

Lower Township Elementary Schools

Student – Parent Handbook

2023-2024



August 28, 2023

Hello LTES Families,

Welcome to the 2023-24 School Year. We hope everyone is enjoying their summer. Our first day of school is Tuesday, September 5, 2023. Our staff have been working diligently to prepare for this upcoming school year. For up-to-date information, please visit our website at www.lowertwpschools.com.

PreK Visitation is Aug 28th and Kindergarten Visitation is Aug 29th. Back To School Nights have been scheduled for Mitnick (grade 1 and 2) Sept. 12, Maud (grade 3 and 4) Sept. 13, and Sandman (grade 5 and 6) Sept. 14.

All students entering 6th grade are required to provide documentation that they have received the *Tdap booster and Meningitis vaccination*. Thank you to the families that contacted our Sandman Nurse's office already. If your child is 11yrs old and you have not contacted the Sandman Nurse with your vaccine information, your child's 2023-24 schedule was not sent home. If your 6th grader turns 11 after the start of school, please call now and schedule an appointment and provide proof of the appointment. Documentation of immunizations or appointments for those not yet 11, can be dropped off at Sandman's office Monday through Friday, faxed to 609-884-9412 or emailed to our Sandman nurse, Ms. Lindsay Dowe, at ldowe@lowertwpschools.com.

Please note: Our school calendar is a little different this year. School will be open on October 9, 2023 (Columbus Day) this year. School will be closed for our Fall Recess due to the NJ Teacher Convention on November 6-10th, 2023. We will be joining in the Cape May County Wide Teacher Inservice Day on March 15, 2024, so school will be closed for students.

We continue to take precautionary measures in keeping your children safe. We will be continuing to ask students to wash their hands multiple times throughout the day, and for families to again keep your children home when they are sick.

School is a very important part of our community and our goal is to educate our children in a safe environment.

Thank you,

Mr. Jeff Samaniego

Superintendent

Hola familias LTES,

Bienvenidos al año escolar 2023-24. Esperamos que todos estén disfrutando de su verano. Nuestro primer día de clases es el martes 5 de septiembre de 2023. Nuestro personal ha estado trabajando diligentemente para prepararse para este próximo año escolar. Para obtener información actualizada, visite nuestro sitio web en www.lowertwpschools.com.

Las visitas de PreK son el 28 de agosto y las visitas de Kindergarten son el 29 de agosto. Las noches de regreso a clases se han programado para Mitnick (grados 1 y 2) el 12 de septiembre, Maud (grados 3 y 4) el 13 de septiembre y Sandman (grados 5 y 6) el 14 de septiembre.

Todos los estudiantes que ingresan al sexto grado deben proporcionar documentación de que han recibido el refuerzo Tdap y la vacuna contra la meningitis. Gracias a las familias que ya se comunicaron con la oficina de nuestra enfermera Sandman. Si su hijo tiene 11 años y no se ha comunicado con la enfermera de Sandman con la información de su vacuna, el calendario 2022-23 de su hijo no se enviará a casa la próxima semana. Si su hijo de sexto grado cumple 11 años después del inicio de clases, llame ahora y programe una cita y proporcione prueba de la cita. La documentación de vacunas o citas para aquellos que aún no han cumplido 11 años se puede dejar en la oficina de Sandman de lunes a viernes, enviarla por fax al 609-884-9412 o enviarla por correo electrónico a nuestra enfermera de Sandman, la Sra. Lindsay Dowe, a ldowe@lowertwpschools.com.

Tenga en cuenta: nuestro calendario escolar es un poco diferente este año. La escuela estará abierta el 9 de octubre de 2023 (Día de la Raza) este año. La escuela estará cerrada durante nuestro receso de otoño debido a la Convención de Maestros de Nueva Jersey del 6 al 10 de noviembre de 2023. Nos uniremos al Día de Formación de Maestros en todo el condado de Cape May el 15 de marzo de 2023, por lo que la escuela estará cerrada para los estudiantes.

Seguimos tomando medidas de precaución para mantener seguros a sus hijos. Continuaremos pidiendo a los estudiantes que se laven las manos varias veces durante el día y que las familias vuelvan a mantener a sus hijos en casa cuando estén enfermos.

La escuela es una parte muy importante de nuestra comunidad y nuestro objetivo es educar a nuestros niños en un ambiente seguro.

Thank you,

Mr. Jeff Samaniego
Superintendent

TABLE OF CONTENTS	<u>Page</u>
Lower Township Board of Education, Central Office Staff	4
Principals, District Staff, Child Study Team, School Physician, Board Meetings	4
2023-2024 Calendar, 2023-2024 Calendario de la escuela	5-7
Regular, Early Dismissal, and Delayed Opening Schedules	8
Safety and Security Drills	9-10
Emergency Closings, Emergency Housing Plan	11
David C. Douglass Memorial School Staff	12
Carl T. Mitnick School Staff	13
Maud Abrams School Staff	14
Charles W. Sandman Consolidated School Staff	15
Maintenance, Food Service, Transportation Staff	16
Telephone Directory	17
PTA, Board of Education Mission Statement	18
Student Dress Code	19-20
Harassment, Intimidation and Bullying Policy, Tip Boxes, School Visitors	21-26
Signing Out Students – Identification Mandate	26-27
Code of Conduct	27-31
Birthdays, Lunch Time, Animals, Vacation Make-up Work, Homework	31-32
Role of Parents, Role of Student, Suggestions for Time, Grading Policy	32
Evaluation Key – Performance Scale, Report Cards/Parent Conferences	33-34
Academic Make-Up Session Policy	34
Promotion/Retention Policy	35-37
Attendance & Truancy	37
Control of Communicable Diseases, Library Media Center	39-40
Use of Technology, Advanced Skills Program	41-42
Chorus, Basic Skills Improvement Program	42-43
CHOICE Program, Preschool and Kindergarten Registration	44-45
Family Life Education, Physical Education Participation Requirement	45-51
Health Services, Medication Policy, BMI, Excessive Body Sprays, Food Allergies	52-53
Day Care	54
Parent Parking, Bus Changes	54
Bus Safety Procedures	55-61
Cafeteria, Application for Free/Reduced Lunch, Nutrition/Wellness Policy	62
Academic Achievement Awards, Power of Attorney, Field Trips	63
Electronic Devices, School Door Locking System	63
Student Information & Records, Special Services, Smoking on School Property	63-64
Division of Child Protection and Permanency, Right To Know	64
Asbestos Hazard Emergency Response Act	65
Integrated Pest Management	65
OPRA, Every Student Succeeds Act (ESSA), Family Educational Rights & Privacy Act, and Protection of Pupil Rights Amendment (PPRA)	65-67
Affirmative Action/Section 504 Officers, Grievance Procedure	69-70
Nondiscrimination/Affirmative Action Policy, Harassment	70-73
Substance Abuse Policy, Drug-Free School Zones, Law Enforcement Liaison	73-77
In-Service Training, Annual Review, Weapons & Dangerous Instruments Policy	78-79
Search & Seizure Policy, Conduct and Discipline Policy	79-82
Cape May County Resources, Statewide Resource Hotline	82-83
Student-Parent Handbook Contract Agreements Form	84-86

LOWER TOWNSHIP BOARD OF EDUCATION

Gary Douglass, President Michael Mader, Vice President
Patricia Ryan, Secretary Lauren Read, Treasurer
Brett Gorman, Attorney
Lauren Randle Monica DiVito Joseph Thomas Lauren Cox
Charles Utsch Johnathan Vile Lindsey Selby

CENTRAL OFFICE STAFF

Jeff Samaniego, Superintendent
Patricia Ryan, Business Administrator/Board Secretary
Patricia Jacob, Secretary to the Superintendent

Susan Nelson – Payroll Coordinator
Donna Lahn – Board Office/PowerSchool/NJSMAST
Leigh Ann Downie - Accounts Payable Coordinator
Tracy Taylor - Accounting Clerk

Sarah Bowman, Supervisor of Curriculum and Instruction
Christina Granero, Supervisor of Academic Achievement
Kristin Sterling - Secretary of Curriculum & Instruction / CST

PRINCIPALS

Van Cathcart, Charles W. Sandman Consolidated School
John King, Maud Abrams School
Rachel Howgate, Carl T. Mitnick School
Christopher Shivers, David C. Douglass Memorial School

DISTRICT STAFF

Gary O'Shea, Supervisor of Buildings and Grounds
Kelly Hewitt, Transportation Supervisor
Kurt E. Himstedt, Food Service Supervisor
Darrin Hickok, Supervisor of Security
Joseph Leipert, Technology and Network Administrator
Richard Hooymann, Technology Assistant
Debra Keeler, District Anti-Bullying Coordinator

CHILD STUDY TEAM

Debra Keeler, Supervisor of Special Services
Christine Hunke, Special Services Secretary
Patricia Cone, Child Study Team Secretary

DAY CARE

Kimberly Brooks, Day Care Administrative Assistant

MEDICAL INSPECTOR

Dr. Victoria Rose, M.D., School Physician

**THE LOWER TOWNSHIP BOARD OF EDUCATION MEETS ON THE FOURTH WEDNESDAY
OF EACH MONTH BEGINNING IMMEDIATELY AFTER THE CONCLUSION OF THE
WORK SESSION, NOT EARLIER THAN 6:30 P.M. AND NO LATER THAN 7:15
P.M. IN THE CARL T. MITNICK SCHOOL LIBRARY.**

2023-2024 SCHOOL CALENDAR

SEPTEMBER

4	LABOR DAY – SCHOOLS CLOSED
---	----------------------------

5	SCHOOLS REOPEN
---	----------------

OCTOBER

5	MID-TERMS ISSUED
---	------------------

NOVEMBER

1	END OF FIRST MARKING PERIOD
---	-----------------------------

6-8	FALL RECESS – SCHOOLS CLOSED
-----	------------------------------

9-10	NJEA CONVENTION – SCHOOLS CLOSED
------	----------------------------------

13-17	CONFERENCES – ALL SCHOOLS – EARLY DISMISSAL
-------	---

22	THANKSGIVING RECESS BEGINS – EARLY DISMISSAL
----	--

23 & 24	THANKSGIVING RECESS – SCHOOLS CLOSED
---------	--------------------------------------

DECEMBER

14	MID-TERMS ISSUED
----	------------------

22	WINTER BREAK BEGINS
----	---------------------

25-29	WINTER BREAK – SCHOOLS CLOSED
-------	-------------------------------

JANUARY

1	WINTER BREAK – SCHOOLS CLOSED
---	-------------------------------

2	SCHOOLS REOPEN
---	----------------

15	MARTIN LUTHER KING, JR. DAY – SCHOOLS CLOSED
----	--

19	END OF SECOND MARKING PERIOD
----	------------------------------

FEBRUARY

19	PRESIDENTS DAY WEEKEND – SCHOOLS CLOSED
----	---

22	MID-TERMS ISSUED
----	------------------

MARCH

15	IN-SERVICE - SCHOOL CLOSED
----	----------------------------

22	END OF THIRD MARKING PERIOD
----	-----------------------------

28	SPRING BREAK BEGINS- EARLY DISMISSAL
----	--------------------------------------

29	SPRING BREAK - SCHOOL CLOSED
----	------------------------------

APRIL

1-5	SPRING BREAK – SCHOOLS CLOSED
-----	-------------------------------

8	SCHOOL REOPEN - REGULAR SCHEDULE
---	----------------------------------

15-17	CONFERENCES - ALL SCHOOLS - EARLY DISMISSAL
-------	---

MAY

9	MID-TERMS ISSUED
---	------------------

27	MEMORIAL DAY – SCHOOLS CLOSED
----	-------------------------------

JUNE

7	END OF FOURTH MARKING PERIOD
---	------------------------------

10-13	EARLY DISMISSAL DAYS
-------	----------------------

13	*LAST DAY OF SCHOOL – EARLY DISMISSAL
----	---------------------------------------

**NOTE: Snow days will be added to June to make up to 180 days as required by Nj State Law.*

CALENDARIO ESCOLAR 2023-2024

SEPTIEMBRE

4	DÍA DEL TRABAJO – ESCUELAS CERRADAS
5	LAS ESCUELAS REABRIEN

OCTUBRE

NOVIEMBRE

6-8	RECREO DE OTOÑO – ESCUELAS CERRADAS
9-10	CONVENCIÓN NJEA – ESCUELAS CERRADAS
13-17	CONFERENCIAS – TODAS LAS ESCUELAS – SALIDA TEMPRANA
22	COMIENZA EL RECREO DE ACCIÓN DE GRACIAS – SALIDA TEMPRANA
23 & 24	RECREO DE ACCIÓN DE GRACIAS – ESCUELAS CERRADAS

DICIEMBRE

22	COMIENZAN LAS VACACIONES DE INVIERNO
25-29	VACACIONES DE INVIERNO – ESCUELAS CERRADAS

ENERO

1	VACACIONES DE INVIERNO – ESCUELAS CERRADAS
2	REABRIR LAS ESCUELAS
15	MARTIN LUTHER KING HIJO. DÍA – ESCUELAS CERRADAS

FEBRERO

19	FIN DE SEMANA DEL DÍA DE LOS PRESIDENTES – ESCUELAS CERRADAS
----	--

MARZO

15	EN SERVICIO - ESCUELA CERRADA
28	COMIENZA LAS VACACIONES DE PRIMAVERA - SALIDA TEMPRANA
29	VACACIONES DE PRIMAVERA - ESCUELA CERRADA

ABRIL

1-5	VACACIONES DE PRIMAVERA – ESCUELAS CERRADAS
8	REAPERTURA DE LA ESCUELA - HORARIO REGULAR
15-17	CONFERENCIAS - TODAS LAS ESCUELAS - SALIDA TEMPRANA

PUEDE

27	DÍA CONMEMORATIVO – ESCUELAS CERRADAS
----	---------------------------------------

JUNIO

10-13	DÍAS DE SALIDA TEMPRANA
13	*ÚLTIMO DÍA DE CLASES – SALIDA TEMPRANA

Nota: si está necesario, días de nieve sean añadidos a junio para cumplir con los 180 días requeridos por la ley de NJ.

SCHOOL DAY

REGULAR SCHOOL SCHEDULE

Charles W. Sandman Consolidated School.....	7:55 - 1:55
Maud Abrams School	8:25 - 2:25
Carl T. Mitnick School	9:00 - 3:00
David C. Douglass Veterans Memorial School.....	9:30 - 3:30

EARLY DISMISSAL SCHEDULE

Charles W. Sandman Consolidated School	7:55 - 12:35
Maud Abrams School	8:25 - 1:05
Carl T. Mitnick School	9:00 - 1:40
David C. Douglass Veterans Memorial School.....	9:30 - 2:10

DELAYED OPENING SCHEDULE

Charles W. Sandman Consolidated School	8:55 - 1:55
Maud Abrams School	9:25 - 2:25
Carl T. Mitnick School	10:00 -3:00
David C. Douglass Veterans Memorial School.....	10:30 -3:30

**TO REPORT CHANGES OF ADDRESS,
PHONE NUMBERS OR EMERGENCY
CONTACT INFO:**

REVISE ONLINE AT:
www.lowertwpschools.com/parent/change

**All changes in address or
parent/guardian require verification
documentation.**

SAFETY AND SECURITY DRILLS

Sandman Consolidated School
838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
905 SEASHORE ROAD
CAPE MAY, NEW JERSEY 08204

TELEPHONE: (609) 884-9400

FAX: (609) 884-1821

Maud Abrams School
714 Townbank Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

Memorial School
2600 Bayshore Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 884-0515

Carl T. Minnick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 884-9481

September 2023

Dear Parents/Guardians:

The safety and security of students and staff have the highest priority in our schools. Developing a district-wide safety plan is an ongoing process that allows for change as new needs are identified. One of the key factors to insuring a calm and orderly response to an emergency situation is to allow for the opportunity to practice. Currently, our students and staff practice safe evacuation procedures once a month through one mandated fire drill.

