general education, and evidence that the child has not responded adequately to those interventions. Regular education intervention strategies are typically developed and monitored by each school's Intervention and Referral

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Services Committee (I&RS). If a parent chooses to make a direct referral to the Child Study Team, such a request must be in writing and state the nature of the parent's concern. A member of the Child Study Team will respond to this request by scheduling an identification/evaluation planning meeting within 20 days of receipt of the written request for evaluation.

If, after the completion of a Child Study evaluation, it is determined that a child is eligible for special education services, a program is established that will meet the needs of the student in the most appropriate learning environment. An Individual Education Program (IEP) team composed of a Child Study Team member, parent, regular education teacher(s), special education teacher(s), and other personnel (as necessary) shall determine the appropriate program. The school District offers a continuum of services to address the needs of the special education student. These services include providing: accommodation plans for teachers to follow in general education settings; support (teacher or aide) to special education students in general education settings for some portion of the school day; instructional services in special education classrooms for subject areas where the student is demonstrating considerable weakness; and instructional services primarily in special education classrooms to address significant learning and/or developmental areas. The school District also utilizes out-of-District public and private schools to service students with specific needs that are better addressed in specialized settings.

The school District provides speech and language therapy, occupational therapy and physical therapy to students who have been found to be eligible for special education services and are demonstrating that a weakness exists, and that this weakness is affecting their performance and/or participation in school.

### **Preschool Program**

The Upper Township School District offers a regular education preschool program. This program was developed through the special education department as a means to provide preschool children with disabilities the opportunity to attend school with non-disabled peers. There will be three full day sessions of this program for the 2009-2010 school year. Non-disabled students were selected for this program through a public lottery that was held in the spring of 2009. Disabled students participating in this program were identified through the Child Study Team evaluation process.

The Upper Township School District also offers a preschool disabilities classroom for special education preschool students who are recommended for this specialized instructional setting. The decision regarding placement in the appropriate program for preschool students is made by the Individual Education Program (IEP) team.

### **STUDENT INSURANCE**

Student accident insurance will be provided by the Board of Education for all students during school hours and school-sponsored activities; i.e., sports, field trips, etc. If parents desire to purchase 24-hour coverage through Bollinger Insurance Co., applications will be sent home with the students at the beginning of school. The premium for a year's coverage will be \$62.00 and \$17.00 for dental coverage. Parents are strongly encouraged to participate in this program if they do not have health insurance since the Board of Education policy will only cover students during school hours and school-sponsored activities.

### **STUDENT PLACEMENT**

Student placement will be made solely by the Administration. These placements will reflect the best learning environment possible (with input from the teacher)s for each pupil.

### **STUDENT RECORDS**

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Records are maintained on all students. A file containing academic records, attendance records, report cards and state test results is maintained on each child. At times it becomes necessary to maintain a discipline file on certain students also. These files, separate from the academic files, are kept in the principal's office. For those students who have received the services of the Child Study Team, an additional file regarding these services is maintained in the Child Study Team office. If you wish to examine the records of your child, please arrange an appointment by calling his/her principal or the Child Study Team with 24-hour notice.

### SUBSTANCE ABUSE POLICY

In accordance with Federal Law, N.J. Code and the Upper Township School District, a policy has been developed which covers substance abuse in several areas. The focus areas are prevention and intervention. Prevention is addressed via the curriculum. Intervention will be instituted if any or all of the following should occur:

- when a student is suspected of having drug/alcohol related problems;
- when a student shares a drug/alcohol related problem with a staff member;
- when a student is suspected of being under the influence or when a student is found in possession of or selling drugs/alcohol.

The requirement of a parent conference, in or out of school counseling, and disciplinary action are all options clarified in the policy. A specific example would be that a second offense for in-school usage could result in a ten (10) day suspension from school.

In accordance with Chapter 40 of Title 18A of New Jersey Statutes, the administration/nurse must require an immediate physical examination of any student suspected of being under the influence of alcohol or a controlled dangerous substance as defined by law. The examination must include a urinalysis and the student must submit a urine sample on the day of the referral. Any student unable to do so will be placed on external suspension until a screening is completed.

Any tested student is allowed to return to school, (if cleared by the physician) once the examination and urine submitted has been completed, until the results are shared with the administration. Disciplinary action will only be taken if the student tests positive for alcohol and/or drugs, with the following minimum consequences being applied and enforced for possession of or under the influence of an illegal substance/paraphernalia:

**1<sup>st</sup> offense:** 5 day out-of-school suspension  
10 day activity restriction  
screening by guidance and outside counselors

**2<sup>nd</sup> offense:** 10 day out-of-school suspension  
20 day activity restriction  
intervention procedures by guidance and outside counselors  
police charges filed

***\* The sale or distribution of illegal substances/paraphernalia will be dealt with, on a case-by-case basis, by the administration, the Board of Education and the State Police. Any such offense may carry an extended suspension, up to one full school year, for each incident.***

Specific steps are to be followed in order to maintain confidentiality and offer the best possible outcome for the student when any of the above situations occur. If you would like to access the complete policy, including the specific discipline which will be followed, please feel free to contact one of our school principals.

### TESTING

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The grade 3 Elementary Assessment (NJ ASK) is scheduled for May 10-13, 2010. Make up will be May 17-20, 2010. Grade 4 is May 10-14, 2010 and make up is May 17-21, 2010. Grade 5 is May 10-13, 2010 and make up is May 17-20, 2010. **Please make every effort for your child to be present on these important days!**

Grade 6 NJ ASK will be administered April 27-30, 2010. Make up will be May 3-6, 2010. Grades 7 & 8 will be April 27-30, 2010. Make-up will be the following week May 3-6, 2010. **Attendance during these times is especially important.** This State test is a benchmark test for the eleventh grade High School Assessment (HEPA).

