

## MISSION STATEMENT

The Mission of the Alloway Township School District is as follows:

- To provide all students with an equal opportunity to achieve excellence and reach their full potential as lifelong learners
- To enable students to meet challenges with courage, conviction and confidence
- To expect that all students shall master the skills stipulated in the New Jersey Common Core and Core Curriculum Content Standards at all grade levels
- To provide quality programs through the dedication of committed, skilled teachers and administrators
- To maintain a staff of professional educators that supports the New Jersey Common Core and Core Curriculum Content Standards and the New Jersey Standards for Professional Development
- To work collaboratively with parents to ensure a safe, orderly, caring and supportive community for learning

## ALLOWAY TOWNSHIP SCHOOL BOARD OF EDUCATION

Mr. Michael Dennison, President  
Mrs. Colleen Fulmer, Vice President  
Mrs. Cathleen Caltabiano  
Mr. Michael Clarke  
Mr. Phil Donohue  
Mr. Joseph Dyer  
Mr. David Lounsbury  
Mr. Richard Morris  
Ms. Elizabeth Decktor

## ADMINISTRATION

Mrs. Deborah L. Morton, Principal  
Mrs. Rebecca Joyce, Business Administrator  
Telephone: (856) 935-1622

## ALLOWAY TOWNSHIP SCHOOL STAFF

Mrs. Alison Derenberger	Prekindergarten
Mrs. Anne Baehr	Kindergarten
Ms. Karen Murphy	Kindergarten
Mrs. Maryann Acton	Grade 1
Mrs. Terry Turner	Grade 1
Mrs. Melissa Emel	Grade 2
Mrs. Denise Hurff	Grade 2
Mrs. Demi Hickman	Grade 3
Mrs. Lisa Ramos	Grade 3
Mrs. Heather Principe	Grade 4
Mrs. Karen Wildermuth	Grade 4
Mrs. Kristy Leyman	Gr. 5 LAL/SS
Ms. Loretta Osborn	Gr. 5 Science/Math
Ms. Carrie Fleming	Gr. 6 Science/Math
Mr. Richard Kaufmann	Gr. 6 LAL/SS
Mrs. Claire Gechter	LAL
Mr. Chris Beck	Social Studies
Mrs. Debra Dilks	Science
Mrs. Lynne Katz	Math
Mrs. Nancy Stadulis	Spanish
Mr. Jason Rounsaville	Special Education
Mrs. Marcie DiGregorio	Special Education

Mrs. Nancy Brawley	Special Education
Mrs. Kim DeFebo	BSI
Mrs. Norma Simpson	Special Education / BSI
Mrs. Melissa Strawderman	BSI / Language Arts
Mrs. MaryAnn Wyckoff	Music/Band/Chorus
Mrs. Jennifer Gallatig	Art
Mrs. Kellie Whelan	School Nurse
Mr. Mark Jaep	Physical Education/Health
Ms. Shari Rupertus	Librarian/Media Specialist
Ms. Desiree Scimeca	Speech Pathologist
Ms. Lindsey Gioielli	Guidance Counselor/SAC
Mrs. Maria Bellia	CST Psychologist
Mrs. Amber Hann	CST LDT/C
Mrs. Jennifer Schino	CST/SocialWorker
Mrs. Libby Lodge	CST Secretary
Mrs. Deanna Bowling	Administrative Secretary / SACC Director
Ms. Barbara Rishel	Administrative Secretary
Mrs. Deann Nutt	Instructional Aide
Ms. Chelsey DeLuke	Instructional Aide
Mrs. Teri Bowen	Instructional Aide
Mrs. Kathy Feron	Instructional Aide
Mrs. Jamie Wilson	Instructional Aide
Mr. Zach Feron	Instructional Aide
Mrs. Lorrie Wagner	Instructional Aide
Mrs. Deborah Zarin	Instructional Aide
Mrs. Amy Freas	Instructional Aide
Ms. Kerry Hars	Instructional Aide
Mr. Charles Atkinson	Maintenance
Mr. Ray Eckert	Custodian
Mrs. Boonjun Bolden	Custodian
Ms. Cindy Tarry	Cafeteria Manager / Custodian
Mrs. Rosemarie McAllister	Cafeteria
Mrs. Dawn Harding	Cafeteria / Custodian
Mrs. Nancy Brown	Cafeteria

**Board of Education Policies can be found on the Alloway Township website**  
<http://www.allowayschool.org>

## EMERGENCY CLOSING

If school is to be closed because of adverse weather conditions, the information will be available on KYW and most Philadelphia TV stations in addition to an automated phone call being sent. Our school number is 906.