In accordance with N. J. State Law, 18A:41-1, our schools are required to conduct one security/lockdown drill a month as well. At a given signal, students and staff will practice the safety procedures that would be used if a threat existed in their school. Be assured that the district is sensitive to the age and maturity level of our students. The drills will be conducted in a manner that minimizes anxiety while allowing everyone to become comfortable with the safety procedures. Conducting the drills allows administrators and staff to evaluate the effectiveness of the written procedures and make improvements that will increase security.

If your child appears concerned following these practices, do not hesitate to contact the school's principal or guidance counselor for advisement.

Sincerely,



Jeff Samaniego
Superintendent

c: Board of Education
Lower Township Police Department
Emergency Management Coordinator
Supervisor of Security

Simulacros de Seguridad

Sandman Consolidated School
838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
905 SEASHORE ROAD
CAPE MAY, NEW JERSEY 08204

Memorial School
2600 Bayshore Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 886-0515

Maud Abrams School
714 Townshank Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

TELEPHONE: (609) 884-9400
FAX: (609) 884-1821

Carl T. Mitnick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 884-9481

Septiembre 2023

Queridos Padres y guardianes:

La seguridad de los estudiantes y los personales tiene la más alta prioridad en nuestras escuelas. Desarrollando un plan de seguridad en todo el distrito es un proceso continuo que permite el cambio como nuevas necesidades son identificados. Unos de los factores integrales para asegurar una respuesta tranquila y ordenada a una situación de emergencia es para permitir la oportunidad de practicarlo. Actualmente, nuestros estudiantes y personales practican procedimientos de evacuación seguros una vez al mes a través de un simulación de incendio obligatorio.

De acuerdo con la ley estatal de Nueva Jersey, 18A:41-1, nuestras escuelas están obligados a realizar un seguridad/simulación de cierre una vez al mes también. A una señal predeterminado, los estudiantes y los personales practicarán los procedimientos de seguridad que se utilizarían si existiera una amenaza en su escuela. Estar seguro que el distrito es sensible a la edad y nivel de madurez de nuestros estudiantes. Los simulaciones será realizado de una manera que minimice la inquietud mientras que permiten todos para sentir cómodos con los procedimientos de seguridad. Realizando los procedimientos se permite administradores y personales para evaluar la efectividad de los procedimientos escritos y hacer mejoras para incrementar la seguridad. Se enviará una notificación amistosa a las familias al menos 48 horas antes de realizar un simulacro de seguridad en el distrito.

Si su estudiante parece preocupado después de estas prácticas, no lo dudes para contacto el director de la escuela o la consejera para el consejo.

Sinceramente,



Jeff Samaniego
Superintendente

C: Junto de Educacion
Departamento de Policia del Lower Township
Coordinador de Manejo de Emergencias
Supervisor de Seguridad

EMERGENCY CLOSINGS

The district will be utilizing our Global Connect Calling System to alert you to emergency changes in your child's school day. The Global Connect Calling System will be prepared using the telephone contact information you have provided to your child's school; therefore it is essential that you keep these numbers updated.

Postings are also available on our district website www.lowertwpschools.com for Emergency Information. Please be advised that in some situations (i.e., snow in the morning) it will be announced by 7:30 A.M. either that the Lower Township Elementary Schools will be on a delayed opening schedule, early dismissal schedule, or closed for the day. Also, please be advised if inclement weather (i.e., snowstorms, extreme heat, tropical storms, etc.) develops while school is in session, early school closings may be necessary. After reading this, please develop a plan with your child to avoid panic in an emergency situation (i.e., should you not be home, direct your child to go to a trusted neighbor's home or to go home and call you at work immediately). Please do not call the school. If you do not hear an announcement regarding the "Lower Township Elementary Schools", then all schools will be in session as usual.

EMERGENCY HOUSING PLAN

Should one or all of our schools need to close due to a heating/power failure or any other unforeseen emergency situation, the following emergency housing plans will be in effect:

- If only one school needs to close because of an emergency, the remaining schools would house those students and the instructional program would continue until that school's regular dismissal time and Day Care would operate according to the regular schedule. Consequently, students would not be sent home early.
- If more than one school needs to close simultaneously, students in Mitnick, Maud Abrams and Sandman would be housed at St. John Neumann Church and Hall. The Memorial students would be housed in the Lower Township Library. In this situation, students would be sent home early. Day Care students would remain at the remote housing site until parents pick them up.
- Every attempt will be made to call all parents through our Emergency Phone Calling System to alert you of any change in student dismissal times before students are sent home.

You are advised to discuss and develop a plan with your child to avoid panic in any emergency situation (e.g., should you not be home, direct your child to go to a trusted neighbor's home or to go home and call you at work immediately).



DAVID C. DOUGLASS VETERANS MEMORIAL

CHRISTOPHER SHIVERS, PRINCIPAL

Christine Fletcher, Secretary to the Principal

Joanne Bailey, School Secretary

	TEACHERS	
<u>PRESCHOOL</u>	<u>MEDICAL STAFF</u>	<u>KINDERGARTEN</u>
Nicole Brooks	Beverly Righter, Nurse	Stephanie Abrams
Rachelle Carbonaro	Marguerite Barger, Clerk	Annmarie Bada
Bethany Castellucci	<u>PRESCHOOL INSTRUCTIONAL COACH</u>	Janet Baxter
Stacy Hotaling	Meaghan Shedlock	Catie D'Aleo
Tammy Hughes	<u>SPECIAL EDUCATION</u>	Alyssa Gannon
Kaitlyn Jaber	Jennifer Boyle	Keri Harron
Melissa Ojasoo	Lori Brion	Laurie Long
Nicole Parkinson	Alexis Douglass	Christina Lunde
Stacey Salerno	Casey Heinicke	Chrystie Mahler
Rachelle Voumard	Haley Riess	Kymberly Ridgway
<u>SPECIAL AREAS</u>	Crystal Slaney	<u>ESL</u>
Heather Sekela, Spanish	<u>BSIP</u>	Krystalynne Roach
Krista Bennert, PE	Diane Martino	<u>GUIDANCE</u>
Gerald Griffin, PE	<u>SPEECH</u>	Julia Sangillo
Julia Mills, Art/STEM	Stephanie Fowler	<u>CASE MANAGER</u>
Rebecca Emery - Music	Jenna Raschiatore	Joseph Filachek
Steven McIntyre, PE	<u>PRESCHOOL INTERVENTION & REFERRAL SPECIALIST</u>	<u>SECURITY OFFICER</u>
Jennifer Abate, Art	Jennifer Blum, School Psychologist	Kevin Boyle
Sharon Spriggs, STEM	Maryanna Oberg, CPIS	

CARL T. MITNICK SCHOOL

RACHEL HOWGATE, PRINCIPAL

Dianne Wunder, Secretary to the Principal

Sharon Holden, School Secretary

	TEACHERS	
<u>PRESCHOOL</u>	<u>PRESCHOOL INSTRUCTIONAL COACH</u>	<u>GRADE 2</u>
Veronica Abel	Carolann Mastalski	Molly Baldwin
Sara Damiana		Ashley Cobleigh
Megan Downie	<u>GRADE 1</u>	Holly Golden
Emily Gannon	Jennifer Ackroyd	Sharon Hickok
Cathy Hoffman	Jessica Breuss	Michelle Keeler
Kim Kelly	Pamela Drake	Jenna Melo
Heather LaVancher	Dana Kelly	Allison Morey
Kim McGarrity	Erine Lloyd	Samantha Osmundsen
Tracy Rutherford	Melissa LoMonaco	Bryce Yerik
Maggie Senatore	Amanda Nuscis	<u>ESL</u>
Jessica Bryan, ICR	Heather Roth	Danielle Bostard
Megan Brannan, SPED ICR	Darleen Tester	Krystalynne Roach
Krista Risley, PIRT		<u>BSIP/TITLE I</u>
	<u>SPECIAL EDUCATION</u>	Amanda Cardaci
<u>SPECIAL AREAS</u>	Taylor Franchville	Rebecca Johnson
Sharon Spriggs, Computer Ed.	Jessica Caruso	Erine Lloyd
Gerald Griffin, PE	Cari Eckel	Miken Sheets
Jennifer Abate, Art Ed.	Gena Johnson	Erica O'Neill
Rebecca Emery, Music Ed. Mia Romaine, Music Ed	Heather Kennedy	<u>GUIDANCE</u> Sherri Boyle Margaret Desmond
.Heather Sekela, Librarian	<u>SPEECH</u> Christine Furey	<u>CASE MANAGER</u> Alison Paras Joe Filacheck

MAUD ABRAMS SCHOOL

JOHN KING, PRINCIPAL

Theresa Einhaus, Secretary to the Principal

Lori Sockriter, School Secretary

	TEACHERS	
<u>GRADE 3</u>	<u>SPECIAL EDUCATION</u>	<u>GRADE 4</u>
Robert Ackroyd	Bonnie Barcas	Alexis Girard
Amber Bryce	Lindsay Davis	Theresa Guido
Emily Champion	Gina Farreny	Greta Pacevich
Eileen Gianakopoulos	Brittany Haungs	Jesse Munsick
Bethanie Kaplan	Lauren Magnavita	Amanda-Lyn Pierce
Melissa Prendergast	Brian Wilson	Shannon Rivers
Anna Thompson	<u>INTERVENTION</u>	Cynthia Rosenberg
Erin Skill	Ashley Nelson	Stephanie Synder
Elena Viscomi	Sara Schlitzer	Sydney Weeks
<u>SPECIAL AREAS</u>	<u>CASE MANAGER</u>	<u>SECURITY OFFICER</u>
Rebecca Emery, Music Ed.	Jeffrey Kelly, Ed.D	Al Flitcroft
Janeen Lindsay, Art Ed.	Diana Sweeney	<u>CLASSROOM AIDES</u>
Krista Bennert, PE	<u>SPEECH</u>	Regina Beason
Frances Grace, Library Ed.	Mary Ellen Wuerker	Stacy Young
Joseph Bridgeman, STEM	<u>ESL</u>	
<u>GUIDANCE</u>	Krystalynne Roach	
Amanda Dillon	<u>MEDICAL STAFF</u>	
<u>SOCIAL WORKER</u> Lisa Borchardt	Heather Lanzalotti, Nurse	
	Donna Gentek, Clerk	

CHARLES W. SANDMAN CONSOLIDATED SCHOOL

V_{AN} C_{ATHCART}, P_{RINCIPAL}

Kristen Casella, Secretary to the Principal

Mary Booth, School Secretary

	TEACHERS	
<u>GRADE 5</u>	<u>SPECIAL EDUCATION</u>	<u>GRADE 6</u>
Justine Franklin	Kevin Coombs	Danielle Buckley
Shawn Gerry	Jillian Harris	Jeanne Cappelletti
Anissa Holden	Carol Hawthorne	Natalie DeFelice
Samantha Milder	Douglas Milstead	JoAnn McLaughlin
Michael Morey	Carrin Nash	Michelle Patteson
Kimberly Osmundsen	Courtney Petersen	Heather Robinson
Lily Swan	Annika Tostevin	Jeffrey Robinson
Genee Voumard	<u>INTERVENTION</u>	Lila Shillingford
	Jillian Harris	Ann Marie Skerry
	Allyson O'Shea	<u>SECURITY OFFICER</u>
<u>SPECIAL AREAS</u>	<u>CASE MANAGER</u>	<u>MEDICAL STAFF</u>
Mia Romaine, Music	Dawn Hinker	Lindsay Dowe, Nurse
Julia Mills, Art.	<u>SPEECH</u>	Dorothy Marshall, Clerk
Stephen McIntyre, PE	Tammy Bonino	<u>GUIDANCE</u>
Sarah King, STEM	<u>ESL</u>	Hannah Nelson
Carlos Morales, Instrumental Music	Danielle Rechner	<u>SOCIAL WORKER</u> Lisa Borchardt
Jessica Donohue, Media Technology		<u>CLASSROOM AIDE</u> Kim Smith

MAINTENANCE

Gary O'Shea, Supervisor of Buildings and Grounds

Christina Witkowsky, Supervisor of Custodians

Carla Paluch, Administrative Secretary

Karen Bender	Hannah Gioulis	Thomas Ridgeway
Renata Castillo	Christopher Griffth	Linda Sherel
John Champion	Dean Hunter	Joseph Sovani
Robert Cooper	James Lloyd	Nancy Watson
Dianna Coulter	Andrew Morales	Donna Williamson
Bridget Donati	Warner Muller	
Kathy Freese	Mark Paget	

FOOD SERVICE

Kurt Himstedt, Food Service Supervisor

Patricia Carter, Secretary

LaTrice Abrams		Christine Halbruner
Patrick Corbett		Darlene Keena
Brittany Delano		Alison Mellina

TRANSPORTATION

Kelly A. Hewitt, Transportation Supervisor

Donna Geiger, Secretary

Lana Abrams	Sherry Layton	Rob Wenger
Maureen Bingham	Edward Proud	Kevin Kapp, Mechanic
Anna Lafferty	Cristina Kelly Rementer	Joseph Pettit, Mechanic Asst.

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT

TELEPHONE DIRECTORY

	Phone
Board/Superintendent's Office	884-9400
Sandman Consolidated School – Office	884-9410
Sandman Consolidated School – Nurse	898-9009
Sandman Consolidated School – Guidance	884-9410
Maud Abrams School – Office	884-9420
Maud Abrams School – Nurse	898-9464
Maud Abrams School – Guidance	884-9420
Carl T. Mitnick School – Office	884-9470
Carl T. Mitnick School – Nurse	898-9488
Carl T. Mitnick School – Guidance	884-9470
Memorial School – Office	884-9430
Memorial School – Nurse	884-9433
Memorial School – Guidance	884-9430
Buildings and Grounds Supervisor	884-9400
Child Study Team	884-9440
Choice Program/Educational Programs Office	884-9400
Curriculum and Instruction Supervisor	884-9400
Food Services Supervisor	884-9470
Supervisor of Student Achievement	884-9400
Transportation Supervisor	884-9444
Day Care Program	884-9400 ext.2641



The Lower Township Elementary School District has a very active PTA. Meetings are held at the beginning of each month on alternating evenings at the Carl T. Mitnick School. Meeting dates will appear on the monthly calendars, the district website, and reminder notices are sent home prior to meetings. In addition to our meetings, we try to present programs about topics which in some way affect our children, and sponsor programs which promote family interaction.

The main objectives of our association are to promote the welfare of our children; to assist in creating a closer relationship between the home and the school so that parents and teachers can cooperate intelligently in the education of our children; and to develop between educators and the general public such efforts as will secure for our children the greatest advantages our educational system can provide.

We need the support of ALL our parents and teachers if we are to achieve these goals. Your input and cooperation are vital to us. We look forward to an exciting year and hope to see you often at PTA meetings and functions.

Parent Teachers Association of Lower Township Elementary
Lisa Cardillo, President

Lower Township Elementary

Mission Statement

Every Student, Every Day

Learning Teaching Exploring Succeeding

Dedicated to academic excellence, Lower Township Elementary Schools will nurture and challenge all students in a safe and innovative learning community. By encouraging respect and responsibility, students become self-directed, passionate, lifelong learners who will reach their potential. We are dedicated to supporting all students in exceeding the New Jersey Student Learning Standards.

STUDENT DRESS CODE

The Board of Education believes that certain standards of appearance are necessary to create and maintain a suitable environment for learning. Therefore, student dress to school and school functions shall be neat, clean and reflect an appearance of modesty and good taste. Any extreme in clothing, hair, cosmetics, jewelry, or appearance that may disrupt the normal operations of the school is not acceptable.



