

Middletown Township Public Schools

59 Tindall Road
Middletown, NJ 07748
www.middletownk12.org



Elementary School Parent/Student Handbook 2009-2010

BAYVIEW



FAIRVIEW

HARMONY



LEONARDO

LINCROFT



NAVESINK

NEW MONMOUTH



NUT SWAMP

OCEAN AVENUE



PORT MONMOUTH

RIVER PLAZA



VILLAGE

Published By
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MIDDLETOWN TOWNSHIP SCHOOL DISTRICT CALENDAR 2009-2010																
September 2009		9/20														
S	M	T	W	Th	F	Sa	Important Dates			S	M	T	W	Th	F	Sa
							Sept. 1, 2009 First Day for Teachers / In-service Day									
							Sept. 2, 2009 Teacher In-service Day									
							Sept. 3 First Day/Student Early Dismissal									
							Sept. 4 Early Dismissal									
							Sept. 7, 2009 Labor Day - School Closed									
							Sept. 19-20, 2009 Rush Moshaviv									
							Sept. 23, 2009 Tom Eppes - School Closed									
							Oct. 19, 2009 Staff In-Service - School Closed									
October 2009		10/22					Nov. 2-6, 2009 Fall Recess/NEA Con. - School Closed	February 2010		2/19						
S	M	T	W	Th	F	Sa	Nov. 11, 2009 Veterans Day - School Closed	S	M	T	W	Th	F	Sa	Nov. 16 & Nov. 27, 2009 Thanksgiving Recess	
							Nov. 26 & Nov. 27, 2009 Thanksgiving Recess									
							Dec. 28, 2009 - Jan. 1, 2010 Winter Recess									
							Jan. 4, 2010 Schools Reopen									
							Jan. 15, 2010 Martin Luther King Jr. Birthday - School Closed									
							Feb. 15, 2010 Presidents Day - School Closed									
							Feb. 16, 2010 Staff In-Service - School Closed									
							March 29 - April 5, 2010 Spring Recess - School Closed	March 2010		3/20						
November 2009		11/23					March 30, 2010 Pasover	S	M	T	W	Th	F	Sa		
S	M	T	W	Th	F	Sa	April 2 & April 6, 2010 Good Friday & Easter									
							April 6, 2010 Schools Reopen									
							May 10, 2010 Memorial Day - School Closed									
							June 20, 2010 Last Day Students									
							June 24, 2010 Last Day Teachers									
							Midyear/Summer School Dates			April 2010		4/19				
							Sept. 3 First Day/Student Early Dismissal	S	M	T	W	Th	F	Sa		
							Early Dismissal Schedule									
							Sept. 3 & 4, 2009 - All Schools									
December 2009		12/17					Nov. 19, 21, 23, 24, 2009 Elementary Only									
S	M	T	W	Th	F	Sa	Nov. 25, 2009 Thanksgiving - All Schools									
							Dec. 23, 2009 Winter Recess - All Schools									
							Jan. 28 & Feb. 1 & 2, 2010 High Schools Only									
							Jan. 18 - June 23, 2010 - All Schools									
							Professional Days (Schools Closed for Students)			May 2010		5/20				
							Sept. 1 and 2, 2009; Oct. 16, 2009; Feb. 16, 2009	S	M	T	W	Th	F	Sa		
							Winter / Spring Recess - Schools Closed									
January 2010		1/19					Dec. 24 - Jan. 1 Winter Recess, School Reopens 1/19/10									
S	M	T	W	Th	F	Sa	Mar 29 - Apr. 5 Spring Break, School Reopens 4/6/10									
							Elementary Conferences			June 2010		6/18				
							Nov. 19 (one), Nov. 20, 21, 24, 2009 (Early Dismissal)	S	M	T	W	Th	F	Sa		
							Mid-Term (High Schools Only)									
							Jan. 22 & Feb. 1 & 2, 2010 High Schools Only									
							Final Exams (High Schools Only)									
							June 16, 21, 22, 23 / August 16, June 17, 18, 21, 22									
Important Dates							Notes									
Makeup Period 1 Elementary 9/3-11/13 40 days Secondary Program Reports 12/8/09 - 12/15/09 Secondary 9/3-11/13 43 days Elementary 11/12-1/27 49 days Secondary Program Reports 12/15/09 - 12/22/09 Secondary 11/12-1/27 49 days Makeup Period 2 Elementary 1/28 - 4/13 46 days Secondary Program Reports 3/12/10 - 3/19/10 Secondary 2/3 - 4/16 49 days Makeup Period 3 Elementary 4/16-6/18 48 days Secondary Program Reports 5/21/10 - 5/27/10 Secondary 4/16 - 6/17 49 days							First Day - Students 11/30/09 Schools Closed 12/25/09 1/19/10 2/16/10 3/12/10 4/6/10 5/25/10 6/18/10 6/23/10 6/24/10 6/25/10 6/26/10 6/27/10 6/28/10 6/29/10 6/30/10 7/1/10 7/2/10 7/3/10 7/4/10 7/5/10 7/6/10 7/7/10 7/8/10 7/9/10 7/10/10 7/11/10 7/12/10 7/13/10 7/14/10 7/15/10 7/16/10 7/17/10 7/18/10 7/19/10 7/20/10 7/21/10 7/22/10 7/23/10 7/24/10 7/25/10 7/26/10 7/27/10 7/28/10 7/29/10 7/30/10 7/31/10 8/1/10 8/2/10 8/3/10 8/4/10 8/5/10 8/6/10 8/7/10 8/8/10 8/9/10 8/10/10 8/11/10 8/12/10 8/13/10 8/14/10 8/15/10 8/16/10 8/17/10 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Telephone Directory for the Middletown Township Elementary Schools

