

# **Lower Township Elementary Schools**

Student – Parent  
Handbook

**2019-2020**



Dear Parents and Guardians,

Welcome back to what I trust will be another exciting year for all of us in Lower Township Elementary Schools! Our rigorous curricular programs continue to provide challenging content, and prepare students for college and career readiness. Our Science, Technology, Mathematics, and Engineering (STEM) program affords students the opportunity to engage in problem- and project-based learning. The program uses Project Lead the Way curriculum to provide an engaging, hands-on approach to learning. Our balanced literacy approach to Language Arts, and Mathematical programming are aligned to current New Jersey Student Learning Standards. Parental involvement in your child's education is a critical factor in student achievement. Creating a daily routine that includes reading with your child every night, and practicing math facts will support the development of these foundational skills.

Attendance continues to be important because students are more likely to succeed in academics when they attend school consistently. Different incentives will be offered throughout the district to our students to promote daily attendance.

Communication between the district and parents remains an integral part of your child's success. Our district is committed to providing excellent communication through a variety of modalities. The Thursday Parent Communication Folder will be sent home weekly, and our website will be updated regularly with important information and reminders of district events.

To assist working parents/guardians, a day care program is available before and after school for a nominal fee. This program is available from 7:00 a.m. until 5:45 p.m. Further details of the daycare program are explained in this handbook.

Social skills and appropriate student behavior continue to be a focus in the Lower Township Elementary School district. Working in partnership with parents/guardians, we will continue to teach students the behaviors and skills that support social success in school and throughout life. Please read the section concerning the Student Code of Conduct, and the information regarding our Harassment, Intimidation, and Bullying Policy, and review it with your child. Your cooperation and support in this area continue to be welcomed and appreciated. Please indicate your choice for permission for your child to attend field trips and be photographed.

If you have not done so already, please sign the Student-Parent Handbook Contract Agreements on the last page, tear out the signed page and return it to school.

The information contained in this handbook is also available on our district website in the Parent Resources section at <http://lowertwpschools.com>.

Jeff Samaniego, Superintendent

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## **LOWER TOWNSHIP BOARD OF EDUCATION**

Gary Douglass, President      Patricia Smith, Vice President  
John Hansen, Secretary      Lauren Read, Treasurer  
Brett Gorman, Attorney  
Jon Vile      Monica DiVito      Joseph Thomas      Joseph McKenna  
Charles Utsch      Michael Mader      Steve Lewis

### **CENTRAL OFFICE STAFF**

Jeff Samaniego, Superintendent  
Patricia Jacob, Secretary to the Superintendent

John Hansen, School Business Administrator/Board Secretary  
Christine Conley, Purchasing Agent/Assistant Board Secretary  
Patricia Ryan, Payroll Clerk

Sabina Muller, Supervisor of Curriculum and Instruction  
Sarah Bowman, Supervisor of Academic Achievement  
Leigh Downie, Secretary to the Office of Curriculum & Instruction

Susan Nelson, Board Office/IEP Direct/SEMI Secretary  
Donna Lahn, Board Office/PowerSchool/NJSMArt

### **PRINCIPALS**

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

### **DISTRICT STAFF**

Fred Fala, 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 Hooyman, Technology Assistant  
Joann Sturm, 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**

Shannon Basco, Day Care Director  
Debra Douglass, Day Care Secretary

### **MEDICAL INSPECTOR**

Bradley A. Bisk, D.O., School Physician

THE LOWER TOWNSHIP BOARD OF EDUCATION MEETS ON THE  
FOURTH TUESDAY OF EACH MONTH AT 7:00 P.M.  
IN THE CARL T. MITNICK SCHOOL LIBRARY.