Appropriateness/moderation in all things, concern for the health/safety of the students, respect for individual student rights of dress/grooming/choices/customs/fashions, and the avoidance of distractions to the educational process are the guiding principles of the student dress code.

Students who attend the schools of the Lower Township School District are expected to come to school dressed appropriately for school activities by following the dress and grooming standards listed below.

- Regular length shorts/skorts are permitted throughout the year. Short-shorts, cut-offs, mini-skirts, baggie/flannel pants, tank tops, halters, tube tops and swimsuits are not permitted at any time. Dress and skirt lengths shall be no shorter than mid-thigh. No bare shoulders, bare abdomens or spaghetti straps are permitted.
- Sweatshirts, warm-ups and t-shirts are permitted if they do not contain offensive pictures or language and are not torn. However, belly shirts or half-shirts that are cut or tied to expose the midriff are not permitted.
- Clothing reflecting behavior contrary to the district's Behavior Code of Conduct is not permitted. Clothing with derogatory, offensive, violent, demeaning, or suggestive writing or graphics, as well as the advertising of substances that are not permitted on school grounds (tobacco, alcohol, drugs, etc.) or articles of clothing or jewelry associated with gangs are prohibited.
- Makeup shall not be worn in school, as this is a preschool-grade 6 elementary school district, where it would attract undue attention and create a disruption to other elementary school students.

- Footwear is required. Plastic beach shoes, flip-flops, high heels, shoes with retractable rollers, platform shoes, or cleats are not permitted because they pose a safety hazard to the wearer. Shoelaces must be tied. Safe shoes are needed for physical education/playground activities. Clogs are not permitted for these activities.
- Other forms or methods of symbolic expression shall be permitted as long as they do not cause disruption, disorder, or a clear and present danger.
- Hair shall be neat, clean, and styled or cut to reflect good grooming and personal care. Extreme hairstyles or hair colors that distract from the learning environment are unacceptable.
- Hats, scarves, bandanas, hoods or fashion related headwear are not to be worn in the classroom at any time. "Hats" shall not include headwear of religious significance, such as yarmulkes.
- Sunglasses are not to be worn indoors except for medical reasons.
- Jewelry that could be considered offensive or unsafe is prohibited. Earrings are acceptable; however the adornment of other visible body piercing or tattoos is not permitted.
- Undergarments shall be covered at all times.
- Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the subject teacher or activity instructor.
- Students attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are properly attired.

Styles and fads are constantly changing and cannot possibly be anticipated and covered by specific rules and regulations. The building principal or his/her designee shall assume responsibility for ruling on specific items of clothing and general appearance for reasons of safety and health, avoidance of distractions to the learning process, or for the order, well-being, and general welfare of students.

If a student's dress, grooming, or appearance is found to be unsafe, unhealthy, or distracting to the educational process, the student will be sent to the nurse's office for a change of clothing. Depending upon the severity, the principal or his/her designee shall notify the student's parents/guardians by sending a note home, or the nurse or the principal will call home and request that the parents/guardians comply with the provisions of the Student Dress Code Policy.

Failure to comply with this policy may result in disciplinary action in accordance with the Student Code of Conduct. The Superintendent shall insure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

HARASSMENT, INTIMIDATION AND BULLYING POLICY

838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT 905 SEASHORE ROAD CAPE MAY, NEW JERSEY 08204

2600 Bayshore Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 884-0515

Maud Abrams School
714 Townbank Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

TELEPHONE: (609) 884-9400
FAX: (609) 884-1821

Carl T. Mitnick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 884-9481

September 2023

Dear Parents/Guardians:

The safety of students and staff is taken very seriously in our schools. The Board of Education prohibits all acts of harassment, intimidation, or bullying of a pupil. A safe environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, Intimidation, or Bullying is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

Since pupils learn by example, school administrators, faculty, staff and volunteers receive mandatory training for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

Therefore, in accordance with the N.J. State Law 18A:37-13.2, our schools are required to notify pupils and parents of the district's Harassment, Intimidation, and Bullying Policy. The policy can be found on the home page of the district website (www.lowertownshipschools.com). Please click on the tab at the top of the page that says DISTRICT to view policies.

Procedures have been implemented that ensure both appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying and are consistent with the Code of Pupil Conduct. Staff members who commit one or more acts of harassment, intimidation, or bullying are also held accountable and consequences are in place.

Pupils, parents, and visitors are encouraged to report alleged violations of this policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

The **SCHOOL SAFETY TEAM** in each school develops, fosters and maintains a positive school climate by focusing on the on-going, systemic process and practices in the school, and addresses school climate issues such as harassment, intimidation, or bullying. Each School Safety Team meets throughout the school year. Each district must report all incidents of harassment, intimidation and bullying to the New Jersey Department of Education at least twice each year. Information reported shall be used to grade each school and district. The actual information reported as well as the grade awarded by the New Jersey Department of Education will be posted on each school and district website homepage.

If you or your child has any questions concerning this policy, please contact the school's principal or guidance counselor.

Sincerely,


Jeff Samaniego
Superintendent

c. Board of Education

Acoso Intimidación y Bullying

Sandman Consolidated School
838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT 905 SEASHORE ROAD CAPE MAY, NEW JERSEY 08204

TELEPHONE: (609) 884-9400
FAX: (609) 884-1821

Memorial School
2600 Bayshore Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 886-0515

Maud Abrams School
714 Township Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

Carl T. Mitsick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 884-9481

Septiembre 2023

Queridos padres y guardianes,

La seguridad de los estudiantes y los empleados se toma muy seriamente en nuestras escuelas. La Junta de Educación prohíbe todos los actos de acoso, intimidación, y hostigamiento de cualquier estudiante. Un ambiente seguro en la escuela es necesario para los estudiantes a aprender y realizar los altos estándares académicos. El acoso, intimidación, o hostigamiento es una conducta que interrumpe tanto la capacidad de un estudiante para aprender y la capacidad de una escuela para educar sus estudiantes en un ambiente seguro y disciplinado.

Ya que los estudiantes aprenden como ejemplo, los administradores de la escuela, la facultad, los empleados y los voluntarios recibir entrenamiento obligatorio para demostrar comportamiento apropiado, considerar a los demás con civilidad y respeto, y rechaza a tolerar acoso, intimidación, y hostigamiento.

La Junta de Educación cuentan con los estudiantes para conducirse en alineación con sus niveles de desarrollo, madurez, y capacidades mostrados respetando los derechos y el bienestar de los otros estudiantes y los empleados de la escuela, el propósito educativo que apoya todas de las actividades de la escuela y el cuidado de las instalaciones y equipos escolares consistente con el Código de Conducta del Estudiante.

Los estudiantes están obligados a comportarse de una manera que crea un ambiente de aprendizaje de apoyo. La Junta de Educación cree que la mejor forma de disciplina viene de uno mismo, y es el responsabilidad del personal para usar instancias de los violaciones del Código de Conducta del Estudiante como oportunidades para ayudar los estudiantes a aprender a tomar y aceptar responsabilidad para los comportamientos y las consecuencias de los comportamientos. El personal que conectar con los estudiantes aplicará las mejores prácticas diseñadas para prevenir problemas de conducta estudiantil y fomentar la capacidad del estudiante para crecer en autodisciplina.

Por lo tanto, de acuerdo con la ley del estado de Nueva Jersey 18A:37-13.2, nuestras escuelas están obligadas a notificar los estudiantes y padres de la política de acoso, intimidación, y hostigamiento por nuestro distrito. La política se puede encontrar en la página de inicio del sitio web del distrito (www.lowertownshipschools.com). Por favor haga clic en la casilla en el centro de la página que dice **DISTRICT ANTI-BULLYING COORDINATOR** para ver el documento en inglés.

Se han implementado procedimientos que asegurar tanto consecuencias apropiadas como respuestas correctivas para los estudiantes que perpetrar uno o más de los actos de acoso, intimidación, o hostigamiento y están consistente con el Código de Conducta del Estudiante. Los empleados que perpetrar uno o más de los actos de acoso, intimidación, o hostigamiento también son responsable de las consecuencias decididas.

Estudiantes, padres, y visitantes son fomentada para reportar posibles violaciones a esta política al director de la escuela en la misma día que el individuo fue testigo o recibió información confiable con respecto a cualquier incidente de este tipo.

El **EQUIPO DE SEGURIDAD ESCOLAR** en cada escuela se desarrolla, fomenta, y mantiene un ambiente escolar positivo por enfocándose en el proceso sistémico y las prácticas en la escuela, y maneja los problemas del clima escolar como acoso, intimidación, o hostigamiento. Cada Equipo de Seguridad Escolar se reúne durante el año escolar. Cada distrito tiene el mandato de informar todos los incidentes de acoso, intimidación, o hostigamiento al Departamento de Educación de Nueva Jersey al menos dos veces por año. La información real reportada así como el grado obtenido por el Departamento de Educación de Nueva Jersey será publicado en cada página de inicio del sitio web del distrito y escuela.

Si usted o su hijo tiene algunas preguntas sobre esta política, por favor contactarse con el director o consejera de la escuela.

Sinceramente,

Jeff Samaniego
Superintendente

C: Junta de Educación

HARASSMENT, INTIMIDATION AND BULLYING

LOWER TOWNSHIP

BOARD OF EDUCATION **POLICY # 5512**

HARASSMENT, INTIMIDATION & BULLYING

&

REGULATION #5512

HARASSMENT, INTIMIDATION & BULLYING

INVESTIGATION PROCEDURE

www.lowertwpschools.com



SCHOOL ANTI-BULLYING SPECIALISTS (ABS)

CHARLES W. SANDMAN SCHOOL

= HANNAH NELSON

MAUD ABRAMS SCHOOL

= AMANDA DILLON

CARL T. MITNICK SCHOOL

= SHERYL BOYLE

DOUGLASS MEMORIAL SCHOOL

= JULIA SANGILLO

DISTRICT
ANTI-BULLYING
COORDINATOR
(ABC)
DEBRA KEELER

The Board of Education recognizes that harassment, intimidation, and bullying are inappropriate behaviors that have destructive and negative effects on individual students and on the overall climate of a school. The Board of Education believes that all students are entitled to a safe and secure learning environment; harassment, intimidation and bullying work against the achievement of that goal.

Harassment, intimidation, and bullying are behaviors that should never be tolerated. It is important that teachers, students, and parents take a stand against all of these behaviors.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that:

1. Is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students **and that**:

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- b. Has the effect of insulting or demeaning any student or group of pupils; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

The Board of Education is committed to a policy that identifies and re-mediate those students who become involved in harassment, intimidation, or bullying behaviors according to the following procedures/regulations.

It is expected that all students will refrain from becoming involved in any of these behaviors. Failure to comply with this expectation will result in disciplinary action according to the established procedures/regulations.

Each year, the administration shall provide to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the Student-Parent Handbook and the district website.

Students who become involved in harassment, intimidation, or bullying will be subject to the following disciplinary progression process:

- **Step 1** – All students are encouraged to clearly ask a fellow student to stop using actions/words that may be harmful. If the student does not stop, the victim should report the harassment, intimidation, or bullying behavior to a teacher, designated administrator or guidance counselor, and if deemed appropriate, submit the written report to the same office. If an incident of harassment, intimidation, or bullying is reported to a teacher, he/she will refer the student to the designated administrator or guidance counselor. Reports may also be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The complaint will be investigated promptly and the appropriate course of action determined.

This may include:

- Student Conference
- Parent Conference
- Age Appropriate Disciplinary Consequences/Remediation
- Anti-bullying education

The same course of action will be applied to anyone who falsely accuses another as a means of harassment, intimidation, or bullying. It should be noted that all due process rights will be observed; however, the burden of proof in a disputed case will rest with the aggressor, not the victim. The victim will not be expected to prove that he/she was bullied; the aggressor will be expected to prove that he/she did not violate the policy to the satisfaction of the investigating officer.

- **Step 2** - A written notification will be issued to the aggressor. A copy of the written notification will be mailed to the parents/guardians of the aggressor.
- **Step 3** – If a student defies the written notification and continues the harassing, intimidating, or bullying behavior, he/she may be suspended and a report will be filed with the Anti-Bullying Coordinator. A counseling component may be included in the readmission process. If the harassing, intimidating, or bullying behavior persists after Step 3, the offending student will be scheduled for an administrative hearing before the Superintendent of Schools.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

The Board of Education recognizes that the disciplinary progression at the elementary level will be adjusted in accordance with age, developmental and maturity levels of the parties and will be in alignment with classification constraints. Lower Township School District prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.

The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations, and district policies and procedures.

Disabled

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

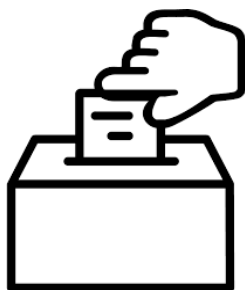
- A. The pupil's behavior is not primarily caused by his/her educational disability.
- B. The program that is being provided meets the pupil's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey Administrative Code in dealing with discipline and/or suspension of all pupils with disabilities.

Implementation

The chief school administrator 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. The board shall review all related policies on a regular basis.

HARASSMENT, INTIMIDATION & BULLYING TIP BOXES



In accordance with the District's Harassment, Intimidation and Bullying enforcement, students may anonymously report an issue or a concern in the clearly marked locked boxes located in each school's main hallway.

TIP BOXES are clearly marked **CONFIDENTIAL** and are checked twice weekly by each school building's Anti-Bullying Specialist.



SCHOOL VISITOR PROCEDURE

- ◇ All visitors, entering and leaving a school building, must utilize the designated main entrance. Signs have been posted at all main entrances to the school stating the requirement to report to the main office.
- ◇ **All** visitors must provide photo identification before being issued a visitor tag.
- ◇ All visitors/staff must display the school district supplied identification, or a temporary handwritten visitor identification sticker, clearly visible on their outermost garment, at all times while on school property. Temporary visitor sticker tags must be worn on the left chest area of the outermost garment.
- ◇ All visitors entering the school building must apply the visitor tag to their outermost garment in the vestibule area before granted entrance to the school.
- ◇ Visitors shall be instructed to return their visitor tag/label to the main office and sign out of the building when leaving.

SIGNING OUT STUDENTS

PERSONS ENTERING THE SCHOOLS TO PICK UP A STUDENT MUST PROVIDE PROPER IDENTIFICATION.

AUTHORIZATION AND IDENTIFICATION MANDATE:

- ◇ At no time will any student(s) be released without proper identify verification and parent/guardian authorization or notification.
- ◇ Persons requesting to pick up a student must provide photo identification.
- ◇ If school has dismissed for the day and the person attempting to remove a student fails to produce any acceptable form of identification and all attempts fail to contact a parent/guardian to come to the school to pick up the student, then the Lower Township Police Department will be contacted to respond to the school to assist in the verification of identify of the individual or the communication to the parent/guardian to respond to the school.

STUDENT CODE OF CONDUCT

Introduction

The Lower Township School District is committed not only to excellence in academic instruction but in joining with parents to teach students the behaviors and skills that support social successes throughout life. To accomplish this goal, the district is taking a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes systematic teaching of the behaviors necessary for effective and satisfying social interaction in school, on the playground, and at home. Since pupils learn by example, school administrators, faculty, staff, parents, guardians and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Behavior Code Contract

The Lower Township Schools are designed to be places in which the opportunity to learn is provided to every student. This happens harmoniously when students follow the expectations for appropriate conduct in school.

These expectations will be supported by our "High Five" rules, which are as follows:

1. Be respectful
2. Be responsible
3. Be there/be ready
4. Follow directions
5. Hands and feet to self

Student Rights

- Students will be provided with a learning environment that allows each student to develop into a productive citizen.
- Students will obtain an education in a safe and non-threatening environment.
- Students will be insured of privacy and confidentiality regarding school and home matters.
- Students will be protected from illegal search and seizure.
- Students will have the right to due process in accordance with state and federal rules/regulations.