**Lost agendas will be replaced as long as supplies last**

**All information in this handbook is accurate as of when it went to publication on June, 30, 2016 (but is subject to change)**

## SCHOOL ABSENCE (Policy #5113)

The Board of Education believes that regular attendance in class, participation in class activities, and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional and learning processes. The school staff cannot teach pupils who are not present.

School will be open a minimum of 180 days each year and the maximum number of absences permitted within an academic year is 20. All absences will be counted. It is the intention of this policy that the permitted number of absences will provide for normal illness. Pupils are expected to attend school during the established school time.

Any pupil, who, for any reason, fails to attend 162 (10%) days of school within any academic year, shall be subject to an administrative review by the Superintendent/designee before the student can be considered for course credit or promotion. The following individuals will be invited to participate with the administrative review: administrators; teachers; parent/guardians; students themselves and other school personnel such as guidance counselors, child study team members, etc.

### Unexcused Absences

For the purposes of this policy and pursuant to NJAC 6A:32-8.3, the definition of a school day is that a school day shall be such that a school day shall consist of not less than four hours of actual instruction, except that in an approved kindergarten a full school day may consist of one continuous session of 2 ½ hours.

For the purposes of this policy an unexcused absence shall be defined as absence of a student from school, a class or classroom or his/her assigned program for a school day without proper notification by the student's parent/guardian or for reasons other than those listed in this policy below.

The following absences, late arrivals and early dismissals are excusable:

1. Personal illness or injury – after 3 consecutive days, a doctor's note is required
2. Family illness (serious illness of a family member, residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
3. Death in the family (death of a family member of the student, including but not limited to parent/guardian, sibling, grandparent, aunt, uncle, etc.);
4. Absence due to court intervention
5. Religious holidays as prescribed by NJSA 18A:36-16
6. Quarantine
7. School sponsored activities
8. Medical or dental appointments
9. Unique special circumstances as determined by the administration on a case-by-case basis

According to New Jersey law, attendance in school is compulsory for children between the ages of 6 and 16; and,

according to universally accepted norms, pupils cannot benefit fully from the educational programs of schools unless attendance is regular and uninterrupted. Therefore, the Board of Education directs that attendance of pupils be controlled and supervised.

If a pupil is absent, the parent/guardian is required to call the main office the morning of the absence. Pupils shall be required to complete all work and exercises assigned during any absences. Arrangements to make up the work must be initiated by the pupil or parent/guardian.

The Superintendent/designee in consultation with the teacher shall determine the effect of excessive absences, excused or unexcused, upon a grade or promotion. The Superintendent/designee shall direct development of procedures to disseminate and implement this policy.

### Students with Disabilities

For students with disabilities, attendance plans and punitive and remedial measures shall be established in accordance with the students':

- A. Individualized Education Programs, pursuant to USC § 1400 et. seq., the Individuals with Disabilities Education Improvement Act;
- B. Procedural safeguards as set forth in NJAC 6A:14;
- C. Accommodation plans under 29 USC § 794 and 705(20);
- D. Individualized health care plans, pursuant to NJAC 6A:16-2.3(b)2ix.

### Cases of Up to Four Unexcused Absences

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting an investigation to determine the cause(s) of each unexcused absence. This investigation shall include contacting the parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with the student's parents/guardians.

### Cases of Five to Nine Cumulative Unexcused Absences

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting an investigation to determine the cause(s) of each unexcused absence. This investigation shall include contacting the parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with the student's parents/guardians. In addition, the assigned staff

member(s) shall evaluate the appropriateness of the action plan pursuant to NJAC 6A:16-7.8(a)41(3) and revise the action plan, as needed to identify patterns of unexcused absences and establish outcomes based on the student's needs and specify the interventions for achieving the outcomes supporting the student's return to school and regular attendance that may include any or all of the following:

- A. Refer or consult with the Intervention and Referral Services team, pursuant to NJAC 6A:16-8;
- B. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
- C. Consider an alternate educational placement;
- D. Make a referral to a community-based social and health provider agency or other community resource;
- E. Refer to the court program designated by the New Jersey Administrative Office of the Courts;
- F. Proceed in accordance with the provisions of NJSA 9:6-1 et seq. and NJAC 6A:16-11, if a potentially missing or abused child situation is detected; and/or,
- G. Cooperate with law enforcement and other authorities as appropriate.