## 2019-2020 SCHOOL CALENDAR

### SEPTEMBER

- 3 SCHOOLS REOPEN – REGULAR SCHEDULE
- 10 BACK-TO-SCHOOL NIGHT – MITNICK
- 11 BACK-TO-SCHOOL NIGHT – MAUD
- 12 BACK-TO-SCHOOL NIGHT – SANDMAN

### OCTOBER

- 3 MID-TERMS ISSUED
- 14 COLUMBUS DAY – SCHOOLS CLOSED

### NOVEMBER

- 1 END OF FIRST MARKING PERIOD
- 6 IN-SERVICE DAY – SCHOOLS CLOSED
- 7 & 8 NJEA CONVENTION – SCHOOLS CLOSED
- 11-15 CONFERENCES – ALL SCHOOLS – EARLY DISMISSAL
- 27 THANKSGIVING RECESS BEGINS – EARLY DISMISSAL
- 28 & 29 THANKSGIVING RECESS – SCHOOLS CLOSED

### DECEMBER

- 5 MID-TERMS ISSUED
- 20 WINTER BREAK BEGINS – EARLY DISMISSAL
- 23-31 WINTER BREAK – SCHOOLS CLOSED

### JANUARY

- 1 WINTER BREAK – SCHOOLS CLOSED
- 2 SCHOOLS REOPEN
- 20 MARTIN LUTHER KING, JR. DAY – SCHOOLS CLOSED
- 21 END OF SECOND MARKING PERIOD

### FEBRUARY

- 14 & 17 PRESIDENTS DAY WEEKEND – SCHOOLS CLOSED
- 20 MID-TERMS ISSUED

### MARCH

- 25 END OF THIRD MARKING PERIOD

### APRIL

- 6-8 CONFERENCES – EARLY DISMISSAL – ALL SCHOOLS
- 9 SPRING BREAK – EARLY DISMISSAL
- 10-17 SPRING BREAK – SCHOOLS CLOSED
- 20 SCHOOLS REOPEN – REGULAR SCHEDULE
- 30 MID-TERMS ISSUED

### MAY

- 25 MEMORIAL DAY – SCHOOLS CLOSED

### JUNE

- 5 END OF FOURTH MARKING PERIOD
- 8-12 EARLY DISMISSAL DAYS
- 12 \*LAST DAY OF SCHOOL

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

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

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

## LOWER TOWNSHIP ELEMENTARY SCHOOL DISTRICT

### BOARD OFFICE

905 SEASHORE ROAD  
CAPE MAY, NEW JERSEY 08204

TELEPHONE: (609) 884-9400

FAX: (609) 884-1821

www.lowertwpschools.com

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

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

Proposed 4/30/19

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER '19						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	X	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	X	X	X	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	X	X	30

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	X	X	X	X	X	28
29	X	X				

JANUARY '20						
S	M	T	W	Th	F	S
			X	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30	31	

2019-2020

## SCHOOL CALENDAR

### SEPTEMBER (20 Days)

- 2 LABOR DAY - SCHOOLS CLOSED  
3 SCHOOLS REOPEN - REGULAR SCHEDULE

### OCTOBER (22 Days)

- 14 COLUMBUS DAY - SCHOOLS CLOSED

### NOVEMBER (16 Days)

- 6 IN-SERVICE DAY - SCHOOLS CLOSED  
7&8 NJEA CONVENTION - SCHOOLS CLOSED  
11-15 CONFERENCES - EARLY DISMISSAL - ALL SCHOOLS  
27 THANKSGIVING RECESS BEGINS - EARLY DISMISSAL  
28&29 THANKSGIVING RECESS - SCHOOLS CLOSED

### DECEMBER (15 Days)

- 20 WINTER BREAK BEGINS - EARLY DISMISSAL  
23-31 WINTER BREAK - SCHOOLS CLOSED

### JANUARY (21 Days)

- 1 WINTER BREAK - SCHOOLS CLOSED  
2 SCHOOLS REOPEN  
20 MARTIN LUTHER KING, JR. DAY - SCHOOLS CLOSED

### FEBRUARY (18 Days)

- 14&17 PRESIDENTS' DAY - SCHOOLS CLOSED

### MARCH (22 Days)

- 6-8 CONFERENCES - EARLY DISMISSAL - ALL SCHOOLS  
9 SPRING BREAK BEGINS - EARLY DISMISSAL  
10-17 SPRING BREAK - SCHOOLS CLOSED  
20 SCHOOLS REOPEN - REGULAR SCHEDULE

### MAY (20 Days)

- 25 MEMORIAL DAY - SCHOOLS CLOSED

### JUNE (10 Days)

- 8-12 EARLY DISMISSAL DAYS  
12 TENTATIVE LAST DAY OF SCHOOL

Adopted 4/30/19

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	X	15
16	X	18	19	20	21	22
23	24	25	26	27	28	29

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	X	X	X	X	X	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	26	27	28	29	30
31						

JUNE '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	X	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOTE: If necessary, snow days will be added in June to make up 180 days as required by NJ State Law.