Student Expectations

All students are expected and encouraged to show respect for self, others, property, and the educational environment and to conduct themselves in a safe, non-threatening way. In order to insure a positive and productive learning atmosphere, students are expected to:

- Attend school daily.
- Follow rules and regulations of the school, classroom, bus, and cafeteria.
- Make a sincere effort to do their best work.
- Cooperate with teachers, administrators, other school employees, and other students.
- Be courteous to others at all times.
- Respect all individual and cultural differences.
- Dress appropriately as stated in the "Student Dress Code".
- Take pride in their school and community.

Positive Consequences

The district staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship making, alternatives to aggression, etc. To inspire and encourage students to develop their potential in all of these areas, the following reinforcers will be used:

1. Individual awards/recognition
2. Classroom awards/recognition
3. Certificates
4. Displays
5. Stamps, stickers, and stars
6. Positive contact with the home
7. Special activities
8. Publications
9. Assemblies/field trips to reward positive behavior and academic progress

Negative Consequences

1. Teacher/student conference
2. Disciplinary action initiated by the teacher
3. School/parent contact (letter, phone)
4. School/parent conference

5. Confiscation
6. Restitution, detention, etc.
7. Guidance referral
8. Principal intervention
9. Suspension from the bus; however, student must attend school and parent must provide transportation
10. Internal suspension from classes
11. External suspension from classes and all school activities
12. Loss of assembly/field trip privileges
13. Full restitution by parent(s) for damage done by student
14. Referral to legal authorities

In selecting consequences to use for unacceptable behavior, it is not necessary to use each one or to use them in the order listed. Normally, external suspension shall occur only after corrective measures have been tried without success.

School Support Teams

Realizing that while children are learning new behaviors and engaged in challenging academics, they may falter at times. To assist staff and students, a proactive support system is available in each school to plan appropriate behavior management interventions/plans.

For any major or re-occurring minor offenses, teachers are responsible for requesting a support team meeting to develop a plan, which identifies reinforcers for the desired academic and social behaviors to balance the negative consequences listed. The teacher and members of the support team will monitor the intervention strategies. Parent interest in this process should be directed to the classroom teacher first.

Disciplinary Offenses

Level I Infractions	
Academic Dishonesty Leaving Assigned Location without Permission Defiance Disobedience Disrespect Disruption Excessive Tardiness Failure to Wear Seatbelt on Bus Forgery Gambling Inappropriate Behavior Inappropriate Language Inappropriate Dress Littering Possession of a Cell Phone Truancy Wrongful Entry	Consequences
	1 st Offense – Warning 2 nd Offense – Loss of Privilege 3 rd Offense – Detention

Other Minor Offenses	
----------------------	--

Level II Infractions	
Conduct unbecoming a student or school policy Minor destruction of School, Staff, or Student Property Extortion Fighting Harassment, Intimidation, or Bullying Sexual Harassment Substance Abuse Threatening or intimidating bodily harm	Consequences
	1 st Offense – Detention 2 nd Offense – In School Suspension 3 rd Offense - Out of School Suspension

Level III Infractions	
Assault Possession of tobacco, drugs, or alcohol Possession of any drug paraphernalia Smoking on School Grounds Vandalism to school property (includes the threat to burn, bomb, or destroy property) Theft Illegal use of electronic devices	Consequences
	1 st Offense – Suspension, 1 day 2 nd Offense – Suspension, 1-5 days 3 rd Offense – Suspension, 10 days *Notification of police

Level IV Infractions	
Arson Assault with a Weapon Falsifying a Fire or Security Alarm Terroristic Threat Use or Possession of an Explosive Device Weapon Possession	Consequences
	Administration will have the authority to assign different consequences based upon the situation or the severity of the incident. Penalty for any infraction not listed above is subject to the judgement of the superintendent and notification of the police.

Importance of Parental Involvement and Support

Since this is a continuing process, parent cooperation, support, and assistance are needed if we are to be successful. Together, we can make a positive difference in your children's lives. The following are ways that we can work to fulfill our common goals:

A. Staff is expected to:

- Explain the Student Code of Conduct and Harassment, Intimidation and Bullying Policy to their students.
- Enforce the Student Code of Conduct and Harassment, Intimidation and Bullying Policy in a consistent manner.
- Function as a positive role model for their students.
- Contact parents as deemed necessary to enforce the Student Code of Conduct and to maintain parent/guardian involvement.

B. Parents/Guardians are asked to:

- Read the Student Code of Conduct and Harassment, Intimidation and Bullying Policy with your child and explain it as necessary.
- Be a good listener to both your child and the school staff when conflicts arise.
- Be a positive role model for your child.
- Contact the school as necessary.
- Participate as fully as possible in volunteer opportunities, student presentations, parenting programs, special projects, and assembly events.
- Follow rules and regulations of the school, classroom, bus and cafeteria.

C. Students are asked to:

- Follow rules and regulations of the school, classroom, bus and cafeteria.
- Make a sincere effort to do their best work.
- Cooperate with teachers, administrators, other school employees, and other students.
- Be courteous to others at all times.
- Respect all individual and cultural differences.
- Dress appropriately as stated in the "Student Dress Code."
- Take pride in their school and community.

STUDENT BIRTHDAYS

Because of serious health issues and the importance of instructional time, food or other birthday party items should not be sent into the schools. Parents/guardians are urged not to send birthday or other party invitations in to school for home celebrations unless the entire class is invited.

STUDENT LUNCH TIME

Parents/guardians/other relatives are not permitted to eat lunch with their children in school unless it is an organized event.

ANIMALS

For health and safety reasons, **no** animals, fish or birds shall be brought into the schools without prior approval from the principal. With approval,

specific arrangements will be made which include adult supervision of the pet at all times, and the adult is responsible for the safety and welfare of the children while the pet is in the building.

VACATION MAKE-UP WORK

While it is not encouraged for family vacations to be taken during the academic year, children who are removed from school due to family vacations will be expected to complete work assigned by the teacher. The most important of the regular assignments will be saved for completion by the student upon his/her return to school. A reasonable time schedule will be provided. Teachers are to be notified in writing one to two weeks in advance of a vacation in order to gather work. **Please be advised of our attendance, academic make-up session and retention policies** listed in this handbook.

HOMEWORK

Homework is an extension and application of learning initiated by the teacher and continued by the student at home.

Purpose:

Homework is assigned to:

1. Develop study skills and work habits.
2. Develop the power to work independently.
3. Provide essential, meaningful practice in needed skill areas.
4. Enrich school experience.
5. Develop skill in using outside resources.
6. Develop an individual sense of responsibility.

THE ROLE OF PARENTS/GUARDIANS

Parents/guardians can help by providing conditions conducive to effective home study. They can help children set up time and a place for home study. A quiet place and good lighting are probably the most important physical conditions for study. Parents should keep in mind, however, that some children might not be at ease when isolated from the rest of the family.

They may be able to work best at the kitchen or dining room table. Parents should encourage, but not nag, children to complete homework assignments. Parents can show their concern by keeping younger children from bothering the student and keeping the volume of the television or other distractions down. A dictionary, an atlas, and online tools are basic reference aids for students. The school district website contains links to many different tools, including the reading resources and the Big Ideas Math program materials. These resources are available online for student use and parent reference.

THE ROLE OF THE STUDENT

The schools can set policy. The teacher can make worthwhile and interesting assignments. The parents can provide the right conditions for home study. However, it is the student who must actually do the work. Homework is an opportunity for the student to show his/her real capabilities.

It is helpful if he/she views homework as one means of furthering his/her educational growth. The student should make sure he/she understands the assignment, its purpose, when it's due, and how it should be done. Every student in Grades 3 thru 6 is provided with a spiral-bound dated student planner for recording their daily assignments and encouraging the foundation of organizational skills. Writing homework assignments in their student planner eliminates the possibility of forgetting the details of daily assignments.

SUGGESTIONS FOR TIME

The time for quality homework for each individual varies with the learning experience and the child's growth and development. Time spent will vary from one assignment to another and will increase as the student matures.

Grade 1	10 - 15 minutes	Grade 4	35 - 40 minutes
Grade 2	15 - 20 minutes	Grade 5	45 - 50 minutes
Grade 3	25 - 30 minutes	Grade 6	50 - 60 minutes

These are approximate times and may vary according to each teacher and each child. However, no child should be doing more than one hour of homework on a regular basis in the elementary grades. If your child is spending more than one hour a night, please contact the teacher for an explanation.

GRADING POLICY

Grades are derived from school and homework assignments, projects, class participation, and test and quiz scores. Students who are absent will be given a reasonable amount of time to complete assignments and are expected to do so. Incomplete work will have a negative effect upon grades.

EVALUATION KEY – PERFORMANCE SCALE

PRESCHOOL		
	4	Satisfactory
	3	Emerging
	2	Not observed

	1	Needs Improvement
--	---	-------------------

KINDERGARTEN		
	4	Highly developed
	3	Proficient
	2	Developing
	1	
		Needs Improvement

1 ST & 2 ND GRADE		
	4	Highly developed (<i>Above Grade Level</i>)
	3	Proficient (<i>On Grade Level</i>)
	2	Developing (<i>Approaching Grade Level</i>)
	1	Needs Improvement (<i>Below Grade Level</i>)
	0	Not Assessed At This Time

3 RD – 6 TH GRADE		
	93-100 A (+)	Excellent
	85-92 B (+)	Above Average
	76-84 C ()	Average
	70-75 D (-)	Below Average
	Below 70 F (-)	Failing

REPORT CARDS/PARENT CONFERENCES

Dates for parent-teacher conferences and distribution of report cards are noted on the school calendar in this handbook. Mandatory conferences are scheduled in the fall in order for parents/guardians and teachers to discuss student progress. Optional spring conferences are scheduled if the parent/guardian and/or the teachers see a need to meet. Any parent requiring a meeting at another time during the school year should make arrangements through the school office.

Periodically, progress reports are sent home to notify parents/guardians of the students' strengths and weaknesses. In this way, parents/guardians can be alerted to any skill weaknesses while there is still time to improve

grades. These progress reports are issued at various times according to grade level. Teachers may also call a student's home or require additional conferences to discuss academic progress and/or behavior.



MIC MAKE UP SESSION POLICY

It is imperative for students to be present and on time for daily instruction. According to research, missing too many days can cause students to struggle to read proficiently by the end of third grade, and increases their chances of dropping out of high school.

Absenteeism and tardiness are major obstacles to our goal of increasing student achievement. Because of this concern, if a student in grades 3-6 accumulates 10 unexcused absences he/she will be required to participate in a one hour make-up session after school for each additional absence thereafter. A certified teacher will be

assigned to help students complete missing assignments and fill the gaps of learning created by chronic absences. Chronic tardiness and early dismissals will result in an individual student improvement plan developed by the building principal. The goal of this plan will be to reduce student tardiness.

Students will be assigned one (1) hour of after-school support for each and every unexcused absence beyond 10. These support sessions will be held as needed, on Tuesday, Wednesday, and Thursday. You will receive a notice of the time and date of your child's make-up session when scheduled.

Please note, it is the parent/guardian's responsibility to pick up their student at their school at the end of the make-up session. No bussing will be provided.

STUDENT AFTERSCHOOL PICK-UP TIMES



SANDMAN STUDENTS are to be picked up at **2:50 P.M.**

MAUD ABRAMS STUDENTS are to be picked up at **3:20 P.M.**

All pick-ups will be made from the school's main office and you must come in with valid I.D. before a child is released to anyone. "IF" you have someone picking up your child for you, that person must come in with a note signed by the parent/guardian with I.D. before we will allow the child to leave with this adult.

PROMOTION/RETENTION POLICY

The board recognizes that personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

The superintendent shall direct development of and the board shall adopt detailed regulations to govern progress of pupils through levels Pre-K-6.

The regulations shall include:

- A. Standards of proficiency related to district goals and objectives;
- B. Standards of attendance, and provisions for review of mastery;
- C. Timely efforts to help all pupils achieve acceptable levels of proficiency;
- D. Timely notification of parents/guardians when there is a possibility of failure;
- E. Procedures for involving parents/guardians in the design of the intervention program.

Parents/guardians will be notified whenever exceptions are contemplated in a pupil's normal progression from level to level. The final decision in all cases will rest with school authorities.

Promotion/Retention Regulations

Promotion or retention of pupils of the Lower Township Elementary School District shall be related to achievement of district goals and objectives. Pupils and parents/guardians shall be informed of the skill and levels of mastery for each course or grade level. The educational program shall provide for the continuous progress of pupils from one grade to the next. Pupils shall be assigned to the grade level for which they are best prepared academically, socially and emotionally.

When reviewing pupils for promotion, the criteria to be considered shall include:

- A. The achievement of minimum proficiency levels in basic reading, writing and mathematics skills;

- B. Continuous growth and achievement in all program areas commensurate with ability and grade level expectations;
- C. Evidence of social and emotional maturity necessary for a successful learning experience.

When reviewing pupils for retention, the following steps shall be taken:

- A. A conference shall be held involving the teacher, principal and staff members who have worked with the pupil (i.e., Child Study Team, BSIP, Guidance Counselor, etc.).

The documents to be reviewed are:

1. Anecdotal teacher records, which document factual evidence of insufficient progress;
 2. Test results;
 3. Report card grades;
 4. Other evidence of poor academic performance;
 5. Attendance records - see "Attendance" section; and
 6. Discipline referrals, health records, parent/guardian contact, records, conferences and cumulative folders.
- B. An intervention plan will be developed and implemented for students being reviewed for retention (i.e., specific classroom strategies, before and/or after school programs, tutoring).
 - C. A notice shall be mailed to the parents/guardians by the Principal by April 30 stating that the child is in danger of failing and may be required to repeat the grade.
 - D. A plan identifying a timeline for future parent/guardian contacts shall be developed by the teacher and the parents/guardians.
 - E. A meeting involving parents/guardians, teacher, principal, and other staff members shall take place before a final decision is rendered. The final decision shall rest with the principal.
 - F. Appeal of promotion/retention decision
 1. Parents/guardians have the right to appeal the promotion/retention decision of the principal in writing to the Superintendent of Schools no later than 10 days following the receipt of placement, stating his/her reasons why he/she objects to the student's placement.
 2. The Superintendent must respond to the parents/guardians in writing no later than 10 days following receipt of the parent's/guardian's appeal letter.
 3. Upon receipt of the Superintendent's decision, the parents/guardians have the right to ask for a hearing before the Board of Education or its designee, the Superintendent and the Principal at a time mutually agreed upon, but no later than 20 calendar days.

STUDENT ABSENTEEISM & TRUANCY



Student absenteeism can lead to low academic achievement, school dropout, delinquency and gang involvement. The compulsory education law (N.J.S.A. 18A:38-28 through 31) requires all children between the ages of 6 – 16 to attend school.

The State of New Jersey Department of Education regulations require each district board of education to develop, adopt and implement policies and procedures regarding the attendance of students and the provision of mandated services for students with between **one (1) to nine (9)** cumulative unexcused absences. The New Jersey Department of Education mandates a court referral for truant students with **ten (10+) or more** cumulative unexcused absences. Vacation days are **NOT** excused absences.