#### Cases of Ten or More Cumulative Unexcused Absences

In cases of 10 or more cumulative unexcused absences, the student between the ages of 6 and 16 shall be considered to be truant pursuant to NJSA 18A:38-37. In such cases, the following actions shall be instituted:

- A. A mandatory referral to the court program designated and required by the New Jersey Administrative Office of the Courts;
- B. A reasonable attempt to notify the student's parents/guardians of said mandatory referral;
- C. Continuation of consultations with the parents/guardians and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperation with law enforcement and other authorities and agencies, as appropriate;
- E. Proceed in accordance with the provisions of NJSA 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes, as required.

#### Lateness

The Board expects students to arrive at school and in classrooms on time. Students who arrive late to school or in their assigned classroom(s) shall be subject to disciplinary action in accordance with the district's Code of Student Conduct. Students not in the building by 5 minutes after the Homeroom Bell will be considered late and must sign-in in the office.

#### Late Arrival and Early Dismissal

Late arrivals and early dismissals are as disruptive to the educational process as absenteeism. Only the reasons for absence listed as excusable above shall be held valid for a late arrival or early dismissal. The parent/guardian shall inform the school in advance whenever possible. A student to be dismissed early must be met in the school office by the parent/guardian or authorized agent. After a combination of 5 unexcused late arrivals or unexcused early dismissals, parents/guardians will receive a letter. After 10,

parents/guardians will be required to meet with the administration.

#### Class Cutting and Truancy (Unauthorized Absence)

Penalties for students who cut classes shall include detention and in-school suspension. Parents/guardians who fail to comply with the compulsory attendance laws are subject to the penalties prescribed by law.

#### Make-Up Work

Students shall be provided the opportunity to make up all work and examinations missed because of absence. Failure to make up such work or take such examinations shall result in appropriate academic penalty. Students will be afforded one day for each day missed to make up work.

#### Vacations

In extraordinary circumstances where family vacations cannot be scheduled when school is not in session, the administrator can excuse the absence if:

1. Written notice is submitted to the administrator at least 10 days prior to the vacation;
2. Documentation is provided to administration to show this is an extraordinary case;
3. The administrator determines that the student's academic progress will not be significantly hindered by the absence.

Work will be provided after the vacation days so it will reflect what was taught during the student's absence.

#### Exclusions

When a student has been excluded from school in accordance with statute, he/she shall have the same opportunity to make up missed work as a student absent for any other reason. Such days of non-attendance shall be recorded as excused absences.

#### Potentially Missing Children

Administrative Procedures: The Superintendent/designee should be notified immediately by the staff when there is sufficient reason to believe there may be a child missing from school. The Superintendent or the designated official will notify the NJ State Police when there is a reported incident of a possible missing child within the school district. In accordance with Board Policies 5141.4 – Child Abuse & Neglect and 5141.5 Early Detection of Missing Children, and pursuant to NJSA 9:6-1 et. seq. and NJAC 6A:16-11, any case in which it appears that the student who is absent is potentially missing or the victim of child abuse and/or neglect, the Superintendent/designee shall conduct an investigation of the circumstances and proceed in accordance with law and in cooperation with law enforcement officials where appropriate.

#### Procedures to Identify Missing Children

When a child is absent from school, parent/guardians are responsible for informing the office on the day of the absence and sending an explanatory note when the child returns.

If a child is absent from school and the parent/guardian does not call, the school will contact the parent/guardian to determine the cause of absence. If the school is not contacted and persons on the "emergency calling lists" cannot be

contacted, the NJ State Police will be called to investigate the absence.

If a parent/guardian withdraws a child from school, an official request for the child's records from the new school district should be received within 15 school days, if the transfer takes place within the school year, the request for pupil records should occur within 60 calendar days.

No pupils shall be permitted to leave the school before the end of the school day unless met in the school office and signed out by a parent/guardian or a person authorized to act on his/her behalf. Pupils may be asked to identify the authorized person.

No pupil may be released on the basis of an unverified telephone call. If there is reason to question the authority of the calling person, the school will call the parent/guardian to make a positive verification.

Children of estranged parents/guardians may be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is the parent/guardian registered on the school records. An official document verifying custody may be required. The school shall not be a party to other arrangements with estranged parents/guardians.