X = SCHOOLS CLOSED O = SNOW DAY / = EARLY DISMISSAL

# *2019-2020 Calendario de la escuela*

## *Septiembre (20 días)*

2- Día laboral- La escuela está cerrada

3- Las escuelas reabren- horario regular

## *Octubre (22 días)*

14 Día de la Raza- La escuela está cerrada

## *Noviembre (16 días)*

6 día de servicio- la escuela está cerrada

7&8 Convención de NJEA- la escuela está cerrada

11-15- Conferencias- salida temprana- todas escuelas

27 el descanso del día de acción de gracias empieza- salida temprana

28 & 29 el descanso del día de acción de gracias- la escuela está cerrada

## *Diciembre (15 días)*

20 el descanso del invierno empieza- salida temprana

23-31 el descanso del invierno- la escuela está cerrada

## *Enero (21 días)*

1 el descanso del invierno- la escuela está cerrada

2 las escuelas reabren

20 el día de Martin Luther King Jr. - las escuelas están cerradas

## *Febrero (18 días)*

14 & 17 Día de los presidentes- la escuela está cerrada

## *Marzo (22 días)*

## *Abril (16 días)*

6-8 Conferencias- salida temprana- todas escuelas

9 el descanso de la primavera empieza- salida temprana

10-17 el descanso de la primavera- la escuela está cerrada

20 las escuelas reabren

## *Mayo (20 días)*

25 Día de conmemoración - la escuela está cerrada

## *Junio (10 días)*

8-12 salida temprana

12 último día de escuela (tentativa)

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

X= la escuela está cerrada

O= día de nieve

/ = día de salida temprana

# 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](http://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

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

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

September 2019

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

Septiembre 2019

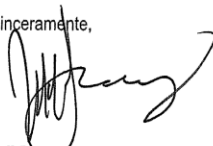
Queridos Padres y guardianes:

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.

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 several resources to alert you to emergency changes in your child's school day. The Emergency 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. During inclement weather, our "official notification" of emergency closings/late openings will be announced over the following radio stations and TV channels listed on the next page by 7:30 A.M. Please be sure to check these resources to insure that you are advised of changes in the school day.

**Radio Stations:** WCZT 98.7 FM, KYW 1060 AM, WOND 1400 AM

**TV Channels** 3, 6, 10

### Web Sites:

- NBC Channel 10 – [NBC10.com/weather](http://NBC10.com/weather)
- KYW Channel 3 – [KYW.com/schoolclosings](http://KYW.com/schoolclosings) (Enter School Code #4109)
- WPVI Channel 6 – [WPVI.com](http://WPVI.com)

**PLEASE NOTE:** You will also receive a telephone call through our automated phone call system to the phone number you have provided, announcing "if" there is a change in the school schedule. **However, do not depend on this call as the primary notification.** When in doubt, check with TV and Radio stations listed above.

Links to the TV postings are available on our district website [www.lowertwpschools.com](http://www.lowertwpschools.com) for Emergency Information. Clicking the Channel Link will provide you with an immediate update. Please be advised that in some situations (i.e., snow in the morning) the designated radio stations will announce 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. Please refer to the schedule announced. 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 Newman 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).

**PLEASE NOTE:** Our official notification will continue to be the TV and radio stations listed above, our Emergency Phone Calling System and district web page.

# DAVID C. DOUGLASS VETERANS MEMORIAL

## SHERRY BOSCH, PRINCIPAL

Debra Jacob, Secretary to the Principal  
Joanne Bailey, School Secretary

### TEACHERS

#### PRESCHOOL

Shannon Alvarez  
Kacey Chism  
Casey Heinicke  
Stacy Hotaling  
Tammy Hughes  
Nicole Parkinson  
Stacey Salerno  
Meaghan Shedlock  
Rachelle Voumard