ATTENDANCE

1. Students need to be in school and on time if they are to make the best use of this learning opportunity. Students should be absent only when it is absolutely necessary.
2. No student should arrive at school earlier than 10 minutes before the session begins. Any student who arrives early must be brought directly to the office and not dropped off outside the school building.
3. Any student who arrives late to school must be brought directly to the office by an adult and signed in before going to his/her classroom. Students arriving after 8:00 A.M. in the Charles Sandman Consolidated School, after 8:30 A.M. at Maud Abrams School, after 9:05 A.M. at the Carl T. Mitnick School, and after 9:35 A.M. at the David Douglass Memorial School are considered tardy.
4. Parents/guardians should call the school nurse's office to report any student absence using the numbers listed below, 24 hours a day, 7 days a week.
 - a. Sandman School Nurse – 898-9009
 - b. Maud Abrams School Nurse – 898-9464
 - c. Mitnick School Nurse – 898-9488
 - d. Memorial School Nurse – 884-9433

Parents/guardians are requested to limit their message to one minute and to provide the following information:

**EXAMPLE FOR CALLING IN STUDENT
ILLNESS/EMERGENCY**

This is (parent/guardian name). My child is (student's name) in (teacher's name) class. He/she will be absent from school on (day/date) due to (reason for absence).

If the district has not received advance notice from parents/guardians by the time attendance is taken each morning, the standard procedure of calling parents of absentees to confirm student absence applies.

5. Upon returning to school, all students must bring a note from his/her parent/guardian explaining his/her absence.
6. If a student is going to miss school for an extended period of time, his/her parent/guardian must notify his/her teacher in writing at least one week in advance. In this way, arrangements can be made for make-up work.
7. If a student needs to be excluded from physical education class, a physician's note is required according to the State of New Jersey requirements.
8. No student is permitted to leave the school building during the regular school day, unless under the supervision of an authorized school staff member.

A parent/guardian wishing to remove his/her child from school during regular school hours must send a note to the office in advance. (A call must

be made to the school if the child does not have a note.) Upon arriving at school, the parent/guardian must go directly to the main office, not to the child's classroom, nor to the buses. The parent/guardian will be asked to show positive identification before being allowed to sign the child out of school. This procedure is employed in order to protect the children of Lower Township.

9. According to New Jersey Law, Title 18A: Chapter 38-25, ***"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 schools of the district"***.
10. Any student absent from school for **more than 8% of the school year will automatically come under review for retention** by the building principal, classroom teacher and other staff members involved with the student. Parents/guardians will be notified by letter from the building principal should a parent/guardian conference regarding retention be necessary.
11. In accordance with NJSA 18A:38-1, the following additional requirements have been adopted to establish residency for the purpose of attending a particular public school:

- a. The parent's/guardian's affidavit must now state that he/she is not capable of supporting or providing care for the child due to family or economic hardship.
- b. The parent's/guardian's affidavit must now state that the child is not residing with the resident of the district for the purpose of receiving a free public education within the district.
- c. Any person who fraudulently allows a child to use his/her residence and any person who fraudulently claims to have given up custody is subject to prosecution.

CONTROL OF COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease and of teachers and pupils who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Cape May County Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from an adult member of his/her family. If the school medical inspector or the school nurse is present in the building, his/her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his/her classroom until he/she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil. Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

Any pupil or adult who has a fever shall be excluded from school. The Center for Disease Control and Prevention define fever as having a body temperature above 100.0 degrees F. The determination as to readiness to return to school shall be when at least 24 hours have passed since the ill person's temperature first remained normal without the use of fever-reducing medications.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the

removal from school premises to the care of a responsible adult for pupils identified and excluded in accordance with this policy; the preparation of standards for the readmission of pupils who have recovered from communicable disease; the provision of appropriate home instruction to excluded pupils in accordance with law; and the filing of reports as required by law.

LIBRARY & MEDIA CENTER

Each school has its own library/media center staffed by a certified librarian. The students in grades K-4 receive library instruction once a week. At this time they are encouraged to borrow material until the next class. In grades 5 and 6, students attend their Library special by marking period and book exchange weekly. Once a year, each class participates in SCNN, our media/technology production program. The library houses a variety of resources for students to use including books, magazines, newspapers & audio-books.

USE OF TECHNOLOGY

Lower Township Elementary School District understands that technology is a critical tool in the pursuit of your child's education. Lower Township Elementary School District uses technology of many sorts to provide depth and endless resources to enhance your child's education and to engage our students in the world both now and in the future.



Lower Township Elementary School District encourages students to use a variety of technologies to enhance their learning. We will bridge the digital divide by providing all students with access to technology tools and resources for anytime, anywhere learning. All students in the Lower Township Elementary School District will be provided with a Chromebook. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. All students in the Lower Township Elementary School District will be expected to sign a Digital Citizenship Contract. Lower Township Elementary School District's aim is to maintain an environment that promotes ethical and responsible online conduct.

The School District provides email to students as an educational tool. The student email system, and its software, hardware, and data files, are controlled by Lower Township Elementary School District. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited. Any questions regarding technology use in your student's school or classroom should be directed to the building principal.



DIGITAL CITIZENSHIP CONTRACT AGREEMENT



Digital Citizenship Contract Agreement

Lower Township Elementary School District

As a student, I must:

- Protect my private information. I will never give my email address, home address, phone number, or full name, to any website or person. I will always ask a teacher or adult if I am unsure about something. My password is TOP SECRET!
- Respect myself and others when I talk or write. I will communicate in email as if a parent or teacher might read it! I will use appropriate language.
- Respect other people's work. When I create projects, I will show where my information and pictures came from. I will always do my own work.
- I will use technology for academic purposes only in school.
- Follow ALL school rules online. Violent games and videos are not allowed, even if they get past our safety filters. Rarely there may be inappropriate sites or images that get around the filter. If I see something inappropriate, I will tell a teacher and close the web browser.
- Know what happens if I break this contract. I may lose technology privileges and face other consequences for my behavior. Being online is like being in my community and at school. I will have fun creating, seeing, and doing many different things!

By signing this agreement, I understand to always act in a manner that is respectful to myself and others.

I, _____ agree to follow the principles of digital citizenship outlined in this agreement.

Signed: _____ **Date:** _____

Homeroom Teacher: _____

Parent/Guardian Signature: _____

ADVANCED SKILLS PROGRAM

The *Advanced Skills* program is needs-based, in keeping with the New Jersey state standards. This program is intended for those students who exhibit intellectual and/or academic abilities requiring



additional and appropriate challenges and opportunities to meet those needs.

Grades 3-6

The *Advanced Skills* program has replaced the former Enrichment program. The *Advanced Skills* Program is designed to meet the special needs of

students who consistently excel in general intellectual ability and specific subject matter aptitude. Selection criteria is multi-faceted and includes a teacher nomination form, results of standardized and local assessments, results of the Cognitive Abilities Test (CogAT), and progress in the developmental programs.

Grades 1-2

Enrichment students leave the classroom on a regular basis for the purpose of working on differentiated curriculum with other advanced students. The curriculum is differentiated in ways that fit the needs of advanced learners. Programs may focus on modifying general academic content or a specific content area. Science, Technology, Engineering, and Mathematics (STEM) topics are incorporated through project-based learning.

School-wide Enrichment:

The School Wide Enrichment Model provides enriched learning experiences, and higher learning standards for all children through three goals; developing talents in all children, providing a broad range of advanced-level enrichment experiences for all students, and providing advanced follow-up opportunities. All students at Mitnick School are provided with enriching STEM activities in their classroom throughout the school year. All Kindergarten students at Memorial School are provided with enriching Art, STEM, and Spanish classes.

Questions/Concerns:

Any questions regarding specific student concerns should be directed to the building principal. Any questions regarding the developmental components of the Advanced Skills Program should be directed to Sabina Muller, Supervisor of Curriculum and Instruction.

CHORUS

Chorus is an enrichment program, which will be offered to all students in grades 5th and 6th. Vocal development is an integral part of the child's overall learning experience. Every child will have the opportunity to participate in the chorus program.

Students in grades 5th and 6th are encouraged to join chorus, which will be under the direction of the music teacher. Students who choose to participate

will have to adhere to all chorus guidelines to remain in the choral program. A "permission to join" notice for parents to sign, including the guidelines, will be sent home during the month of September.

BASIC SKILLS IMPROVEMENT PROGRAM/INTERVENTION

The Basic Skills Improvement Program(BSIP)/Intervention is an instructional program, providing students with assistance in the areas of Reading, Writing/Language and Math. Students meet with certified instructors in small group settings daily or in some cases, through an in-class support model. These classes may supplement or replace regular classroom instruction in the basic skills area(s) and may include pull-out, in-class, and before-and/or after-school instruction.

Students qualify for the BSIP/Intervention on the basis of the following multiple measures: standardized and district-developed assessments, teacher ratings, diagnostic testing and classroom performance. Students may be reevaluated at any time during the school year.

Each student in the program has an Individual Student Improvement Plan or ISIP. This plan includes skill strengths and weaknesses based on assessments and classroom teacher recommendations. The ISIP provides Basic Skills/Intervention teacher can focus on particular areas of strength and need as well as permitting a continuous record of progress.

The ISIP, which has been aligned with testing data and district curricula objectives, is updated on a frequent basis. Results of the student's progress are reported to parents/guardians on a regular basis. The current Basic Skills Improvement Program/Intervention provides services to students K through 6.

In order for the BSIP/Intervention Program to be most effective, the cooperation and support of parents/guardians and teachers is essential. For this reason, parents/guardians are encouraged to consult with the Basic Skills/Intervention instructors regarding the content of the student ISIP/report cards. Additionally, parents may meet with the Basic Skills/Intervention staff and provide valuable program input through the School-Based Planning Team. Any questions regarding the Basic Skills Improvement Program/Intervention may be directed to the building principal.



Lower Township Elementary School District has been awarded **CHOICE DISTRICT** status by the New Jersey Department of Education

since 2005. The Interdistrict School Choice Program provides students the option to attend a CHOICE DISTRICT instead of their district of residence. Kindergarten through 6th grade students who are residents of Cape May County are eligible to take advantage of this program at Lower Township Elementary. The New Jersey Department of Education determines the total number of students who may participate in each Choice District based upon state-determined funding.

Students living between 2 to 20 miles from the Choice District are eligible for transportation or aid-in-lieu funds if their resident district cannot/does not provide transportation. For students residing beyond the 20-mile radius, transportation is the responsibility of the student's parent/guardian.

Please be advised that although our district provides transportation for Choice students who live between 2 to 20 miles of our district, there is a possibility that you may have to bring your child to a centralized bus stop.

For additional information on transportation, application submission timelines, and application forms, please contact the Choice Program Coordinator at the following email address, choice@lowertwpschools.com or by calling 884-9400 extension 2604. Additionally, applications, application timelines and links to the New Jersey Department of Education Choice regulations are located at the following website:

www.lowertwpschools.com/schoolchoice.php
--

PRESCHOOL AND KINDERGARTEN REGISTRATION

Registration is held each spring for children who will enter preschool or kindergarten (for the first time). Exact dates will be announced in the newspaper and posted to the district website. To be eligible for preschool, a child must be four years old on or before October 1st.

To be eligible for kindergarten, a child must be five years old on or before October 1. Requirements for registration are: birth certificate, proof of residency and immunizations. Parents registering children who have transferred from another school must also present transfer documents issued by their previous school. Any

questions concerning preschool or kindergarten registration procedures should be referred to Christopher Shivers, Memorial School Principal, at 884-9430.

FAMILY LIFE EDUCATION

In the Lower Township Elementary School District, "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 various stages of growth; the opportunity for students 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.

In kindergarten through sixth grade, the Family Life curriculum is integrated into the comprehensive health and physical education curriculum. The curriculum was developed with the active participation of teachers, administrators, and parents/guardians.

Briefly, all grades include the following concepts and core ideas:

- Personal Growth and Development
- Emotional Health
- Social Health
- Community Health Services and Support
- Movement Skills and Concepts
- Physical Fitness

The curriculum and instructional materials are available for review in each school's office. Please make an appointment before coming to school.

Any child whose parent or guardian wishes to opt out of the Family Life education must submit a signed Opt Out form to their student's principal. The form can be found on our school website. Students will then be excused from that portion of the course where such instruction is given and no penalties as to credit or promotion shall result thereof.

PHYSICAL EDUCATION PARTICIPATION REQUIREMENT

All New Jersey students are required to participate in health and physical education classes. Per New Jersey Statutes on Education (N.J.S.A. 18A:35-7-8) all students attending public schools in grades 1 through 12, in so far as they are physically fit and capable of doing so, as determined by the medical



inspector, shall participate in at least 150 minutes of health, safety and physical education per week each year as part of the requirements for promotion or graduation.

A PHYSICIAN'S NOTE IS REQUIRED IN ORDER FOR STUDENTS TO BE EXCUSED FROM PARTICIPATION.

HEALTH SERVICES

The district provides a full time nurse in each school. Vision screening and audiometer (hearing) tests are performed at every grade level. In addition, the Wildwood Lions Club performs vision screenings for all students in grades Preschool through Grade 2. Scoliosis screening is provided biennially to every student at or above 10 years of age.

In the fall each student is weighed and measured. A check for pediculosis (head lice) is done also. Any child found to have lice or nits is excluded from school until treated. Periodic checks are done during the year. Information on management for lice is obtainable from the nurse.

The Board of Education adheres to Chapter 14 of the New Jersey State Sanitary Code with regard to immunizations. This requires the following immunizations: Diphtheria toxoid; Pertussis vaccine; Tetanus toxoid; Poliomyelitis vaccine: live, oral, trivalent; and Measles, Mumps, Rubella (MMR) virus vaccine; Hepatitis B vaccine, Varicella, and Hib (Preschool only).

Prior to 6th grade, all students must receive two vaccines: Meningococcal Vaccine and Tdap Booster. (Note: Students who have received a Tetanus Booster less than 5 years prior to entering 6th grade shall not be required to receive a Tdap dose until 5 years have lapsed from the last DPT/Dtap or Td dose.)

Each student must be examined upon entry into the school district. This medical examination must be conducted by a healthcare provider or advanced practice nurse chosen by the student's parent/guardian at the provider's facility (the student's "medical home"), and a full report of the examination - documented on the approved school district form, dated, and signed by the medical provider - must be presented to the school. Also, it is important to obtain subsequent medical examinations of the student at least one time during each developmental stage at early childhood (pre-school through grade three), pre-adolescence (grades four through six) and adolescence (grades seven through twelve).

It is the responsibility of the parent or guardian to inform the nursing office of recent immunizations and significant health problems. To do so will ensure an accurate and up-to-date record of your child's health.

Due to the mandatory number of minutes required for physical education weekly, in order to be excused from participation in physical education class, a **PHYSICIAN'S NOTE IS REQUIRED.**

Pupils should only receive medication at school if absolutely necessary. The policy is listed below and includes both prescription and over-the-counter medications.

MEDICATION POLICY

- Any and all medications given by a school nurse require a physician's order.
- New Jersey State Law requires: (1) written parent/guardian permission, (2) physician's order and (3) the medication to be in its original container.
- Medications brought to school without meeting the above requirements cannot be given and will be returned to the parent/guardian.

Under certain circumstances and with written authorization to the board of education in keeping with the district's established procedures, a pupil may be permitted to self-administer medication for asthma or other potentially life-threatening illnesses. However, before this option is selected, please contact the school nurse to obtain a copy of the district's implementation procedure.

Questions regarding the health service and immunizations should be directed to:

- Mrs. Dowe in the Charles W. Sandman Consolidated School (898-9009)
- Mrs. Smeltzer in the Carl T. Mitnick School (898-9488)
- Mrs. Lanzalotti in the Maud Abrams School (898-9464)
- Mrs. Righter in the David C. Douglass Veterans Memorial School (884-9433)

BMI (BODY MASS INDEX)

Sandman Consolidated School
838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
905 SEASHORE ROAD
CAPE MAY, NEW JERSEY 08204

Memorial School
2600 Bayshore Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 886-0515

Maud Abrams School
714 Townbank Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

TELEPHONE: (609) 884-9400
FAX: (609) 884-1821

Carl T. Mitnick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 884-9481

September 2023

Dear Parents and Guardians:

As the United States continues to search for answers to the growing problem of obesity among children, much attention has focused on body mass index (BMI) measurement programs in schools. The BMI is the ratio of weight to height squared. It is often used to assess weight status because it is relatively easy to measure and correlates with body fat. The Center for Disease Control's Executive Summary entitled "**Body Mass Index Measurement in Schools**" has been web-posted under Parent Resources for additional information on the role of schools in preventing childhood obesity.