### **BUS STUDENTS**

Safety and Conduct - Good pupil conduct contributes to safety. It helps to avoid accidents which may result from the distraction of the driver. It also reduces the number of accidents in which pupils injure themselves or each other. Students will observe the following:

- a. enter or leave the bus when the door is fully opened.
- b. take turns and avoid pushing upon entering or leaving the bus
- c. take assigned seat (found on the chart fixed to the inside front of the bus) properly and remain seated in it until the bus arrives at a stop
- d. keep feet and belongings under seat
- e. keeps hands off the property and person of other students
- f. books and clothing are to be kept out of the aisle.
- g. avoid all boisterous, loud talk and other noises that might distract the driver.
- h. do not tamper with the emergency door or other bus fixtures.
- i. conscientiously observe all rules and respond quietly to the driver's instructions.
- j. the bus represents an integral part of the school system and, as such, the same standards of conduct that apply to the school apply to a school bus. In keeping with New Jersey State Law, Chapter 18A:25-2, the following procedures for students deemed unmanageable shall be in effect:

1. **First Offense:** Student will be reported to the administration. A letter/telephone call to student's parents will inform them of the problem, as well as

what procedure will be followed if a second or third offense occurs during the school year.

2. **Second Offense:** Same as first offense. In addition, student will be assigned an administrative detention.
3. **Third Offense:** Same as first offense. Student will be assigned three administrative detentions.
4. **Fourth Offense:** Student reported to the administration. A parent conference will be requested. Student bus privileges will be suspended for three days.
5. **Fifth Offense:** Student bus privileges will be suspended for five days. Student will appear before the Board of Education for an expulsion hearing. At that time, the Board will decide if the student will be expelled from the bus for the remainder of the school year. Bus expulsion could be carried from year to year.
6. School administration has the authority to bypass any of the foregoing steps if the student's conduct is serious enough to warrant such action.

### **DISCIPLINE POLICY**

#### **(Policy #5114.3)**

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

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents, staff and community, producing an atmosphere which encourages pupils to grow in self discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupil's ability to grow in self-discipline.

The Superintendent/designee shall develop general guidelines for pupil conduct on school property and shall develop detailed regulations suited to maintaining appropriate student behavior.

Important factors in an essential learning environment are discipline codes, a bill of rights and responsibilities for students, role of the teacher and professional staff, role of the parent, role of the Board of Education and the Superintendent/designee, infractions, suggested penalties and special procedures when dealing with children with handicapping conditions. The Board affirms the discipline code as an integral part of this policy and directs the staff and Superintendent/designee to adhere to the guidelines therein.

The Board believes that an effective instructional program requires an orderly school environment and that

the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent/designee shall provide to pupils and their parents the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules.

In developing regulations to implement this policy, the Superintendent/designee shall provide appropriate recognition for pupils who consistently maintain high standards of self-discipline and good citizenship. The regulations shall:

- A. Require that pupils conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;
- B. Establish the degree of order necessary to the educational program in which pupils are engaged.

Pupils who display chronic behavioral or academic problems may be referred to the Child Study Team by the Superintendent/designee for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the Child Study Team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process. Before expulsion proceedings may begin, the pupil must be referred to the Child Study Team for comprehensive evaluation.

Teaching staff members and other employees of this Board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this Board.

### ***Implementation***

The Superintendent/designee shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

### **Classroom Discipline**

Minor classroom problems are the teacher's responsibility.

Each teacher will be responsible for an individual discipline plan for his/her classroom. This plan should be in full view for all students to see.

Some examples of parts of these plans are listed below:

- warn the student;
- conference with the student (recommend this conference be held in private);
- possible referral to ATEAM, especially if problem concerns itself with:
  - home or school adjustment
  - academic problems
  - continual disruptive behavior
- parental notification
- lunch detention
- teacher detention
- loss of recess
- classroom time outs

When the teacher's discipline plan has failed to solve a problem, then the teacher should submit a discipline referral through OnCourse.

### **ADMINISTRATIVE DETENTION OR TEACHER DETENTION**

Parents will be notified when their child has detention. Students assigned to detention by a teacher are to follow the teacher's detention guidelines and report to the designated room immediately following dismissal.

#### **Failure to attend detention**

Those students failing to attend an assigned teacher detention will receive an administrative detention. Failure to attend administrative detention may result in in-school suspension.

### **IN-SCHOOL OR OUT OF SCHOOL SUSPENSION (Policy #5114)**

Students serving a suspension are marked as excused absences. Students are permitted to make up any work missed during a suspension. It is the student's and/or parent's responsibility to request the work.

Students serving an in-school or external suspension are not permitted to attend school events during suspension. Students serving **5 (five)** in-school and/or external suspensions may be denied attending school events such as dances, field trips, Field Day and Graduation.