#### PRESCHOOL MASTER TEACHERS

Barbara Bur  
Robin Tsosie – Specialized

#### KINDERGARTEN

Stephanie Abrams  
Annmarie Bada  
Janet Baxter  
Jessica Breuss  
Alyssa Gannon  
Keri Harron  
Laurie Long  
Christina Lunde  
Kimberly McGarrity  
Jane Mestre  
Kymberly Ridgway

#### BSIP

Chrystie Mahler  
Diane Martino  
Sharon Matteucci  
Leanne Scheff

#### SPECIAL EDUCATION

Megan Brannan – Preschool Self-Contained  
Sandra Flannely  
Carolann Mastalski  
Erin Meehan, Preschool Self-Contained  
Crystal Slaney – Kindergarten Self-Contained

#### NURSE

Beverly Righter  
Marguerite Barger, Clerk

#### CLERK

Kimberly Brooks

#### ESL

Krystalynne Roach

#### SPECIAL AREAS

Krista Hienkel-James, Physical Ed.  
Jill Cucci-Smith, Art Ed.  
Janeen Lindsay, Art Ed.  
Deborah Pruitt, Music Ed.  
Karen Smith – STEM Education  
Sharon Spriggs – STEM Education

#### SPEECH

Tammy Bonino

#### GUIDANCE

Julia Sangillo

#### CASE MANAGER

Joseph Filachek  
Victoria Davenport

#### PRESCHOOL INTERVENTION SPECIALISTS

Jennifer Blum – School Psychologist  
Jamie Grimes – Social Worker  
Krista Risley – Speech Pathologist

SECURITY OFFICER  
Kevin Boyle

**CARL T. MITNICK SCHOOL**  
**CHRISTOPHER SHIVERS, PRINCIPAL**

Eileen Roussos, Secretary to the Principal  
Linda Cardaci, School Secretary

**TEACHERS**

**PRESCHOOL**

Emily Adams  
Amanda Barry  
Megan Downie  
Patricia O'Shea

**GRADE 1**

Jennifer Ackroyd  
Pamela Rose Calverley  
Kimberly Castellucci  
Beth DeShields  
Dana Kelly  
Erine Lloyd  
Melissa LoMonaco  
Amanda Nuscis  
Melissa Prendergast  
Darlene Tester

**GRADE 2**

Molly Baldwin  
Ashley Cobleigh  
Tara Geisel  
Holly Golden  
Sharon Hickok  
Michelle Keeler  
Jenna Melo  
Samantha Osmundsen  
Miken Sheets  
Bryce Yerk

**SPECIAL EDUCATION**

Lori Brion - Preschool  
Cari Eckel  
Gena Johnson  
Heather Kennedy  
Tracy Rutherford – 2<sup>nd</sup> Grade Self-Contained  
Sara Schlitzer – 1<sup>st</sup> Grade Self-Contained  
Diana Sweeney

**BSIP**

Amanda Cardaci  
Rebecca Johnson  
Patricia McDevitt  
Erica O'Neill  
Heather Roth

**SPECIAL AREAS**

TBD - Music Education  
Gerald Griffin - Physical Education  
Jordan Caplan - Art Education  
Sharon Spriggs - Computer Education  
Heather Sekela - Library Education

**NURSE**

Susan Smeltzer  
Diane Wunder, Clerk

**ESL**

Danielle Rechner

**SPEECH**

Christine Furey  
Sandra Pipitone

**GUIDANCE**

Sheryl Boyle  
Margaret Desmond

**CASE MANAGER**

Alison Paras

**CLASSROOM AIDE**

Karen Moorby  
Kathy Warner

**SECURITY OFFICER**

Mel Hedum

# MAUD ABRAMS SCHOOL

## JOHN KING, PRINCIPAL

Theresa Einhaus, Secretary to the Principal  
Terry Coover, School Secretary

### TEACHERS

#### GRADE 3

Robert Ackroyd  
David Bur  
Eileen Gianakopoulos  
Amber Johnston  
Heather LaVancher  
Teresa Morris  
Eileen Oleksiak-Hall  
Matthew Reidenbach  
Anna Thompson

#### GRADE 4

Mary Hickman  
Erin Kelly  
Pamela Levin  
Jesse Munsick  
Amanda-Lyn Pierce  
Shannon Rivers  
Kimberly Rogers  
Cynthia Rosenberg  
Sydney Weeks