School	Main Office Number	Fax Number
Bayview	(732) 787-3590	(732) 787-5201
Fairview	(732) 747-3308	(732) 741-6539
Harmony	(732) 671-2111	(732) 671-3449
Leonardo	(732) 291-1330	(732) 291-2782
Lincroft	(732) 741-5838	(732) 741-3382
Middletown Village	(732) 671-0267	(732) 671-3427
Navesink	(732) 291-0289	(732) 291-3484
New Monmouth	(732) 671-5317	(732) 671-3540
Nut Swamp	(732) 671-5795	(732) 671-3529
Ocean Avenue	(732) 787-0092	(732) 787-4519
Port Monmouth	(732) 787-0441	(732) 787-4191
River Plaza	(732) 747-3679	

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HEALTH AND SAFETY

FINGERPRINTING

Notices go home to all Kindergarten and 4th grade parents/guardians and parents of new students regarding fingerprinting of the students. This is done only with permission. If done, a copy of the fingerprints is sent home with the student. This program was instituted to help aid parents and the police in the identification of children in case of any unforeseen events. Again it should be stressed that this is only done with parental permission.

ALCOHOL AND DRUG AWARENESS

Various programs are presented during the year to acquaint children with the dangers of alcohol and drug abuse. These district programs are addressed in the curriculum at all grade levels to each grade level. The PTA/O subsidizes some of these programs through a yearly donation.

NO SMOKING

The Board of Education believes that the right of persons to smoke must be balanced against the right of the non-smoker to breathe air untainted by tobacco smoke.

In accordance with the law, the Board prohibits smoking at all times anywhere in school district buildings or on school grounds.

EMERGENCY SITUATIONS

In an emergency, immediate evacuation of the building and notification of authorities are the standard procedures. The school staff, teachers, and administrators are well prepared for a variety of emergency situations. Parents/guardians should feel confident concerning all emergency procedures at the school. Each building has its own Evacuation Plan, and has provided training and drill in its use. The school acts “in loco parentis” (in place of parents) during evacuations and lockdowns. **It is extremely important for you to discuss this with your child.** Although we understand your anxiety, it makes it difficult and chaotic when parents/guardians appear at an evacuation site asking to take their own or other children home. **Students will remain with the persons in charge until contacted parents/guardians pick them up at a unification site or they are returned to school for dismissal.** Parents will receive notification of unification sites in September.