The federal government has developed guidance for BMI measurement programs in schools. Their research found that from 1980 to 2012, the percentage of youth who were obese increased from 7% to nearly 18% in children aged 6 to 11 years of age. The American Academy of Pediatrics (AAP) now recommends that BMIs be calculated annually for all youth as part of routine school-based health screenings.

A number of concerns have been expressed about school-based BMI screening programs, including that they might stigmatize students and lead to harmful behaviors. Please know that we are bringing this subject to your attention purely to assure you safeguards are in place to protect student privacy. No information regarding BMI measurement will be provided without parental consent.

Every student in our district will have one BMI screening during each school year. If you wish to receive a copy of your child's BMI, please contact your school nurse directly and this information will be provided to you in a confidential manner at the time screenings are performed in each building.

Respectfully,



Jeff Samaniego, Superintendent

C: Board of Education Members
All Principals and Educational Supervisors
School Physician
All School Nurses

(to be printed in staff & student handbooks annually)

IMC (Indice de la masa del cuerpo)

Sandman Consolidated School
838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
905 SEASHORE ROAD
CAPE MAY, NEW JERSEY 08204

Memorial School
2600 Bayside Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 884-0515

Mand Abrams School
714 Townbank Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

TELEPHONE: (609) 884-9400
FAX: (609) 884-1821

Carl T. Mittenick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 884-9481

Septiembre 2023

Querido padres y guardianes:

Como nuestra nación continúa buscar respuestas al problema creciente de obesidad entre los niños, mucha de nuestra atención está enfocada en programas del índice de la masa corporal (BMI) entre las escuelas. El BMI es la proporción del peso a la estatura cuadrada. Esta usado para evaluar el estado del peso porque está fácil medir, y se correlaciona con la grasa corporal. El repaso ejecutivo del centro de control de enfermedades intitulado "Body Mass Index Measurement in Schools" estaba publicado en el web bajo los recursos de padres para información adicional sobre la responsabilidad de las escuelas con evitar la obesidad infantil.

El gobierno federal había desarrollado dirección para programas del medición de BMI entre las escuelas. Sus investigaciones encontraron que desde 1980 hasta 2012, el porcentaje de niños a quien son obesos había aumentado de 7% a casi 18% con niños de 6 a 11 años de edad. La Academia Americana de Pediatría ahora recomienda que los BMIs sean calculados anualmente para todos los estudiantes como parte de la rutina de evaluaciones de salud entre la escuela.

Un serie de preocupaciones fueron expresados sobre los programas de la evaluación del BMI entre la escuela. Se preocupen que algunos estudiantes serán estigmatizados, y conducirá a comportamientos dañinos. Por Favor sabe que solamente somos presentando esta información para asegurar que las salvaguardas son en lugar para proteger la privacidad de los estudiantes. No proporcionaremos información sobre la medición del BMI sin el consentimiento del padre.

Cada estudiante en el distrito tendrá un evaluación de BMI durante el año de escuela. Si quiere recibir una copia del BMI de su niño, por favor contacta la enfermera de la escuela directamente, y esta información será proporcionada de manera confidencial cuando los exámenes son hechos en cada escuela.

Respetuosamente,



Jeff Samaniego, Superintendente

C. los miembros de la junta de educación
Todas las directoras de escuelas, y las supervisoras educacionales
El médico de la escuela
Todas las enfermeras de las escuelas

EXCESSIVE BODY SPRAYS AND PERFUMES

Sandman Consolidated School
838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
905 SEASHORE ROAD
CAPE MAY, NEW JERSEY 08204

TELEPHONE: (609) 884-9400
FAX: (609) 884-1821

Maud Abrams School
714 Towbank Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

Memorial School
2600 Bayshore Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 884-0515

Carl T. Mitnick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 884-9481

XX

September 2023

Dear Staff, Parents and Guardians:

As we are all aware, the school environment can have a significant impact on the safety and well-being of students and staff.

Many environmental factors can pose potential risks and sometimes they can be as simple as perfumes, cologne and spray deodorants, which are known triggers for allergy/asthma attacks.

*Our students and staff are exposed to these allergens on a daily basis, especially considering that they are confined to small spaces beginning on the bus and then in the classrooms. It is for this reason that we ask that staff and students **please refrain from using excessive body sprays and perfumes**, in order to provide a safe and healthy learning environment for all.*

Also, since our clothes and backpacks absorb these odors, along with cigarette smoke and the many pet aromas, etc., we ask that you make a conscious effort of cleaning these items routinely, since, once the children arrive in school, they must hang their coats and backpacks next to each other, and this has caused an allergic reaction to some children with allergies.

*Please know that we are bringing this to your attention purely for **the safety and comfort of all of our children and staff**.*

Thank you very much for your kind consideration to this request.

Sincerely,

Victoria Rose

Victoria Rose
School Physician

(to be printed in staff, student & substitute handbooks annually)

FOOD ALLERGIES

Sandman Consolidated School
838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9421

**LOWER TOWNSHIP ELEMENTARY SCHOOL
DISTRICT**
905 SEASHORE ROAD
CAPE MAY, NEW JERSEY 08204

Memorial School
2600 Bayshore Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 886-0515

Maud Abrams School
714 Townhunk Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

TELEPHONE: (609) 884-9400
FAX: (609) 884-1821

Carl T. Mitnick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 898-9481

September 2023

Dear Parents and Guardians,

This letter is to inform you that we have an increasing number of students within our district diagnosed with food allergies. While we want to keep all children safe at school, we must be very aware of our many students with life-threatening food allergies and any food brought into the classroom. If these children are accidentally exposed to their food allergen they could have the following: **hives, swelling inside of the throat and mouth, difficulty breathing and cardiac arrest**. We want to minimize their risks and not have an accidental exposure that could lead to a life-threatening reaction.

Listed below are procedures that must be followed for snacks and classroom parties within our district.

1. Please contact your student's school nurse or teacher if unsure about classroom allergies every school year and purchase only safe food items indicated for your child's classroom. Foods should be brand-specific and **MUST** come in the original factory sealed box/bag with all ingredients listed clearly on the package.
2. Homemade baked goods are not permitted. Store bought baked goods are **ONLY** allowed if ingredients are listed (for example: cakes, cupcakes, donuts, or cookies). Cross-contamination is always a concern.
3. Please check with the nurse's office or teacher if you are unsure about the ingredients before sending in to the classroom.
4. Our LTES Wellness Committee would also like to encourage healthy food choices whenever possible.
5. All craft projects must be allergen free (for example: peanut, tree nut or latex)

Thank you for helping us keep our students with food allergies safe. If you have any questions or concerns please contact your school nurse.

ALERGIAS DE COMIDA

Sandman Consolidated School
838 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9410
Fax: (609) 884-9412

LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT
905 SEASHORE ROAD
CAPE MAY, NEW JERSEY 08204

TELEPHONE: (609) 884-9400
FAX: (609) 884-1821

Memorial School
2600 Baysshore Road
Villas, NJ 08251
Telephone: (609) 884-9430
Fax: (609) 886-0515

Maud Abrams School
714 Townshank Road
Cape May, NJ 08204
Telephone: (609) 884-9420
Fax: (609) 884-9421

Carl T. Mitnick School
905 Seashore Road
Cape May, NJ 08204
Telephone: (609) 884-9470
Fax: (609) 884-9481

Septiembre, 2023

Querido padres y guardianes,

Esta letra es para informarse que tenemos un número creciente de estudiantes entre nuestro distrito a quien eran diagnosticados con alergias de comida. Cuando queremos mantener los niños seguros en la escuela, necesitamos ser conscientes de los estudiantes con alergias de comida graves, y toda la comida traída a la clase. Si estos estudiantes son accidentalmente expuestos a su alérgeno alimentario, pueden tener lo siguiente: **urticarias, hinchazón dentro de la garganta y boca, dificultad para respirar y paro cardíaco**. Queremos minimizar su riesgo y no tener exposición accidental que podría llevar a una reacción grave.

Los procedimientos que necesitamos seguir para aperitivos y fiestas en la clase entre nuestro distrito son listados.

1. Cada año, por favor contacta la enfermera de la escuela, o la maestra si no esta seguro de las alergias de la clase. Solo compra comida segura indicada para la clase de su niño. Las comidas deben ser específicos de la marca y necesitan ir en la caja o bolsa sellada y original de la tienda, con todos ingredientes listados en el paquete.
2. Productos horneados hechos en casa no son prometidos. Los productos horneados comprados de tienda SOLO son prometidos si los ingredientes son listados (por ejemplo: pasteles, pastelitos, rosquillas, o galletas). Contaminación cruzada todavía está una preocupación.
3. Por Favor chequea con la oficina de la enfermera o la maestra si no esta seguro de los ingredientes antes de enviarlo a la clase.
4. El comité de bienestar de LTES también quiere fomentar comidas saludables cuando sea posible.
5. Todos proyectos artesanales necesitan ser libre de alérgenos (por ejemplo: maní, nuez de árbol, o látex).

Gracias para ayudarnos quedar los estudiantes con alergias seguros. Si tiene cualquier pregunta o preocupación, por favor contacta la enfermera de la escuela.

DAY CARE PROGRAM

GOAL

The purpose of the Lower Elementary Day Care Program is to provide parents/guardians of students attending the Lower Township Elementary Schools with a solution for before- and after-hours school care that is affordable and provides for their child's safety and comfort. Should parents/guardians have any questions, please contact the Day Care Office at 884-9400, ext 2621.

OPERATIONS

Children who are four years of age by October 1 and are enrolled in the Lower Township Elementary School District are eligible to attend Day Care. All children must adhere to the district's policies and procedures, including the Student Code of Conduct, and be potty trained.

Day Care utilizes three sites to accommodate the Before-School needs of the students. The David C. Douglass Veterans Memorial School site serves students in the Preschool and Kindergarten programs. The Mitnick School site serves the students in Grade 1 and 2. The Maud Abrams School site serves Grades 3 through 6. Students that attend Sandman School, will be accompanied by a Day Care Aide, to be walked over at the start of their school day. All sites operate from 7:00 a.m. until school begins; every day that school is in session.

All four of the district's schools provide after-school care on-site. The afternoon sessions operate from the school's dismissal time until 5:30 p.m. each day school is in session. On half-days before holiday breaks Day Care closes at 4:00 p.m., and on the last day of school Day Care closes at 2:30 p.m. For the safety of the students, Day Care transportation arrangements must be consistent. All students must have a 5 day per week schedule. The schedule must be a permanent one; daily changes cannot be honored. Parents/Guardians wishing to have their students participate less than 5 days will be required to provide transportation to and from school. This is consistent with the district's transportation policy, as outlined in the Student-Parent Handbook.

In the event of inclement weather, Day Care operates as follows:

- There are no Day Care services when school is closed.
- On late opening days, Day Care will begin at 8:30 a.m. unless the building cannot be accessed.
- If school is dismissed early or closed due to weather or an emergency situation, parents/guardians are required to pick up their child as soon as possible.

COST

For students in Kindergarten through Grade 6:

- The cost for the before-school session is \$95.00 per month regardless of the number of days the service is used.
- The cost for the after-school session is \$190.00 per month regardless of the number of days the service is used.
- The cost for before and after school sessions is \$285.00 per month.
- A variety of services are available for Preschool students. Please contact the Day Care Office for sessions and costs.

No child may attend Day Care without pre-registration, including payment. Should parents/guardians have any questions, please contact the Day Care Office at 609-884-9400 ext. 2621. Enrolled students receive a Day Care Handbook defining services and guidelines.



PARENT/GUARDIAN/VOLUNTEER PARKING REMINDER

Parking directly in front of school buildings while school is in session is prohibited. Schools are designated “**FIRE ZONES**” by the Bureau of Fire Safety. Please park in the designated parking lots.

BUS CHANGES

In order to provide an efficient and safe transportation system, it is imperative that routes and passengers remain consistent. We are required by the State of New Jersey (18A: 39-1) to provide transportation to students living at least 2.0 miles from their school of attendance. The Lower Township Board of Education provides courtesy busing to all resident students. Also, special arrangements can be made if it is necessary for a child to be picked up and/or dropped off EVERY DAY of the week at a location other than home.

Other requests for changes in bus or stops will only be honored in the following cases:

1. When a student is to be transported at least five (5) consecutive school days to a different destination;
2. When medical emergencies occur, such as parent/guardian or a relative has to go to the hospital and no other transportation is available.
3. When family emergencies/domestic problems occur and no other means of transportation is available.

Although Lower Township provides transportation to all students from their residence to school in compliance with NJ 18A:39-1, the

district **DOES NOT HONOR REQUESTS FOR DAILY BUS CHANGES**, except in the event of a medical or family emergency or if the student is to be transported at least 5 consecutive school days to a different location.

If, in accordance with the stated procedure, a change in bus or stops becomes necessary, a note should be forwarded to the school office and a phone call should be made to guarantee accuracy of the request and receipt thereof. When possible, both steps should be done twenty-four (24) hours in advance to guarantee implementation and to insure safety.

BUS SAFETY PROCEDURES

PRIOR TO LOADING:

1. **Be at the designated bus stop ten (10) minutes before bus arrival.**
2. Never stand in the roadway while waiting for the bus.
3. Students being transported may board only the bus to which they have been assigned. Deviations will not be permitted except with written permission of the principal of the school to which the student is assigned.
4. Bus riders shall conduct themselves in a safe manner while waiting for the bus.
5. Avoid crowding or pushing while getting on or off the bus.
6. Do not move toward the bus until it comes to a complete stop.
7. Never enter or leave the bus until it comes to a complete stop.
8. Do not destroy or damage surrounding property while waiting for the bus. Bus stops may be discontinued if such action occurs.
9. If, after coming to a complete stop, opening the door and visually surveying the bus stop area, and no students are present, the driver will proceed to the next bus stop.

WHILE ON THE BUS:

1. Obey the driver promptly and cheerfully.
2. Go immediately to your assigned seat, buckle up and remain in your seat until the bus arrives at school.
3. Keep arms, head, and other parts of the body inside the bus at all times.
4. Help keep the bus clean and safe at all times.
5. Avoid loud talking, loud laughter and undue confusion which tend to divert the driver's attention.
6. Remain seated while the bus is in motion.
7. There shall be no tampering with any part of the bus or its equipment.
8. Any damages to the bus will be paid by the offender.
9. Keep all coats, books, and other articles out of the aisle.
10. Permission to open or close windows must be given by the driver.
11. It is unlawful to throw articles from the bus.

12. When approaching a railroad crossing, be absolutely quiet.
13. Do not leave books, lunchboxes and other articles on the bus.
14. When entering or leaving the bus, obey the bus driver.
15. Students who misbehave will be reported by the driver.
16. No drinking, eating, or chewing gum is allowed on the bus.
17. No animals are allowed on the bus.
18. Items that cannot be kept in a book bag are not allowed on the bus.

Cameras have been installed in all school buses. The video system utilized is nationally validated and is in place to ensure the safety of the children and to assist in the effective implementation of the district's discipline policy and procedures.

PLEASE NOTE: No child in grades 1 – 6 will be returned to school if not met at the bus stop by a parent/guardian. Only children in Preschool and Kindergarten will be returned to school and placed in Day Care if not met at the bus by a parent/guardian. The parent/guardian will be assessed at the current day care rate.

INCLEMENT WEATHER CONDITIONS:

1. Bus schedules may vary as to pick-up and take-home times during periods of inclement weather; therefore, please plan accordingly.
2. Proper attire for inclement weather is the responsibility of the parents.