### TRANSFERS

If it becomes necessary for your child to transfer from the Upper Township Schools, please notify his/her principal as soon as possible. Early notification will make the transition smoother for your child. It is necessary for parents to sign a release form so that records may be forwarded to the new District. Transfer cards will not be issued until all obligations to the Upper Township School District are met.

### TRANSPORTATION PRIVILEGES

Almost all students in the District ride buses to and from school. It is imperative that proper behavior be exhibited at all times on the school bus. Safety is always of utmost concern. With this in mind, the following safety rules need to be adhered to:

1. Pupils should be orderly at all times while waiting for the school bus.
2. Students should be on time for the bus both morning and afternoon.
3. As an act of courtesy, all lower grade pupils should be permitted to board the bus first. Older pupils can be helpful in aiding younger children on and off the bus.
4. Students shall remain seated while the bus is in motion; Seatbelts are provided on all buses and must be worn and properly hooked.
5. Students may be assigned seats by the bus driver or principal.
6. Students shall not extend their hands, arms or heads through the bus windows.
7. Talking is permitted while riding the bus, but loud singing and yelling is not permitted at any time. Nothing should ever be thrown from bus windows.
8. Students shall have written permission, approved by the main office, to leave the bus at other than their regular drop off point.
9. Students shall keep the bus clean and refrain from damaging it. Eating and consuming beverages are never permitted on a school bus.
10. The bus driver should not be distracted at any time.
11. Pupils are not to board the bus unless the driver is present. If the bus door is closed, pupils should not open the door for any reason.
12. Playground balls or other items that can be rolled throughout the bus are potentially dangerous and must be placed in a gym bag.
13. No animals, insects, birds, reptiles or pets of any kind are permitted on the bus.
14. Students will not be permitted to carry rolling book bags on the bus or into any of the District's schools.
15. If any parts of the bus are damaged, we will bill the parents for the replacement value and the labor to repair.

Students who refuse to obey promptly the directions of the bus driver, or refuse to obey regulations of transportation, shall forfeit their right to ride on District-provided buses, in accordance to State Law Statue 18A:25-2. In the event of exclusion, the parents shall provide for the transportation to and from school during the period of exclusion.

**No parent/guardian shall board a bus without an invitation by the bus driver.** Parents or designated adults of kindergarten children must be present at the bus stop to safely receive their child each day. If your child is met by an older sibling, then a note stating this must be sent to the Transportation office to be put on file.

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Notes for a child to take a different bus home with another child (or to be picked up) will only be honored for an emergency situation verified by the school office and approved by the school principal.

*The Upper Township School District reserves the right to monitor all passengers by means of electronic video taping equipment.*

Safety is of utmost importance. Students are asked not to bring in notes from parents to ride a different bus home in the afternoon. Most buses are full and have no seats for extra riders. As per policy, requests for bus changes in the afternoon must be denied.

Questions regarding transportation should be addressed to Mr. Rich Cushinotto, Transportation Coordinator, at 628-3513 ext. 2286.

### USE OF PHONES

Please be aware that our phones are our life lines to parents, community and emergency issues that may come up. Student use of phones will be limited to emergency only. Phones are not to be used to have homework brought in or to remind parents of issues that should be addressed at the home level prior to school. Phones will not be used to arrange for transportation. Please make every effort to plan ahead for your child's needs so that the school's phones can be used for emergencies. Students may only use phones with faculty permission.

### VANDALISM

As a school community we believe that respect for property is an important life skill. We encourage our students to respect school property at all times. Destruction or damage to school property is considered a serious offense. In the event damage is purposely done to school property (graffiti, breakage, writing on lavatory walls, etc.) parents will be notified immediately and **reimbursement to the District** will be sought. A 'Violence and Vandalism' report will be filed with the State Department of Education. The State Police will be called in if the situation warrants.

### VENDING MACHINES

Vending machines are located in various school locations and are to be used only for after school events. Students are not allowed to use these machines during school hours but may use them during after school activities.

### VISITORS/VOLUNTEERS

Family involvement is a hallmark of the Upper Township School District. Parents/Guardians and community members wishing to volunteer in any capacity (cafeteria, music, library, etc.) should call the principal. Volunteer opportunities are available and varied. Volunteers have been especially helpful with the library and art media program at the Primary/Elementary Schools. The Board greatly appreciates that assistance and looks forward to continued parent involvement in our schools. The Board of Education highly values its Parent Teacher Association and their contributions to the District's schools.

Our students' safety and security are our first priority! Visitors are not permitted to enter a classroom or to confer with a teacher unless permission has been obtained from the principal and/or the teacher. All parents or visitors must report to the main office before entering a classroom. Please pick up a Visitor's Pass in the office.

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### WEAPONS

Any student or adult carrying a weapon on any Board property (except law enforcement officers) shall be regarded as violators to safety. Law enforcement shall be called immediately to remove such violators. Immediate student suspension with an expulsion hearing shall occur if convicted or found to be delinquent in possessing a firearm/weapon or committing a crime while in possession of a firearm/weapon. Weapons with intent to harm (knives, etc.) shall also be confiscated and law enforcement called. Toy weapons shall be confiscated immediately by any staff member. If intent to threaten another by a toy weapon occurs, appropriate discipline shall occur.

### YEARBOOKS

The purpose of the yearbook is to summarize the school year in a positive way. The administration reserves the right to confiscate yearbooks that are used in a negative fashion. Inappropriate messages and autographs will result in the confiscation of the yearbook. Students should monitor those who write messages in their yearbooks. The confiscated yearbooks will then be given to an adult family member. Middle School & Elementary School Yearbooks are distributed during the final days of school.



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