PARENT/GUARDIAN SERVICES

NEWSLETTER

Some schools have a newsletter which provides current school and PTA/O information. The information pertains to upcoming events, class activities, messages from the principal and PTA/O executive officers, and notices of important happenings in the community.

If anyone has information to contribute to the newsletter, submit it to the newsletter chairpersons. Editing is at the discretion of the newsletter chairpersons and the principal. All information for the current newsletter and notices of important happenings in the community, should be placed in the PTA/O executive officers' mailbox.

PIC (Parent Information Committee)

The Parent Information Committee serves as a two-way information and problem-solving source for parents/guardians and administrators. PIC representatives attend monthly administration meetings to keep informed of district policies and curriculum. They report back to the PTA/O Executive Board. The representatives also bring any questions or concerns from our school to the district meeting.

IMPACT AND VOICES

Impact and Voices are groups of concerned parents who have handicapped children and/or children with learning problems that require special services. The representatives attend meetings with other area representatives and report any pertinent information to the PTA/O. General information meetings are held as the need arises.

HOSPITALITY

Refreshments for PTA/O meetings and certain events are provided by volunteers coordinated by the Hospitality Chairperson. If you would like to volunteer to bake or provide refreshments at any time during the year, please contact the Hospitality Chairperson.

TASK—"TAKING ACTION TO SAVE KIDS"

Task is a parent-to-parent district organization providing educational programming for parents/guardians. They conduct a transition program for parents/guardians to prepare their students for the grade 5 to 6 transition. For information parents/guardians need to know, check the website under the student assistance program for date and time.

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SCHOOL PARENT GROUPS (PTA, PFA, PTO, PFO, ETC) hereafter called PTA/O

well being of our children. Examples of these may be a catalog sale, family portraits, or a holiday shop. The PTA/O also takes part in the fund raiser efforts of the Education Foundation which includes the Great Race.

The PTA/O certainly understands the problem of feeling inundated with one fund raiser after another. If this is the case, all we ask is that you review the description of events and choose one or two that you feel you are able to give your greatest support. Please remember that the money raised is used only for the benefit of the children. Computers, playground equipment, audio/visual equipment, and cultural enrichment programs are all examples of the use of such funds. **Note: No door to door solicitation is permitted.**

LIBRARY

The Library Paraprofessional and/or the PTA/O Library Chairperson arranges for volunteers to work in the library during school hours.

CULTURAL ENRICHMENT PROGRAM

Several times during the year, the Cultural Enrichment Chairperson schedules educational and cultural programs for the children. PTA/O funds make possible the performances by professional individuals or groups.

PRE-KINDERGARTEN ORIENTATION PROGRAM

The Pre-Kindergarten Orientation Program Chairperson coordinates this program for children who will be entering Kindergarten the following school year. The aim of the program is to foster a positive attitude toward school and for students to become familiar with the facility. The children meet in the school to listen to a story, participate in an activity, and borrow a book. At one session, the children tour the building and may take a short bus ride.

CLASSROOM REPRESENTATIVES

The Classroom Representative Chairperson recruits volunteers for each class to work with the teacher in coordinating class events, trips, and other classroom activities. The Classroom Representatives would also contact all parents/guardians for any emergency closing of the school during the day and delayed openings.

PARENT/GUARDIAN GROUPS

Many services for our schools are provided by parent/guardian groups. They strive to promote the welfare of children in home, school, and community. They strive for a close relationship between home and school that will enhance the education of our children.

They strive to develop a united effort between educators and the general public to secure the highest advantages in physical, mental, and social education for all children.

All services and programs provided by the parent/guardian groups are made possible by the work and efforts of parent/guardian volunteers. All parents/guardians are requested to join and offer their services when they are available. Dues for the organization are collected in the fall. An executive board heads the parent/guardian group and consists of officers and committee chairpersons. A yearly list of these will be published in the school supplement to this handbook. Meetings are held monthly. Notices of the same are sent home with the children and are announced in the school newsletter. All members are welcome and encouraged to attend these meetings. Occasionally, a speaker or a student presentation will be part of the program.