CAFETERIA

The district's Food Service Department provides nutritional hot and cold lunches in each school at a cost of **\$3.25** per day. Students who bring lunch from home may purchase milk for .65 cents.



Parents are strongly encouraged to pay by check, or online @ www.paypams.com (you will need your child's Student ID #). This provides a paper trail of payment. Prepayment also speeds up the lunch line, giving students more time to eat. We encourage you to visit our District Webpage at <https://lowertwpschools.com/lunch>.

Charge Lunch Policy

Lower Township Elementary Schools recognizes the midday meal as an important part of each child's day. It is the policy of LTES to allow students in the schools to charge a meal on the occasion when they may have lost or forgotten their lunch money. Charges will be reflected on a student's cafeteria account until the debt is repaid. There will be no charging of a la Carte items.

The following procedures will be followed in school cafeterias:

- A. The first charged meal- Students will be served the meal of their choice.

- B. The second charged meal- Students will be served a meal of their choice. After reaching a balance of \$9.75, the cafeteria will begin to send home Balance Notifications with the student referencing the district charge policy.
- C. If negative balances have not been paid after four charges (-\$13.00) the building Principal will be notified and a letter will be mailed to the parents or guardians, followed by a phone call from the Food Service office. Students will be served and charged for an alternate lunch that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition.
- D. Charges will be placed on the obligation list.
- E. Any further charges will only be allowed on a case by case basis as determined by the Food Service Supervisor and the Principal.
- F. Balances will remain on a student's account until debt is repaid.

Please be aware Lower Township Elementary Schools offer a prepayment option. Parents and Guardians may apply funds to their students account to reduce the handling of money in the cafeterias. They may send cash or a check to be applied on his or her account in the cafeteria or create a free account using paypams.com and apply funds via the internet.

Should your income status or family dynamic change during the school year, we have a free and reduced lunch program in place. You may request and apply for meal benefits at any time during the school year should your income status change. Please contact Jessica Menzano at 609-884-9470 extension 5149.

Children with outstanding charges may not purchase snacks until all charges have been paid.

Students are given a lunch menu at the beginning of every month. This information is also posted to the district website. We are proud to offer at least (5) different choices for lunch every day in grades 1 through 6 and (3) choices for kindergarten. We also offer at least (2) vegetarian choices daily at all schools.

Breakfast is provided every morning to students at no charge. Included in this meal are milk, fruit, whole grain cereal or whole grain muffins, string cheese, and 100% fruit juice. Students are encouraged to participate in this program. Studies show that children who eat breakfast do better in school.

All students receive a lesson on cafeteria behavior on the first day of school.

Pupil Behavior Procedures

1. There is to be no loud talking or shouting in the cafeteria.
2. **Sharing of lunches is prohibited**
3. There is to be no throwing of food or wrappers.
4. There is to be no running in the cafeteria.

5. Students should be encouraged to bring meaningful activities to the cafeteria, i.e., books, word puzzles.
6. Coin games or table hockey/football are prohibited as cafeteria activities.
7. The notations listed in this section are included in the cafeteria behavior lessons.
8. Other inappropriate pupil behavior not becoming to a proper cafeteria setting shall also be included as subject matter in cafeteria behavior lessons.

Therefore, students are expected to conduct themselves properly at lunch and obey the cafeteria aides. **We encourage our students to make healthy dietary and lifestyle choices, therefore soda and fast food items are not permitted.** In addition, glass bottles are not permitted for safety reasons. All foods must be eaten in the cafeteria and may not be taken back to the classroom or consumed on the school bus.

APPLICATIONS FOR FREE OR REDUCED PRICE LUNCH

Eligibility applications for the National School Lunch Program will be distributed at the beginning of the school year, one for each family. If you have a child at the Richard M. Teitelman or Lower Cape May Regional Schools, you must fill out a separate application for those schools. Applications must be completed and returned to school as quickly as possible.

If you qualify for this program, you will be notified by the Food Services Department. Children who qualify for free or reduced meals will receive a lunch for free. There is no longer a charge for qualified reduced priced families. You can be assured that the names of children receiving these benefits will remain confidential. We have many safeguards in place to protect their privacy. Should your income status or family dynamics change during the course of the school year, you may complete a new application at any time.

NUTRITION AND WELLNESS POLICY

District Policy

8505 - WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS (M)

Section: Operations
Date Created: October 2008
Date Edited: May 2018

M

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
 - c. The Principal or School Wellness Policy Coordinator will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
 - d. Food service staff, in consultation with the Principal or School Wellness Policy Coordinator, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
 - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.
 - f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.
2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:
 - a. The Principal or School Wellness Policy Coordinator will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.
 - b. The Principal or School Wellness Policy Coordinator will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.
 - c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items and for students to make informed choices about nutrition, health, and physical activity.
3. Goals for Physical Activity
 - a. The following activities will be coordinated in each elementary school in the district:
 - (1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.
 - (2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.

ACADEMIC ACHIEVEMENT AWARDS FOR GRADES 5 & 6

Students in grades 5 and 6 can earn academic achievement awards. Any fifth or sixth grade student with a grade point average of 3.5 or above will be recognized at the end of each marking period for his/her academic achievement.

Sixth grade students who have a 3.5 or above grade point average in fifth and sixth grade receive the President's Award for Educational Excellence.

The calculations are based on the following numerical values: A=4; B=3; C=2; D=1; F=0. The cumulative averages are carried to the tenths column with no rounding.

POWER OF ATTORNEY

A Power of Attorney form will be sent home in September on which you will indicate your choice regarding the giving of Power of Attorney to the Lower Township School District for medical treatment for your child in the event you cannot be contacted when an emergency occurs. This form must be on file in the school's office in order for your child to participate on field trips.

FIELD TRIPS

On occasion during the school year, classes may leave the school building for a field trip relating to the curriculum. Permission slips must be signed and returned promptly to enable your child to participate, and the Power of Attorney form must be on file. The annual field trip permission form is located on the final page of this handbook.

If, in the professional opinion of the school staff, a child is a safety risk to himself/herself or others (identified by previous behavior problems in the classroom, cafeteria, or bus) he/she may be excluded from the trip unless the parent/guardian accompanies him/her and assume full responsibility for that student. Students may also lose the right to participate in a field trip as the result of their behavior.

PROHIBITED USE OF ELECTRONIC COMMUNICATION & RECORDING DEVICES (ECRD)

Pupils are not permitted to bring, possess, or use an ECRD on school grounds at any time, regardless of whether school is in session or not. "Electronic

Communication and recording device (ECRD)" includes any device with the capability to audio or video or is capable of receiving or transmitting any type of communication between persons. An ECRD includes but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers electronic readers personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

SCHOOL DOOR LOCKING SYSTEM

For the protection of our children and staff, the Lower Township Schools maintain an intercom door lock system, which requires all visitors to ring the office intercom bell and identify themselves and the purpose of their visit. Student items, such as lunch boxes, backpacks or musical instruments, are to be deposited in the drop box at each office. Visitors must report directly to the school office and obtain a Visitor's Pass, after producing proper identification, i.e., a driver's license.

STUDENT INFORMATION

Due to the fact that many parents have unlisted phone numbers and addresses for a variety of reasons, teachers have been instructed not to pass out student lists containing phone numbers or addresses for any purpose.

STUDENT RECORDS

Ongoing progress files are kept on each student in the school district. Besides general registration and health information, these cumulative records include academic records such as test scores, report cards and evidence of participation in special programs. The files are centrally located in the main office of each school. A parent/guardian having any questions about these records or applicable policies, or wishing to examine or challenge them, may do so by appointment with the school principal.

SPECIAL SERVICES

The Lower Township School District employs a full time Child Study Team to assist children with special needs. The members of the team are listed on the introductory page (page 4) of this handbook. If a parent feels that his/her child may need Child Study Team services, he/she should contact the Child Study Team at 884-9440 or the principal of his/her child's school.



SMOKING ON SCHOOL PROPERTY

By state law, smoking and use of electronic cigarettes is not permitted on school property which includes school buses, buildings or grounds. P.L. 1981 c.320 (C26:3D-17).

DIVISION OF CHILD PROTECTION & PERMANENCY

The Lower Township School District has formed an agreement with the Cape May County District Office N.J. Division of Child Protection and Permanency (DCP&P). The purpose of this agreement is to address the needs of the families and children where abuse or neglect is suspected or identified. Under the law (P.L. 1974 c. 199), any person suspecting abuse or neglect is required to report directly to DCP&P for appropriate follow-up action on behalf of the child and family.

Additionally, pursuant to N.J.S.A. 9:6-8.40 school officials and employees are required to fully cooperate with the Division of Child Protection and Permanency in the Department of Human Services in the investigation of child abuse cases, and are therefore required to:

1. Report cases directly to DCP&P;
2. Release to DCP&P all records past and present pertaining to the child or children under investigation;
3. Permit DCP&P to physically view the child or children in question;
4. Permit DCP&P to interview the child or children in the presence of a school official;
5. Permit DCP&P to interview personnel who may have information relevant to the investigation.

Any person failing to do so may be charged as a disorderly person and subject to a fine and imprisonment or both. Any parent having a question regarding the school's responsibility in this matter should contact their student's school principal.

RIGHT-TO-KNOW (RTK)

Lower Township Elementary Schools are in full compliance with the PEOSH Hazard Communication Standard including the New Jersey Worker and Community Right to Know Law.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.9, the Lower Township Board of Education is hereby notifying the public that the district is in full compliance with all AHERA regulations.

The AHERA Asbestos Management Plans for the district are available for review at each facility and in the Board of Education Maintenance Office between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday.

INTEGRATED PEST MANAGEMENT (IPM)

Lower Township Elementary School is in compliance with the New Jersey School Integrated Pest Management Act of 2002. N.J.A.C. Title 7 Chapter 30, Subchapters 1-12 Pesticide Control Act of 1971 and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the IPM Policy available for review at each school facility, and in the Board of Education Office between the hours of 8:00 a.m. and 3:00 p.m. Monday through Friday.

OPEN PUBLIC RECORDS ACT (OPRA)

The district's Records Custodian is Mrs. Patricia Ryan, Assistant School Business Administrator. Any person wishing to obtain access to government records under the *Open Public Records Act (OPRA)* may do so by completing the "Public Access to Government Records Request Form" which can be obtained in the Administration Building of the Lower Township Elementary School District.

EVERY STUDENT SUCCEEDS ACT (ESSA)

The *Every Student Succeeds Act (ESSA)* replaces *No Child Left Behind (NCLB)* and reauthorizes the *Elementary and Secondary Education Act (ESEA)* of 1965. *ESSA* is meant to ensure that all students have equitable access to high-quality educational resources and opportunities, as well as to close educational achievement gaps.

Under the *Every Student Succeeds Act (ESSA)* our district receives Title I monies to help all students achieve proficiency on the challenging state standards and assessments. Most of our funding is designated for the Basic Skills Improvement Program in the Carl T. Mitnick School.

The law also establishes the Parents' "Right to Know" provision, which allows parents to request information on the professional qualifications of their children's teachers. Please know that all of our teachers are "highly qualified". You may contact your child's principal if you have any further questions. For more information on *Every Student Succeeds*, visit our district web page at <http://www.lowertwpschools.com>. Under the District tab is a link for ESSA. This site explains the law as it applies to New Jersey schools and includes a link to an informative US Department of Education site (<http://www.state.nj.us/education/ESSA/plan>).

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official

committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records, including student suspension and expulsion disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

NOTIFICATION OF RIGHTS UNDER THE PROTECTIONS OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *CONSENT BEFORE STUDENTS ARE REQUIRED* to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the US Department of Education:
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationship;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents;
 8. Income, other than as required by law to determine program eligibility.

RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

1. Protected information surveys or students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The Lower Township School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated regarding FERPA or PPRA may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

AFFIRMATIVE ACTION OFFICER, 504 OFFICER, & DESEGREGATION COORDINATOR

The board shall appoint a certified member or members of the staff to serve as affirmative action officer, 504 officer and desegregation coordinator. The board shall adopt job descriptions, granting the appointed staff member(s) the responsibility to facilitate, oversee and ensure the development and implementation of school and classroom practices plans, employment and contract practices plan, school desegregation plan and section 504 plans, as well as related inter-program coordinator. The affirmative action officer as well as the 504 officer shall ensure that the district upholds all regulations, codes and laws related to equity in the schools. The affirmative action officer and 504 officer shall monitor compliance with this policy. The name, work location and telephone number of these officers shall annually be made known to staff, pupils and members of the community.

AFFIRMATIVE ACTION/SECTION 504 OFFICERS

It is the policy of the Lower Township School District not to discriminate in its educational programs, employment policies, or admission policies/practices on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Lack of English language skills will not be a deterrent to admission to any program in the district. A copy of the policy is on file in the Board of Education Office and in each school building.

Mrs. Patricia Ryan is the district Affirmative Action Officer/Chief Equity Officer/Title IX coordinator. She can be contacted at 905 Seashore Road, Cape May, NJ 08204 or by phone at 884-9400.

The Comprehensive Equity Plan for the district is on file in Mrs. Ryan's office. In accordance with NJAC 6A:7 and Title IX of the Education Amendments of 1972, pertinent information is available upon request.

Mrs. Debra Keeler is the Officer for Section 504 of the Rehabilitation Act of 1973. She can be contacted at 905 Seashore Road, Cape May, NJ 08204 or by phone at 884-9440 ext. 5303. Section 504 plans for the district and due process procedures for disabled students are on file in Mrs. Keeler's office. Pertinent information is available upon request.

GRIEVANCE PROCEDURE

The purpose of this grievance procedure is to provide students, employees and parents with a process through which they can seek a remedy for alleged violations related to discrimination on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

- Step 1: The grievant must present in written form the complaint to the responsible person designated as the Grievance Officer. (use Grievance Report - Form A).
- Step 2: The Grievance Officer has five working days in which to investigate and respond to the grievant (Grievance Officer is to use the space provided on Grievance Report - Form A).
- Step 3: If not satisfied, the grievant may appeal within ten working days to the Superintendent or his designee (not Grievance Officer) (Use Appeal - Form B).
- Step 4: Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal - Form B).
- Step 5: If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Lower Township Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. (Use Appeal - Form C). Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statements.
The decision of the Board shall be by a majority of the members at a meeting which shall be public.
- Step 6: The Lower Township Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for on Appeal - Form C).
- Step 7: If the grievant is not satisfied with the Board's decision, the grievant may file the complaint to the Director of the Office for Civil Rights, Washington, D.C. The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to the Office for Civil Rights.

Grievance Forms A, B, and C are available in each school building, posted to the website (<http://www.lowertwpschools.com/district/equity.html>) and from the Affirmative Action Officer who is also the Grievance Officer.

NON-DISCRIMINATION/AFFIRMATIVE ACTION POLICY

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

The Lower Township Board of Education will continue to support its Affirmative Action Resolution which was adopted on October 28, 2008, and implement the districts equal educational opportunity policy, school and

classroom practices plan and contract/employment practices plan in accordance with law and regulation.

The board authorizes the chief school administrator to develop and implement a Comprehensive Equity Plan to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination and impermissible isolation in policies, practices and facilities of the district. Upon approval of this plan by the state department of education, the board shall adopt it by resolution. The chief school administrator shall report to the board annually on progress toward goals established in the plan. A copy of the district's Comprehensive Equity Plan and self-evaluation of their achievement shall be available in the district office.

HARASSMENT

The board of education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action in-service programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to the conduct or communication is made a term or condition of employment;
- B. Submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment or education;
- C. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or education;

- D. The conduct or communication has the effect of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the district's schools. Harassment by board members, employees, parents, students, vendors and others doing business with the district is prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer or building principal. Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegations to the superintendent or board president. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions

as determined and imposed by the superintendent/board. This policy statement on sexual harassment shall be distributed to all staff members.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in the policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser. Findings of discrimination or harassment will result in appropriate disciplinary action.