#### SPECIAL EDUCATION

Bonnie Barcas  
Catie D'Aleo  
Lindsay Davis  
Christina Granero  
Lauren Magnavita – 3<sup>rd</sup> Gr. Self-Contained  
Brian Wilson – 4<sup>th</sup> Gr. Self-Contained

#### BSIP

Brittany Barger  
Heather Garagozzo  
Teresa Vance  
Greg Young

#### NURSE

Virginia Gowen  
Donna Gentek, Clerk

#### SPECIAL AREAS

Deborah Pruitt - Music Education  
Janeen Lindsay – Art Education  
Kristine Kelly – Physical Education  
Janet Sweeten – Library Education  
Karen Smith – Computer Education/STEM

#### SPEECH

Mary Ellen Wuerker

#### CASE MANAGER

Jeffrey Kelly, Ed.D.

#### CLASSROOM AIDE

Regina Beason  
Erin Fisher  
Donna Gittings  
Stacy Young

#### GUIDANCE

Amanda Dillon

#### ESL

Danielle Rechner

#### SECURITY OFFICER

Al Flitcroft

# CHARLES W. SANDMAN CONSOLIDATED SCHOOL

## VAN CATHCART, PRINCIPAL

Debra Falck, Secretary to the Principal  
Mary Booth, School Secretary

### TEACHERS

#### GRADE 5

Jessica Bryan  
Glenn Donahue  
Gina Farreny  
Frances Grace  
Anissa Holden  
Samantha Milder  
Michael Morey  
Madeleine Morris  
Allyson O'Shea  
Greta Pacevich

#### ADVANCED SKILLS

Kimberly Osmundsen – 5<sup>th</sup> Grade  
Heather Robinson – 6<sup>th</sup> Grade

#### SPECIAL EDUCATION

Carrin Blomkvist  
Kevin Coombs – 6<sup>th</sup> Gr. Self-Contained  
Carol Hawthorne – 5<sup>th</sup> Gr. Self-Contained  
Douglas Milstead  
Annika Tostevin  
Erin West

#### ESL

Danielle Rechner

#### GUIDANCE

Hannah Nelson

#### SPECIAL AREAS

Joseph Bridgeman - Computer Education  
Jill Cucci-Smith - Art Education  
Matthew Danze- Physical Education  
Jennifer Camillo - Vocal Music  
Carlos Morales - Instrumental Music  
Sharon Yarwasky – STEM Education

#### GRADE 6

Ann Marissa Ambacher  
Danielle Brasch  
Justine Franklin  
Doreen Gantz  
Sarah King  
JoAnn McLaughlin  
Jeffrey Robinson  
Lila Shillingford  
Ann Marie Skerry  
Elena Viscomi

#### BSIP

Diana Hansberry  
Jillian Harris  
Barb Hart  
Courtney Petersen  
Genee Voumard

#### NURSE

Christina Isenhardt  
Meghann Kellaway, Clerk

#### SPEECH

Susan Temple

#### CASE MANAGER

Dawn Hinker

#### CLASSROOM AIDE

Kim Smith

#### MEDIA SPECIALIST

Jessica Donohue

#### SECURITY OFFICERS

John Herman

## MAINTENANCE

Fred Fala, Supervisor of Buildings and Grounds  
Carla Paluch, Secretary

John Champion  
Robert Cooper  
Bridget Donati  
Kathy Freese  
Hannah Gioulis  
Dean Hunter  
James Lloyd  
Rich Lowe  
Andrew Morales

Warner Muller  
Gary O'Shea  
Mark Paget  
Linda Sherel  
Joseph Sovani  
Nancy Watson  
Donna Williamson  
Christina Witkowsky

## FOOD SERVICE

Kurt Himstedt, Food Service Supervisor  
Jessica Menzano, Secretary

LaTrice Abrams  
Kathleen Brooks  
Christine Halbruner

Maria Hoff  
Susan Horn  
Alison Mellina

## TRANSPORTATION

Kelly A. Hewitt, Transportation Supervisor  
Donna Geiger, Secretary

Lana Abrams  
Maureen Bingham  
Sherry Layton

Tanner Lafferty  
Edward Proud  
Cristina Kelly Rementer

Kevin Kapp, Mechanic  
Andrew Thomas, Jr., Assistant Mechanic (P/T)



# 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. 2621

## PTA – PARENT TEACHER ASSOCIATION



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  
Michelle Kraus, President

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### 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, lycra/spandex clothing, 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.
- "SILLY BANDZ", or other colorfully shaped rubber band

bracelets, are prohibited. These bracelets present distractions, disturbances and in some cases injury caused from improper handling on the school bus, in day care, the cafeteria and in the classroom. If your student comes to school with rubber band bracelets, they will be asked to remove the bracelet(s), which will be placed in an envelope to be returned home.