## GUIDELINES FOR IMPLEMENTING DISCIPLINE PROCEDURES

### Part I – Disruption

Offense	First	Second	Third	Fourth
Misconduct/disruption, failure to follow class rules, inappropriate behavior, tardy to class	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Misconduct/disruption, inappropriate behavior in the hallway	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Cell phone iPod, mp3 player, or other electronic device not put away when asked	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Horseplay or unsafe behavior. (depending on the severity, consequences may start at 1 day ISS)	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Public display of affection/intimacy	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Refusal to Follow Directive of school staff	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Disrespectful Comments to Staff	2 administrative detentions	1 day internal suspension	2 days internal suspension	3 days external suspension
Academic dishonesty including, but not limited to, cheating or plagiarism	0 on assignment	2 administrative detentions	1 day internal suspension	3 days internal suspension
Destruction of school property or property of others,	1 day internal suspension Restitution Police referral	2 days internal suspension Restitution Police referral	3 days external suspension Restitution Police referral	5 days external suspension Restitution Police referral
Stealing, gambling, forgery, extortion	1 day internal suspension Restitution Police referral	2 days internal suspension Restitution Police referral	3 days external suspension Restitution Police referral	5 days external suspension Restitution Police referral
Being in unauthorized area; cutting class	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Leaving school without permission	3 days internal suspension Possible police referral	5 days internal suspension Possible police referral	3 days external suspension Possible police referral	5 days external suspension Possible police referral
Possession and/or use of tobacco and/or tobacco paraphernalia	1 day external suspension Police referral	2 days external suspension Police referral	3 days external suspension Police referral	4 days external suspension Police referral
Possession and/or use of drugs and/or alcohol	5 days external suspension Police referral	Indefinite external suspension Possible Board review Police referral	Indefinite external suspension Possible Board review Police referral	Indefinite external suspension Possible Board review Police referral

### Part II – Endangering the Welfare of Others

Offense	First	Second	Third	Fourth
Use of profanity offensive language or materials	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Use of profane, abusive, or threatening language or materials toward peers	1 day internal suspension Counseling referral Possible police referral	2 days internal suspension Counseling referral Possible police referral	1 day external suspension Counseling referral Possible police referral	5 days external suspension Counseling referral Possible police referral
Physical Assault	3 days external suspension Counseling referral Possible police referral	5 days external suspension Counseling referral Possible police referral	7 days external suspension possible Board review Possible police referral	Indefinite external suspension possible Board review Possible police referral
Endangering the well-being and safety of another student	3 days internal suspension Counseling referral Possible police referral	3 days external suspension Counseling referral Possible police referral	5 days external suspension Possible Board review Possible police referral	Indefinite external suspension Possible Board review Possible police referral
Fighting (between two or more students)	1 day external suspension	3 days external suspension	5 days external suspension	7 days external suspension possible

	Counseling referral Possible police referral	Counseling referral Possible police referral	Possible Board review Possible police referral	Board review Possible police referral
Use of profane, abusive, or threatening language or materials toward staff member	3 days internal suspension Possible police referral	3 days external suspension Possible police referral	5 days external suspension Possible Board review Possible police referral	Indefinite external suspension Possible Board review Possible police referral
Physical assault on and/or endangering the well-being and safety of a staff member	Indefinite external suspension possible Board review Police referral	Indefinite external suspension possible Board review Police referral	Indefinite external suspension Possible Board review Police referral	Indefinite external suspension Possible Board review Police referral
Setting off alarms; call(s) to 911, initiating a bomb scare	3 days external suspension Police referral	5 days external suspension Police referral	7 days external suspension Police referral	Indefinite external suspension Police referral
Possession, use, threatening to use fireworks, bombs, explosives; possession or use of weapons or dangerous instruments;	5 days external suspension Possible Board review Police referral	10 days external suspension Possible Board review Police referral	Indefinite external suspension Possible Board review Police referral	Indefinite external suspension Possible Board review Police referral