Volunteers are needed for many parent/guardian group activities throughout the year. Many of these activities could not function without the help of parent/guardian volunteers. The committee chairpeople are responsible for assigning the needed volunteers. Parents/guardians interested in volunteering should contact the appropriate chairperson or fill out the volunteer sheet which is sent home with the children at the beginning of the year. However, parent/guardian volunteers are welcome throughout the year.

If parents/guardians have questions to address to the PTA/O concerning any aspect of the educational program, they should submit them to the Principal, the PTA/O Presidents, or the PIC (Parent Information Committee) chairperson. There is a PTA/O mailbox in the office. Questions need not be signed unless they require an individual response. Questions concerning individual PTA/O committees should be directed to the appropriate chairperson.

PTA/O ACTIVITIES

FUND RAISING

Parent/guardian groups conduct several fund raisers each year in an effort to produce the necessary funds that will enhance the education and

District Mission Statement

Middletown Township School District, in partnership with our historically and culturally rich community, provides students with a rigorous and relevant education that motivates them to recognize and develop their full potential as responsible citizens in a dynamic global environment.

PRINCIPALS' LETTER

Dear Parents and Guardians,

The future of the world exists within the children of today. They will live in an ever-changing world of challenges that will go far beyond our current thinking, structures, and experiences. During their elementary school years your children will learn the rudiments of reasoning, reading, writing, and social interactions. It is our intent to provide them with an environment that will prepare them for life-long learning and help them reach their human potential and performance.

During the elementary years, teachers and administrators will provide the students with research-based curricula, connected to real world experiences to make learning relevant and meaningful. These curricula will emphasize cognitive and affective educational domains: developing higher levels of thinking skills, fostering positive self-esteem, respect for others, and the social and emotional development of children. We will continue to integrate technology into instruction as an essential tool for learning.

We view our role as leading the process; this calls for working with people in our school communities to determine where we are now and to chart a course of excellence for the future. While the specific activities offered by one school may differ from others, the district vision statement, our district mission statement, and the outcomes of the Middletown Township Public Schools will connect us.

Always remembering that the early years of a child's development and education make all the difference in what a child becomes as an adult, we ask for your continued support and involvement in this process.

Sincerely,
The Middletown Township Elementary Principals

STUDENT RULES OF CONDUCT

notices and items of interest.

If anyone has information they would like included in the newsletter, it can be submitted following school procedures.

SCHOOL PHOTOS

Individual photos are usually taken in the fall. A letter detailing the ordering procedure is sent home prior to the photo session. Various packages are available for purchase. Prepayment is required. If a child is absent for the photo session, another date is usually scheduled later in the year for make-ups. Class photos are taken on the same day.

LOST AND FOUND

Students are responsible for all their books and belongings. Everything should be labeled with the student's name. Lost and found items will be held in the office for a reasonable length of time. Students are urged not to bring valuable items or excessive amounts of money to school.

TELEPHONE CALLS

The office phone may be used by children for emergency situations only. Parents/guardians are urged to avoid unnecessary calls to the school office. Any unusual circumstances, such as a parent/guardian not being home after school or a child going somewhere other than home, should be resolved with the child before the start of the school day. Last minute phone calls are discouraged. In the past, there have been problems with late calls. There can be no assurance that a child will receive any message arriving after 2:45 p.m.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

- physical or social immaturity
- frequent or long absences

Parents/guardians can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents/guardians will be involved in any retention decision.

SCHOOL SECURITY

School buildings in which security cameras are in use have a sign on the door to the main entrance indicating this.

FIELD TRIP CONDUCT

Students going on field trips are representing their school. All rules of proper behavior and courtesy are expected. Parent/guardian chaperones are not permitted to bring other siblings/children with them.

CARE OF SCHOOL PROPERTY

Vandalism of desks, walls, or other equipment belonging to the school is a serious offense. Students are responsible for cleaning, repairing, or replacing any school property that they abuse and may be subject to disciplinary action. This policy also pertains to buses.