- 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) 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 2019

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](http://www.lowertownshipschools.com)). Please click on the box in the center of the page that says **DISTRICT ANTI-BULLYING COORDINATOR** to view the document.*

*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 at least two times per 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

# 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-mediates 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 bully, not the victim. The victim will not be expected to prove that he/she was bullied; the bully 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 bully. A copy of the written notification will be mailed to the parents/guardians of the bully.
- **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.

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

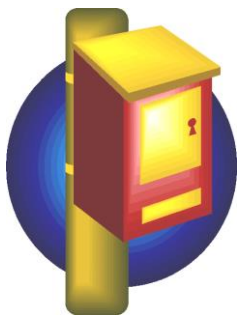
Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- 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 work 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

<b>Level I Infractions</b>	
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 Other Minor Offenses	<b>Consequences</b>
	1 <sup>st</sup> Offense – Warning 2 <sup>nd</sup> Offense – Loss of Privilege 3 <sup>rd</sup> Offense – Detention

<b>Level II Infractions</b>	
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	<b>Consequences</b>
	1 <sup>st</sup> Offense – Detention 2 <sup>nd</sup> Offense – In School Suspension 3 <sup>rd</sup> 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 <sup>st</sup> Offense – Suspension, 1 day 2 <sup>nd</sup> Offense – Suspension, 1-5 days 3 <sup>rd</sup> 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, such as Grandparents' Day, etc.

## 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 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 a one-volume encyclopedia are basic reference aids for students. The school district website contains a link to the **WORLD BOOK ENCYCLOPEDIA**. Journeys reading and GoMath program materials are also 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 <sup>ST</sup> & 2 <sup>ND</sup> 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 <sup>RD</sup> – 6 <sup>TH</sup> 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.



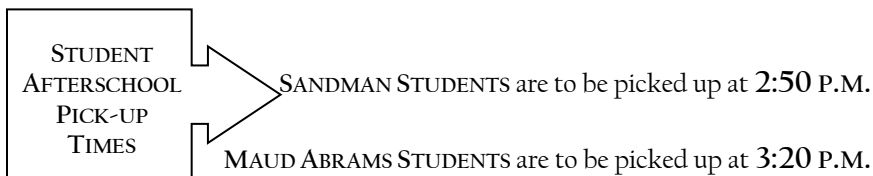
## ACADEMIC MAKE UP SESSION POLICY

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.



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. and 1:05 P.M. (afternoon preschool session) 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. The library houses a variety of resources for students to use including books, magazines, newspapers & audio-books. Additionally, teachers have access to learning kits, games, models, worksheets, transparencies, laptop computers with internet connectivity and DVDs.

Accordingly, various projectors (overhead, DVR, LCD), listening centers, tape recorders, AV accessories and research stations with CD's and software are available also.

## USE OF TECHNOLOGY

The district recognizes that the use of computers and distance learning technologies including the Internet offers vast, diverse, and unique resources to students and staff members. The goal in providing these services is to promote educational excellence in the schools through resource sharing, research, and communicating with others in furtherance of educational objectives.



The operation of the district computer network relies, in part, on the proper conduct of users - students and staff. Therefore, it is necessary for students and staff to follow the guidelines which are set forth in Board Policy 2360. (The Use of Technology Policy, guidance, and Acceptable Use Contract are posted on the district's website under the Technology tab.) If any user, whether a student or a staff member, violates this policy, his/her privileges to use district computers may be limited or suspended. In addition, the student or staff member may be subject to other applicable disciplinary measures.

Students will be subject to all possible disciplines as described in the district's Student Code of Conduct and district policy.