**Part III – Emotional/Social Bullying (includes but not limited to forms of verbal, written and social media)**

Offense	First	Second	Third	Fourth
Insulting remarks and/or gestures; name calling; teasing.	1 administrative detention Counseling referral	2 administrative detentions Counseling referral	1 day internal suspension Counseling referral	3 days internal suspension Counseling referral
Gossiping; starting or spreading rumors; ignoring/excluding; posting slander	1 administrative detention Counseling referral	2 administrative detentions Counseling referral	1 day internal suspension Counseling referral	3 days internal suspension Counseling referral
Verbal or written harassment based on race, color, religion, ethnicity, gender, disability, or sexual orientation	1 day internal suspension Counseling referral Possible police referral	2 days internal suspension Counseling referral Police referral	3 days external suspension Counseling referral Police referral	5 days external suspension Counseling referral Police referral
Sexual advances, requests for sexual favors, distribution of sexual material and other inappropriate verbal, written or technology based conduct of a sexual nature when made by any student toward another student	3 days external suspension Counseling referral Police referral	5 days external suspension Counseling referral Police referral	7 days external suspension Possible Board review Police referral	Indefinite external suspension Possible Board review Police referral
Inappropriate physical contact of a sexual nature when made by any student toward another student	3 days external suspension Counseling referral Police referral	5 days external suspension Possible Board review Police referral	7 days external suspension Possible Board review Police referral	Indefinite external suspension Possible Board review Police referral

- Minor classroom problems are the teacher's responsibility. Each teacher will be responsible for an individual discipline plan for his/her classroom. This plan should be in full view for all students to see.
- When the teacher's discipline plan has failed to solve a problem, the teacher should fill out a behavior referral form.
- Disciplinary actions and administrative consequences are reported by telephone to the student's parents/guardians.
- A parent conference is required upon a student's external suspension.
- Students serving an in-school or external suspension are not permitted to attend school events during suspension
- Students serving **5 (five)** in-school and/or external suspensions may be denied attending school events such as dances, field trips, Field Day and Graduation
- School administration has the authority to modify consequences for disciplinary actions relative to the circumstances of the incident and the developmental level of the student.
- Counseling and/or Child Study Team evaluation may be recommended as a consequence of disciplinary infractions.
- Detailed procedures regarding Alcohol and Other Drugs are outlined in Board Policy 5131.6.
- Detailed procedures regarding Weapons and Dangerous Instruments are outlined in Board Policy 5131.8.
- The term assault shall be defined as simple assault or aggravated assault pursuant to NJSA 2C:12-1, et.seq.

**CAFETERIA**

The school cafeteria is maintained for the convenience of the students. We ask that the students abide by the following rules of courtesy:

- Turn in lunch money during homeroom.
- Wait your turn patiently in line
- Eat in an orderly manner.

- Remain seated until finished eating. & staff ask you to clear the table and return your tray.
- No food is to be taken out of the cafeteria.
- Students are not permitted to leave school property during the lunch periods.
- It is our policy not to permit students to charge their lunch unless absolutely necessary. Once students have charged three regular lunches, they will be given a cheese sandwich until their account is paid.
- Students who charge their lunch may not purchase snacks.

PreK snack (incl. milk)	\$ .60
Student lunch (K-8)	\$2.60
Main entrée (w/out lunch)	\$2.00
Additional entrée (w/lunch)	\$2.00
Milk or juice	\$.50
Ice cream	\$.30-\$1.00
Chips, cookies, snacks	\$.30-\$1.00
Salads (Wed/Thurs) (K-8)	\$2.60

### LOCKERS

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils and their parents/guardians shall be informed of this policy when lockers are assigned.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil. Before instituting such a search, except in cases of emergency, the Superintendent/designee shall try to inform the parents/guardians and request their presence.

### Substance Abuse Searches

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

### BOOKS

The Board of Education supplies the students with the necessary textbooks. Students are then responsible for the

proper care and usage of these books. Books must be properly covered.

If a student loses his/her book, he/she should report it to the teacher. After giving him/her reasonable time to locate the book, the teacher will issue the student another book until the proper disposition of the lost book has been made. If the book is not found within a reasonable time, the teacher reports this to the office and the student is charged for the lost book. Lost books that are found should be turned in to the main office.

### GRADE SCALES

In grades Kindergarten through grade 2, Special Areas, and Exploratory Cycle classes, the following grades are used:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

In grades 3 through 6, the following grades are used:

- A Excellent
- B Good
- C Average
- D Danger of Failure
- F Failure

In grades 7 and 8, the following grades are used:

- A+ 98-100
- A 94-97
- A- 93
- B+ 90-92
- B 85-89
- B- 84
- C+ 81-83
- C 77-80
- C- 76
- D+ 74-75
- D 71-73
- D- 70
- F 69 and below

### HOMEWORK

It is expected that all students devote time to home study. All students who have homework assigned to them are expected to complete the work.

