

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

ADMINISTRATION

Ms. Kristin Schell, Superintendent
Mrs. Barbra Ledyard, Asst. Principal /
Curriculum Coordinator
Mrs. Rebecca Joyce, Business Administrator
Telephone: (856) 935-1622

ALLOWAY TOWNSHIP SCHOOL STAFF

Mrs. Alison Derenberger	Prekindergarten
Mrs. Anne Baehr	Kindergarten
Mrs. Kristy Leyman	Kindergarten
Mrs. Maryann Acton	Grade 1
Mrs. Terry Turner	Grade 1
Mrs. Melissa Emel	Grade 2
Mrs. Lisa Ramos	Grade 2
Mrs. Demi Jaep	Grade 3
Mrs. Karen Murphy	Grade 3
Mrs. Heather Principe	Grade 4
Mrs. Karen Wildermuth	Grade 4
TBD	Gr. 5 LAL/SS
Ms. Loretta Osborn	Gr. 5 Science/Math
Mrs. Colleen Rishel	Math
Mr. Richard Kaufmann	Gr. 6 LAL
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. Amber Hann	Special Education
Mrs. Nancy Brawley	Special Education
Mrs. Kim DeFebo	BSI, Math
Mrs. Norma Simpson	Special Education / BSI
Mrs. Melissa Strawderman	BSI
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
TBD	Speech Pathologist
Ms. Lindsey Riggan	Guidance Counselor/SAC
Mrs. Maria Bellia	CST Psychologist
Ms. Meghan Taylor	CST LDT/C
Mrs. Jennifer Schino	CST/Social Worker
Mrs. Libby Lodge	CST Secretary
Ms. Barbara Rishel	Administrative Secretary
Mrs. Deanna Bowling	Administrative Secretary/ SACC Director

Mrs. Deann Nutt	Instructional Aide
Mrs. Teri Bowen	Instructional Aide
Mrs. Jamie Wilson	Instructional Aide
Mr. John Wagner	Instructional Aide
Mrs. Lorrie Wagner	Instructional Aide
Mrs. Deborah Zarin	Instructional Aide
Mrs. Amy Freas	Instructional Aide
Ns. Kerry Hars	Instructional Aide
Mr. Ray Eckert	Head Custodia/Maintenance
Mrs. Boonjun Bolden	Custodian
Ms. Cindy Tarry	Cafeteria Manager
Mrs. Rosemarie McAllister	Cafeteria
Mrs. Dawn Harding	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 handbok is accurate as of when it went to publication on June 30, 2017 (but is subject to change)

BUS STUDENTS

The following is a list of bus rules that must be followed by every student. Any infraction of the rules will be cause for punishment at the discretion of the administration. Penalties may include removal from the bus for a period of 1 day to the remainder of the school year. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school. It is at the discretion of the administration to increase the penalty of the offense if warranted by the seriousness of the offense.

BUS RULES

1. Enter or leave the bus in an orderly manner when the door is fully open.
2. Do not push when entering or leaving the bus.
3. Sit in your assigned seat.
4. Keep feet and belongings under seat.
5. Keep hands off the property and person of other students.
6. Keep books and articles out of the aisle.
7. Avoid all boisterous, loud talk and other noises that might distract the driver.
8. Do not tamper with the emergency door or other bus fixtures.
9. Conscientiously observe all rules and respond quietly to the driver's instructions.
10. No eating or drinking on the bus.
11. Keep your hands and head inside the bus.
12. Do not deface or destroy bus property.
13. Do not throw objects within the bus or out of the bus windows.
14. The bus represents an integral part of the school system and as such, the same standards of conduct apply to the school bus. In keeping with the New Jersey State Law, Chapter 18A:25-2, the following procedures for students deemed unmanageable shall be in effect:

FIRST OFFENSE – Parents will be notified of the date and nature of the offense and will be provided with the understanding that any future offenses will be punished by the exclusion from riding the bus.

SECOND OFFENSE – Exclusion from riding the bus for one (1) school day. Parent is notified of the reason for the exclusion and the effective date. Parents will be responsible for the transportation of the student to and from school.

THIRD OFFENSE – Exclusion from riding the bus for three (3) school days. Parent is notified of the reason for the exclusion and the effective dates. Parents will be responsible for the transportation of the student to and from school.

FOURTH OFFENSE – Exclusion from riding the bus for five (5) school days. Parent is notified of the reason for the exclusion and the effective dates. Parents will be responsible for the transportation of the student to and from school.

FIFTH OFFENSE – Exclusion from riding the bus for ten (10) school days. Parent is notified of the reason for the exclusion

and the effective dates. Parents will be responsible for the transportation of the student to and from school.

SIXTH AND ALL SUBSEQUENT OFFENSES – Exclusion from riding the bus for thirty (30) school days. Parent is notified of the reason for the exclusion and the effective dates. Parents will be responsible for the transportation of the student to and from school.

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
- teacher detention
- loss of recess
- classroom time outs

When the teacher's discipline plan has failed to solve a problem, then the teacher will contact parent regarding the discipline problem. The parent could be contacted prior to involving the Assistant Principal except for immediate action when necessary. Teachers should fill out a behavior referral form on OnCourse and should come to the office during a free period or after school to confer with the Principal on all cases referred.

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 two administrative detentions. 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
Use of cell phone iPod, mp3 player, or other electronic device. Item will be confiscated and will be returned only to parent.	1 administrative detention	2 administrative detentions	1 day internal suspension	3 days internal suspension
Horseplay or unsafe behavior. (depending on the severity, discipline 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
Defiance and/or disrespect of school staff	1 day internal suspension	2 days internal suspension	3 days external suspension	5 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 day internal suspension	2 days internal suspension	3 days external suspension	5 days external 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
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	Indefinite external suspension possible Board review	Indefinite external suspension Possible Board review	Indefinite external suspension Possible Board review

	Police referral	Police referral	Police referral	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

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, recognizing the rights of others.
- Eat in an orderly manner.
- Remain seated until finished eating.
- 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 choice of peanut butter/jelly, cheese, tuna, or egg salad sandwich until their account is paid.
- Students who charge their lunch may not purchase snacks.

PreK snack (incl. milk)	\$.60
Student lunch (K-8)	\$2.40
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)	\$2.50

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 and Special Areas, 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.

Grade-level time guidelines:

- Grades PreK-2 – 15-30 minutes
- Grades 3 and 4 – 30 minutes
- Grades 5-8 – 30-60 minutes

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, X410
- Jennifer Schino, School Social Worker, X409
- Meghan Taylor, Learning Disabilities Teacher Consultant X408

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, 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 area of Math in grades 7 and 8 who meet certain criteria.

Teachers will meet the needs of all students using differentiated instruction.

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.

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.

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