Students will not be permitted to use Internet e-mail through the district computer system unless they have signed the Acceptable Use Agreement and their parents or guardians have signed the agreement indicating the student has his/her permission to use Internet/e-mail through the district computer system. In accordance with district policy, student use of cell phones for calling or texting, and cell phone cameras are strictly prohibited. Parents/Guardians who have questions about the use of technology resources should contact the building principal.

## 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 and Music 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 4 through 6. 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 4 through 6 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

The Basic Skills Improvement Program (BSIP) 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 Program 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 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 provides services to students K through 6.

In order for the BSIP 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 instructors regarding the content of the student ISIP/report cards. Additionally, parents may meet with the Basic Skills staff and provide valuable program input through the School-Based Planning Team. Any questions regarding the Basic Skills Improvement Program 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 6<sup>th</sup> 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](mailto: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](http://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 1<sup>st</sup>.

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 Mrs. Sherry Bosch, 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 curriculum. An additional Family Life Education Program is taught in grades four through six. The curriculum was developed with the active participation of teachers, administrators, parents/guardians, physicians, members of the clergy and representative members of the community.

Briefly, all grades include the following topics:

- Accident Prevention, Safety and First Aid
- Community and Environmental Health (Grades 3-6)
- Consumer Health (Grades 3-6)
- Family Life Education and Growth/Development
- Mental and Emotional Health
- Personal Health, Hygiene and Nutrition
- Disease Prevention and Control
- Substance Use and Abuse

Additionally, the Family Life curriculum includes:

Grade 5 = Anatomy/Physiology, Reproductive Systems, Puberty, Menstruation

Grade 6 = Grade 5 objectives, Birth Process, Venereal/Communicable Diseases, L.E.A.D. Curriculum

The curriculum and instructional materials are available for review in each school's office. Please make an appointment before coming to school. A parent overview will be given before classes begin.

Any child whose parent or guardian presents to the school principal a signed statement that any or part of the instruction in Family Life Education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall 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. 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 6<sup>th</sup> 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 6<sup>th</sup> 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 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. Isenhardt in the Charles W. Sandman Consolidated School (898-9009)
- Mrs. Smeltzer in the Carl T. Mitnick School (898-9488)
- Mrs. Gowen 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

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

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

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

September 2019

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 (Índice de la masa del cuerpo)

Septiembre 2019

Querido padres y guardianes:

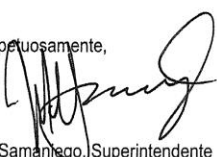
Como nuestra nación continúa buscar respuestas al problema creciente de obesidad entre los niños, mucha de nuestra atención está enfocada en programas del índice de la masa corporal (BMI) entre las escuelas. El BMI es la proporción del peso a la estatura cuadrada. Esta usado para evaluar el estado del 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

Memorial School  
2600 Dayshore 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 J. Mitnick School  
905 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9470  
Fax: (609) 884-9481

September 2019

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 to **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,

Bradley Bisk, D.O.  
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) 884-9412

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  
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714 Townbank Road  
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Telephone: (609) 884-9420  
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TELEPHONE: (609) 884-9400  
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Carl T. Mitnick School  
905 Seashore Road  
Cape May, NJ 08204  
Telephone: (609) 884-9470  
Fax: (609) 898-9481

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September, 2019

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

Septiembre, 2019

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: mani, 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.

## 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 Grades 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 until 5:45 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 \$23.00 per week regardless of the number of days the service is used.
- The cost for the after-school session is \$46.00 per week regardless of the number of days the service is used.
- 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 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 \$2.75 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](http://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.

## **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- Student will be served the meal of their choice.
- B. The second charged meal- Student will be served a meal of their choice. After reaching a balance of \$8.25, 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 (-\$11.00) 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 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.

If at any time your family is having difficulties, 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 lunch will receive a free lunch. Those who qualify for reduced benefits will be charged \$.40 per lunch. 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/WELLNESS POLICY

## POLICY

### Lower Township Board of Education

Section: Operations

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

Date Created: October, 2008

Date Edited: May, 2018

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

## 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.
    - (3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.
    - (4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.
    - (5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.

7. Additional Wellness Policy Goals

- a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the Smart Snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The requirements for any food or beverages sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA and a smart snack calculator shall be on file in each school for each product sold.
2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for each appropriate grade level. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.
3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be pre-approved by the Principal or designee and the District Wellness Policy Coordinator.