Purposes for homework include:

- To expand interest
- To meet individual needs
- To review material previously taught
- To motivate students to think about the topic being taught
- To provide for discussion of assignment in class
- To supplement classroom instruction
- To provide opportunities for students to functionally apply theories learned in class
- To review the lesson for that day



- To develop the ability to find materials and to organize them from many different sources
- To stimulate individual initiative and opinions
- To give practice on work covered in class.

### **PHYSICAL EDUCATION ATTIRE**

Appropriate attire is required for participation in physical education.

Shoes: any type of athletic sneaker. Sneakers not made for athletic activity (i.e., “trendy” sneakers with heels) are not acceptable.

Clothing: Students should wear loose, comfortable clothing to physical education (i.e., shorts, sweatpants, t-shirt). Socks must also be worn for hygienic reasons.

### **HEALTH OFFICE**

The health office is maintained to provide our students with first aid in emergencies, health counseling, disease control, and periodic physical examinations. Students who are ill should secure a pass from their teacher before reporting to the nurse. No student should possess any prescribed or over the counter medication such as cough drops and/or pain relievers like Tylenol, Advil, etc.

All accidents and injuries occurring during school hours should be reported to the teacher in charge and to the nurse.

### **GUIDANCE**

The guidance office is prepared to help you in many ways. Students will be counseled regarding classes, poor academic achievement, and personal problems. The counselor also conducts the testing program, works with teachers, makes referrals to the proper agencies, and keeps the student records up to date. You may find the counselor in the classroom discussing study habits, vocations, or adolescent problems.

The guidance counselor is always ready to listen to any problem that you may have and try to make your school life more pleasant for you.

### **CHILD STUDY TEAM**

The Child Study Team consists of a school psychologist, school social worker, and a learning disability teacher/consultant. The team is supported in their assessment of students by the school physician, school nurse, speech therapist, and guidance personnel. In addition, teacher observations and feedback from school administrators are routinely included in the evaluation process.

It is the primary function of the Child Study Team to determine whether a child has a classifiable educational handicap, and whether a specialized instructional program would be in the child's best interest.

If you suspect that your preschool age child may have special physical, mental, or emotional needs, free help is available for you. **Alloway School** is taking part in **Child**

**Find**, a statewide program to locate and provide services for those children ages 3-5 who may have special needs. Screening, professional guidance, and educational programs are all available free of charge through your school district. (\*Note: there are also services available for special needs children from birth to age 3).

For more information, please contact the Child Study Team secretary, from 8:00 a.m. to 2:30 p.m. daily at 935-1622 x 407.

- Maria Bellia, Psychologist, X409
- Jennifer Schino, School Social Worker, X408
- Amber Hann, Learning Disabilities Teacher Consultant X410

### **Alloway Township Educational Assistance Management (A.T.E.A.M.)**

These services exist to assist teachers and parents in helping students achieve success in school. Students may be referred to A.T.E.A.M. for a variety of reasons, from low achievement to chronic discipline problems.

### **EXTRACURRICULAR ACTIVITIES**

#### Student Government

The Student Government, which represents the student body in grades 5-8, consists of four officers and representation from each homeroom. It is their duty to discuss with their homerooms all issues brought up in Student Government meetings. In order for the Student Government to be effective, it must have the full support and cooperation of every student in the school.

Other extracurricular activities may include: Safety Patrol, Yearbook, Enriched Learning Program (ELP), PEP team, Peer Tutors, and Peer Mediators. Information is available during the school year on each of these activities.

### **BAND AND CHORUS**

The band and chorus are open to any student in grades 4-8. They provide both the school and the community with excellent musical entertainment.

### **ADVANCED LEVEL COURSES**

Advanced academic level courses are available to students in the content areas of Math, Language Arts, and Spanish. Students in grades 7 and 8 may qualify for math and Spanish. Students in 8th grade may also qualify for Advanced Language Arts. These courses are designed to prepare students to enter high school at the honors course level.

Criteria to be considered for these courses include teacher recommendation, standardized test scores, and grade average. A final average of at least 80 in the advanced course must be maintained to consider the student eligible for continuing the subsequent year of the course.

#### Student Assessment

Report cards will be issued to students quarterly. Progress reports will be available to parents online at the mid-point of each marking period.

### **DRESS & GROOMING – ALLOWAY (Policy #5132)**

It is the responsibility of the parents/guardians to send children to school properly dressed. Habits of good grooming and appropriate dress shall be discussed at all levels of the school. Pupils have a responsibility to dress, both in school and for activities during which they represent the school, according to regulations established for pupil dress codes. Students shall be encouraged to dress in attire which is neat and comfortable. Extremes in attire which may be in bad taste, disruptive to classes and a possible safety or health hazard in certain classroom settings shall not be permitted.