School and Classroom Practices

In implementing affirmative action, the district shall:

- A. Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;
- B. Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

These topics are included in the Affirmative Action Programs for School and Classroom Practices BOE Policy.

Contract/Employment Practices

The district directs the superintendent to ensure that appropriate administrators implement the district's affirmative action policies by:

- A. Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the district's affirmative action and Harassment,

Intimidation and Bullying policies in their contacts with district staff and pupils;

- B. Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel management practices and collective bargaining agreements are structured and administered in a manner which furthers equal employment opportunity principles and eliminates discrimination on any basis protected by law; holding in-service programs on affirmative action for all staff in accordance with law.

These topics are included in the business and non-instructional operations, and the personnel policies of the district. .

Disabled

In addition to prohibiting educational and employment decisions based on non-applicable disabling conditions, the district shall, as much as feasible, make facilities accessible to disabled pupils and employees as intended by Section 504 and as specified in the administrative code.

Report on Implementation

The superintendent shall devise regulations, including grievance forms and procedures to implement the district's affirmative action policies. He/she shall report to the board annually on the effectiveness of this policy and the implementing procedures.

SUBSTANCE ABUSE POLICY

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

For purposes of this policy, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 18A:40A-9 or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2A: 170-25.9.

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

- A. The primary objective of this policy is to devote the energies of the Board of Education and the administrative and instructional staff of

- the school district to the prevention of substance use and from the proliferation of the same into our schools, with the prime concern of protecting non-using pupils, and further, the destruction of the potential marketplace which the school or schools can easily become.
- B. The Board of Education, together with the administrative staff and the instructional staff, feels every effort must be made to educate young people, of all grades, on the dangers of substance use.
 - C. Every effort must be made to provide the necessary attitude and value changes in those young people who are currently using drugs of all kinds.
 - D. There must be a clear procedure to handle the possible drug, alcohol and anabolic steroid-related situations involving pupils of the Lower Township School District on or off school property.
 - E. There are provisions for the evaluation and treatment of pupils, as those terms are defined by law (N.J.A.C. 6:29-6.2), who are affected by drug and alcohol use.
 - F. The Board of Education has consulted with local agencies recommended by the State Department of Health in preparation of drug and alcohol policies and procedures and will continue such consultation and in addition thereto shall solicit community input as an annual process to review the effectiveness of its alcohol and drug policies and procedures.
 - G. Substance abuse policies and procedures for discipline, evaluation, intervention, and treatment of drug and alcohol affected pupils shall be made available annually to all school staff, pupils, and parents or guardians.
 - H. Compliance with the confidentiality requirements established in federal regulations found at 42 CR Part 11 will be adhered to.
 - I. Assessment of students must be conducted by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.
 - J. Community agencies taking student referrals must be approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the State Department of Health.

Curriculum and Instruction

- A. The Board of Education shall continue to incorporate into the curriculum for elementary school grades, drug, alcohol, tobacco, and steroid education appropriate for pupils given their age, maturity, and grade level, in accordance with existing Department of Education guidelines.
- B. Programs for drug awareness education are to be continued and modified by the professional staff of all schools for all grades. The grade work and patterns of instruction will be detailed. Instruction will be specific for what must be covered.

**Drug Free
School
Zone**

ENFORCEMENT OF DRUG FREE SCHOOL ZONES POLICY

The board recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county superintendent of schools. This cooperative agreement with law enforcement includes the use of main hallway cameras which are monitored by the Lower Township Police Department. The

Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6) Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988-1.

LAW ENFORCEMENT LIAISON

In order to ensure that such cooperation continues, the board directs the chief school administrator to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

Undercover Operations

The board hereby recognizes that the chief school administrator may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The board hereby authorizes the chief school administrator to request such intervention under these circumstances.

The board recognizes that the chief school administrator is not permitted to ask the board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The board recognizes that law enforcement authorities may contact the chief school administrator to request that an undercover operation be established in a district school. The board recognizes that the chief school administrator is prohibited from discussing the request with the board.

The board hereby authorizes the chief school administrator to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The board directs the chief school administrator and school principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The chief school administrator, principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the chief school administrator shall report to the board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

SUMMONING LAW ENFORCEMENT AUTHORITIES ONTO SCHOOL PROPERTY FOR THE PURPOSE OF CONDUCTING INVESTIGATIONS, SEARCHES, SEIZURES, AND ARRESTS

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to the chief school administrator. The chief school administrator shall immediately report that information to the appropriate law enforcement agency.

If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the chief school administrator will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the chief school administrator may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the chief school administrator and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment.

The chief school administrator or the principal shall immediately notify the student's parents or guardian whenever a pupil is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the chief school administrator, the chief school administrator shall report the reason the police were summoned and any pertinent information to the board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Court in *New Jersey v. T-LO*, U.S. 325 (1985), as set forth in Appendix C of the Attorney General's Statewide Action Plan for Narcotics Enforcement.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the chief school administrator who shall immediately, in turn, notify the appropriate law enforcement agency. The Principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parent or guardian to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the chief school administrator shall request that the law enforcement officials conduct the search, seizure, or interrogation.

Police Presence at Extracurricular Activities

The chief school administrator is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the chief school administrator believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order to crowd or traffic control at a school function.

Resolving Disputes Concerning Law Enforcement Activities

The board authorizes the chief school administrator to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity

on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the chief school administrator shall work in conjunction with the county prosecutor and, where appropriate, the Division of Criminal Justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the Attorney General whose decision will be binding.

Confidentiality of Pupil Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 C.F.R. 2 and N.J.A.C. 6:3-6.6.

IN-SERVICE TRAINING

The chief school administrator will ensure that all district employees receive annual in-service training to make them aware of their responsibilities in accordance with board policies and N.J.A.C. 6:3-6.3 et seq.

ANNUAL REVIEW

The board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the board will consult with the county superintendent, local community members, and the county prosecutor's office.

AVAILABILITY OF POLICY

The policies and procedures contained herein shall be made available to all staff, pupils, parents, or guardians on an annual basis.

WEAPONS & DANGEROUS INSTRUMENTS POLICY

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

For the purpose of this policy "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r.

The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the board to remove the pupil from the regular education program for a period of not less than one calendar year.

The principal/designee shall be responsible for the removal of such a pupil and shall immediately report the removal to the chief school administrator. The chief school administrator may modify a pupil's removal on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal shall inform the chief school administrator/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons or dangerous instruments. Classified students shall be disciplined in accordance with their IEP and in compliance with law and administrative code. As in all disciplinary cases, due process will be provided. (See Policies #5600 Pupil Discipline/Code of Conduct and #5610 Suspension).

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

IMPLEMENTATION

The board directs the chief school administrator to develop regulations to implement this policy.

SEARCH & SEIZURE POLICY

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 solely upon an anonymous tip and/or a 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 in the presence of a second staff member serving as a witness. Before instituting such a search, except in cases of emergency, the principal shall try to inform parents/guardians and request their presence. School personnel shall not conduct strip searches or body cavity searches of any pupils under any circumstances.

SEARCHES FOR CONTROLLED DANGEROUS SUBSTANCES/ DRUG PARAPHERNALIA/ ALCOHOL/FIREARMS/ OTHER DEADLY WEAPONS

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. (See Policies #5530 Substance Abuse and #5611 Weapons and Firearms Offenses).

CONDUCT/DISCIPLINE POLICY

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.

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 school personnel, 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/guardians, 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 pupils' ability to grow in self-discipline.

The chief school administrator shall develop general guidelines for pupil conduct on school property and shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. 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 infractions of those rules.

The chief school administrator shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions, which may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

In developing regulations to implement this policy, the chief school administrator 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 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 chief school administrator 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.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement.

Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

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.

CAPE MAY COUNTY RESOURCES

Cape Assist – (609) 522-5960

Cape Counseling Services of Cape May County, Crest Haven Complex, Cape May Court House, New Jersey 08210 (609-465-4100). Counseling to adults, children and families; group and individual therapy.

Cape May County Lawyer Referral Service - (609) 463-0313

Oasis Youth Services Program of Cape May County, Crest Haven Complex, Cape May Court House, N. J. 08210 (609-465-5045). Temporary shelter of juveniles awaiting court disposition for non-delinquency offenses. Service must be sought through Juvenile Intake.

Coalition Against Rape and Abuse (CARA), P.O. Box 774, Cape May Court House, New Jersey 08210 (609-522-6489). Services to victims of sexual assault and domestic violence; 24-hour hotline crises response (Toll Free – 24 hours = 1-877-294-2272), counseling and advocacy, information and referral, community outreach on domestic violence and sexual assault prevention, accompaniment and arrangement for protective shelter for victims of domestic violence and their children in Cape May County. Their website is www.cara-cmc.org.

STATEWIDE/NATIONAL RESOURCES

DCP&P – 1-877-NJ ABUSE (877-652-2873). This hotline number may be called to report any situation where a child is being abused or neglected or other family emergencies. (Cape May County Office – 609-463-9652)

LEGAL HELP - If you need legal help, but cannot afford a lawyer you may ask for help from Legal Aid Services in your area (Cape May County – 609-465-3001).

NARCOTICS ANONYMOUS of New Jersey – 1-800-992-0401

NATIONAL SUICIDE PREVENTION HELPLINE – 1-800-273-TALK (8255) – 24 hours a day/7 days a week

NEW JERSEY HOPELINE – (855-654-6735) - New Jersey's 24/7 Peer Support & Suicide Prevention Hotline

NEW JERSEY PROJECT CHILD FIND - (800-322-8174). Weekends-identification and referral of un-served handicapped children.

NEW JERSEY SELF-HELP CLEARING HOUSE – (800-367-6274). Provides information on the self-help mutual aid groups in New Jersey.

PERFORM CARE NEW JERSEY – 1-877-652-7624 (24/7) - utilizes significant expertise and integrated technologies to register, authorize, and coordinate services for children, youth, and young adults who are experiencing emotional and behavioral challenges, are impacted by substance use treatment needs, or have an intellectual/developmental disability.

SOCIAL SERVICES/WELFARE - (609-886-6200). Weekdays - information about local emergency assistance. 4005 Route #9, Rio Grande, NJ 08242.

RUNAWAY HOTLINE - (800-231-6946) 24 hours - relays messages to and from runaways.

SOCIAL SECURITY - (800-772-1213). Weekdays - information about filing a claim and services.

WOMEN'S REFERRAL CENTRAL - (800-322-8092). 24 hour information and referral on New Jersey's programs and help for women.

2023– 2024 STUDENT- PARENT HANDBOOK

CONTRACT AGREEMENTS

Please place a ☒ by the following statements indicating that you have discussed the topics with your child and that you and your child understand and agree.

<input type="checkbox"/>	I have read the contents of the Lower Township Elementary 2023–2024 Student – Parent Handbook .
<input type="checkbox"/>	I have read and understand the Attendance Policy .
<input type="checkbox"/>	I have read and discussed the Behavior Code with my child.
<input type="checkbox"/>	I have read and discussed the District Bullying Policy and Procedures with my child and together we pledge to help prevent bullying.
<input type="checkbox"/>	I have read and discussed the Acceptable Use Policy for Technology with my child and agree to abide by the policy.
<input type="checkbox"/>	<u>IDENTIFICATION MANDATE:</u> I understand that at no time will a student be released to a person without identity verification and parental notification.

Throughout the year, students have the opportunity to participate in several field trips. By checking the statement below, you give your child permission to go on the annual field trips. Details of each field trip will be provided by the teacher as they are planned.

<input type="checkbox"/>	My child does have permission to participate in all appropriate field trips.
<input type="checkbox"/>	My child <u>does not</u> have permission to participate in all appropriate field trips.

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

- Articles in a school or district newsletter.
- Pictures taken to accompany a newspaper article.
- Pictures or videos taken to include in a visual presentation in a special event.
- Pictures taken for the teacher to use in his/her class activities.
- Pictures taken to be used in pamphlets or brochures about our district.
- Pictures taken to be used on district approved social media sites.

Board of Education policy requires that we have your permission to take photographs of your child. Please check the appropriate line below. If at any time you wish to withdraw your permission, you may do so by writing a note to your child's building principal. The principal will confirm your request for withdrawal of permission in writing.

<input type="checkbox"/>	I do give permission for my child's picture to be used as stated above.	
<input type="checkbox"/>	I do <u>not</u> give permission for my child's picture to be used as stated above.	
PARENT'S/GUARDIAN'S SIGNATURE		STUDENT SIGNATURE

STUDENT'S NAME		STUDENT'S TEACHER

2023– 2024 ESTUDIANTE- PADRES ACUERDOS DE CONTRATO MANUAL

Por favor pone una ☒ siguiendo los declaraciones indicado que has discutido las temas con su estudiante y que su y su estudiante comprender y son de acuerdos.

☐ He leído los contenidos del Lower Township Elementary **2023–2024 Estudiante–Padres Manual**.

☐ He leído y comprender la **Política de Asistencia**.

☐ He leído y discutir el **Código de Comportamiento** con mi estudiante..

☐ He leído y discutir el **Política y procedimientos de acoso y agresión del Distrito** con mi estudiante y juntos nos comprometemos para ayudar a prevenir el acoso y agresión.

☐ He leído y discutir el **Política de Usa Aceptable para la Tecnología** con mi estudiante y acepta acatar la política.

MANDATO DE IDENTIFICACIÓN:

Yo entiendo que **en ningún momento** será liberado un estudiante a una persona sin verificación de identidad y notificación a los padres.

Durante todo el año escolar, estudiantes tienen la oportunidad para participar en varias viajes de estudios. Comprobando la siguiente declaración, le das a su estudiante el permiso para ir en los viajes de estudios anuales. Detalles para cada viaje de estudio será proporcionado del maestro como estan planeados.

☐ Mi estudiante tiene permiso para participar en todos de los viajes de estudios apropiados.

☐ Mi estudiante no tiene permiso para participar en todos de los viajes de estudios apropiados.

Durante todo el año escolar, hay tiempos cuando la foto de su estudiante puede ser tomado y usada en forma impresa. Algunos de estos tiempos pueden incluir, pero no se limitan a los siguientes:

- Artículos en una escuela o boletín de distrito.
- Fotos tomadas para acompañar un artículo de periodico.
- Fotos o videos tomadas para incluir en una presentación visual or para un evento especial.
- Fotos tomadas para el maestro a usar en los actividades de la clase.
- Fotos tomadas para ser utilizado en los folletos sobre el distrito.
- Fotos tomadas para ser utilizado en los páginas de redes sociales aprobado por el distrito.

La política de la Junta de Educación exige que tenemos su permiso para tomar fotos de su estudiant. Por favor poner una marca de verificación en la línea correspondiente debajo. Si en cualquier momento desea quitar su permiso, puedes hacerlo por escribiendo una nota al director de la escuela de su estudiante. El director de las escuela confirmará la solicitud para quitar su permiso en escribiendo.

☐ Doy permiso para que el foto de mi estudiante se use como se indica arriba.

☐ **No** doy permiso para que el foto de mi estudiante se use como se indica arriba.

Firma de los padres/tutor _____ Nombre de estudiante _____

Firma de estudiante _____ Maestro de estudiante _____

LOWER TOWNSHIP SCHOOL DISTRICT

2023-2024

STUDENT- PARENT HANDBOOK CONTRACT AGREEMENT

*Please be sure to sign and return this contract
agreement sheet to your child's teacher
tomorrow.*

Thank you very much.

LOWER TOWNSHIP SCHOOL DISTRICT

2023 – 2024

ESTUDIANTE- PADRES MANUAL CONTRATO MANUAL

Por favor asegúrese de firmar y regresar esta hoja de contrato manual al maestro de su estudiante mañana.

Muchas gracias.