C. District Coordinator

1. The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.
2. The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.
3. The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.
  - a. The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.

D. Wellness Policy Assessment

1. The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.
2. The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.

E. Records

1. The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:
  - a. The Board-approved Wellness Policy;
  - b. Documentation demonstrating the Policy has been made available to the public;
  - c. Documentation of the efforts made in the school district to review and update the Policy;
  - d. Documentation demonstrating compliance with the annual public notification requirements;
  - e. Documentation demonstrating the most recent assessment on Policy implementation; and
  - f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.

F. Publication/Dissemination

This Policy and Assessment will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Adopted: 28 October 2008  
Revised: 27 March 2012  
Revised: 26 February 2013  
Revised: 26 November 2014  
Revised: 24 April 2018

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1886 Hinds Road, Suite 1, Toms River, NJ 08753  
ph: (732)255-1500 fax: (732)255-1502

## **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 ground 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 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.

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

**Annual Integrated Pest Management Notice  
For School Year 2019-2020**

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Lower Township Elementary School District has adopted an Integrated Pest Management (IPM) Policy 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 schools IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for the Lower Township Elementary School District is:

Name of IPM Coordinator: Fred Fala

Business Phone Number: (609) 884-9400 ext. 2701

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan the Lower Township Elementary School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

**The following items must be included with this annual notice:**

- A copy of the school or school district's IPM policy.
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan. No Changes Recommended
- A list of pesticides that are in use or that have been used in the past 12 months on school property. None Used

# POLICY

## LOWER TOWNSHIP BOARD OF EDUCATION

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School Integrated Pest Management Plan  
M

### 7422 SCHOOL INTEGRATED PEST MANAGEMENT PLAN

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Lower Township School District.

#### IPM Coordinator (IPMC)

The Supervisor of Buildings and Grounds shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

#### Integrated Pest Management Procedures in Schools

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

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

#### Development of IPM plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

# POLICY

## LOWER TOWNSHIP BOARD OF EDUCATION

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School Integrated Pest Management Plan

### Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Pupils and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

### Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

### Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to pupils, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

### Re-entry

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

### Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

### Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.



## OPEN PUBLIC RECORDS ACT (OPRA)

The district's Records Custodian is Mr. John Hansen, 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 STUDENTS 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; or
  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.

- *INSPECT, UPON REQUEST AND BEFORE ADMINISTRATION OR USE –*
  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.

Mr. John Hansen is the district Affirmative Action Officer/Chief Equity Officer/Title IX coordinator. He 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 Mr. Hansen'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 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 II will be adhered to.
- I. Assessment of students must be conducted by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey State Board of Examiners and trained in alcohol and other drug abuse prevention.
- J. Community agencies taking student referrals must be approved by the County Local Advisory Council on Alcoholism and Drug Abuse or the 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.

## ENFORCEMENT OF DRUG FREE SCHOOL ZONES POLICY

**Drug Free  
School  
Zone**

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](http://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.

## 2019– 2020 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.

- ☐ I have read the contents of the Lower Township Elementary 2019–2020 Student – Parent Handbook.
- ☐ I have read and understand the Attendance Policy.
- ☐ I have read and discussed the Behavior Code with my child.
- ☐ I have read and discussed the District Bullying Policy and Procedures with my child and together we pledge to help prevent bullying.
- ☐ I have read and discussed the Acceptable Use Policy for Technology with my child and agree to abide by the policy.
- ☐ **IDENTIFICATION MANDATE:**  
I understand that **at no time** will a student be released to a person without identify 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.

- ☐ My child does have permission to participate in **all** appropriate field trips.
- ☐ My child does not 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 withdraw of permission in writing.

- ☐ I do give permission for my child's picture to be used as stated above.
- ☐ I do not give permission for my child's picture to be used as stated above.

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PARENT'S/GUARDIAN'S SIGNATURE

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STUDENT SIGNATURE

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STUDENT'S NAME

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STUDENT'S TEACHER

# LOWER TOWNSHIP SCHOOL DISTRICT



2019 – 2020



## 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.*

## 2019– 2020 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 2019–2020 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 student. 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  
2019 – 2020  
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.*