The board authorizes the Superintendent to develop school regulations prohibiting pupil dress or grooming practices which:

- A. Present a hazard to the health or safety of the pupil himself/herself or to others in the school;
- B. Materially interfere with school work, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

Minimum standards shall take into account cleanliness, neatness, health and appropriateness. Pupils who are wearing questionable attire will be sent to an administrator where a determination will be made as to appropriateness.

- A. Backless shoes or sandals that stay on your feet may be worn; however, sneakers are required for physical education activities and for participation in TTPE
- B. Halter, tube, see-through, spaghetti strap, backless, and/or low-cut tops, and any other shirts revealing the mid-section, back or chest shall not be worn. Undergarments (including men's undershirts) may not be worn as outer garments. Tank tops can be worn as long as the strap is at least three (3) fingers wide.
- C. Clothing, book bags, or other accessories with offensive, obscene, or suggestive language or pictures shall not be worn. This includes, but is not limited to references to drugs, alcohol, and gangs.
- D. Shorts, skorts, dresses and skirts need to be mid-thigh in length. When wearing leggings, the top must come to mid-thigh. Pants with holes in them must have holes below mid-thigh. Short shorts, spandex or skin-tight clothing is not permitted. Boxer shorts are not permitted as outer garments.
- E. Students may not wear hats, bandanas, sweatbands, or sunglasses in school, unless approved for medical reasons, except for special school events.
- F. All pants are to be properly worn at the waist. Undergarments should not be visible in any way.
- G. Coats worn over normal attire are not to be worn indoors during the school day.
- H. Students may not wear pajamas to school **except for special school events.** Spirit/athletic wear is permitted.
- I. Any heavy chains, metal spikes, or sharp objects on clothing or accessories will be considered inappropriate. The school's administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any articles of clothing or accessory which may result in the disruption of the school environment. **If found to be in violation of dress code, students will be REQUIRED to change clothes.**

## Alloway Township School Student Acceptable Use Policy

I \_\_\_\_\_ will follow the rules below for online safety and computer use at school. If I break these rules, I understand that I will endure the consequences deemed appropriate by the school administration. Consequences could result in losing computer privileges.

1. I will not use the computer to harm other people or their work.
2. By definition, VANDALISM means deliberately mischievous or malicious destruction or damage of property. I will not vandalize school technology in any way. I will treat all equipment with respect.
3. I will save chat rooms, social networking sites, e-mail, instant messenger, online music and games and personal websites for home. Unless it is assigned by a teacher for a school assignment (not "free time"), there are NO EXCEPTIONS!
4. I will use my school username and password to access only items on the network I have permission to view. No trespassing applies at school too!
5. I will not bring software or files from home. This includes the use of floppy disks and flash drives. Sharing viruses is not fun! I will E-mail my document to my teacher from home if necessary.
6. I will not display or save offensive or inappropriate material on the school computers or laptops. This includes computer desktops and screensaver. I understand that the administration has the right and ability to look in my file at any time.
7. I promise to stay out of websites not approved by the teacher.
8. I understand that color printing is for school use/projects only and I must have the teacher's permission to print in color.
9. I will not install software, shareware or freeware on the school computers or laptops nor change the settings on the computer unless told to do so by the teacher.
10. I will tell an adult right away if I come across any information that makes me feel uncomfortable.
11. I will not give out personal information over the Internet. (name, address, phone number, etc.)
12. I will not give out my school username and password to anyone other than my teacher and my parents. I understand that I will be held accountable for anything found in my personal folder or website history.

As a parent or guardian of a student at Alloway Township School, I have read the above information about the appropriate use of computers at the school and understand this agreement will be kept on file at the school and in the student planner.

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

As a user of the Alloway Township School computer network, I agree to comply with the rules above and to use the network in a constructive manner.

Student Name (print) \_\_\_\_\_ Homeroom \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **RACER FOR ANSWERING AN OPEN-ENDED RESPONSE**

Using the strategy **RACER**, all students will effectively compose an open-ended response.

- R** - restate the question
- A**- answer the question
- C**- cite evidence supporting the answer
- E**- extend beyond the text, making a connection: personal, textual, or universal
- R**- retell NOT restate the question and answer

THIS IS A STRATEGY THAT WILL BE USED IN LANGUAGE ARTS AND MATH RESPONSES.