BICYCLES (not in all schools)

Students who ride bicycles to school are expected to be aware of and to abide by New Jersey Bicycle Rules and Regulations. In addition, the following should be observed:

- Every child riding a bike must wear a helmet (14 years of age or younger). It is a law.
- Every bicycle must have a lock and chain.
- The owner must furnish the school with the following information:
 - Make and Model
 - Serial Number
 - Identifying Features
- Bicycles must be walked when on school property.
- Permission slips must be signed by parent/guardian and student and submitted to the main office.
- Riding a bicycle to school is a privilege for 4th and 5th grade students only.

Students who do not observe these rules will not be permitted to ride their bicycles to school. The school assumes no responsibility for bicycles. However, provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. Students are never to ride their bikes on school grounds.

SCHOOL BULLETINS

From time to time other bulletins and notices are distributed. These school communications are important ways to keep parents/guardians informed of school activities. Children need to understand the importance of bringing these bulletins home. All schools are working toward creating a “paperless” environment. Please check your school website regularly for important

ENTRANCE REQUIREMENTS

A child whose fifth birthday falls on or before October 1 may be admitted to Kindergarten, and a child whose sixth birthday falls on or before October 1 may be admitted to first grade.

An original birth certificate is a necessary entrance requirement. Proofs of residency are also required. For Domicile and Affidavit students, additional documentation will be necessary. A record of a physical examination by your child’s doctor after October 1 of the previous year is required. The State of New Jersey requires a doctor’s certificate certifying the following state mandated immunizations: DPT, polio, measles, mumps, rubella for all students; Hepatitis B for students born after January 1, 1996; and varicella (chicken pox) for Kindergarten and 1st grade. A Mantoux TB screening is optional/required on an individual basis. Students transferring into any grade are required to have proof of a physical examination within the past 365 days, proof of above stated immunizations and a copy of the most recent report card.

STUDENT INFORMATION

When parents or guardians register a student in the Middletown Township School District they are asked to fill out a student information form. Annually the parents or guardians are sent home a student information sheet to make any necessary revisions. At anytime throughout the year, the parent or guardian can send a note to the office to update information on the student information form. The information is put into the district computerized student information system. This provides information to the office staff when they need to contact a parent or guardian, or in case of an emergency. Necessary information includes:

- Student’s name and address, home phone number, birthday, gender and grade
- Parent(s) or guardian(s) name, address, home phone number, work number, cell phone number
- Emergency contact information that includes the name, address, and phone numbers of four people to contact if the parent or guardian, cannot be reached
- Physician’s name and phone number, medical alert information
- Insurance information

Note: Please make sure to update the student information form periodically to reflect current student data.

SCHOOL POLICIES

RESIDENCY VERIFICATION

The Middletown Township School District requires all parents/guardians to submit verification of residence to demonstrate their entitlement to a free educational program in the Middletown Township Public Schools.

Four proofs of residency will be required upon registration (enrollment) as well as for students currently attending::

Acceptable proofs of residency must include a property tax bill, contract of sale, lease, mortgage or other signed evidence of property ownership, tenancy, or residency. Three additional proofs must also be provided, and may include Court orders, documentation provided by any governmental agency (driver's license, voter registration, military orders), utility bills, etc.

SCHOOL HOURS

REGULAR SESSION – for all regularly scheduled school days:

Grades K-5, Special Ed 9:00 a.m. to 3:00 p.m.

EARLY DISMISSAL FOR INCLEMENT WEATHER

In the event that school is to be held on a short session, the following schedule will apply:

Grades K-5, Special Ed 9:00 a.m. to 1:30 p.m.

Preschool half-day program Regular AM session
No PM session

Preschool Self-contained 8:45 a.m. to 1:00 p.m.

Program

EARLY DISMISSAL FOR STAFF DEVELOPMENT, CONFERENCES AND END OF YEAR

In the event that school is to be held on a short session (e.g., staff development days and end of school year), the following schedule will apply:

Grades K-5, Special Ed 9:00 a.m. to 1:30 p.m.

Preschool Programs

Half-day program AM session 8:45 a.m. - 10:15 a.m.
PM session 11:45 a.m. - 1:15 p.m.

Self-contained program 8:45 a.m. - 11:45 a.m.

NOTE: All-day special education classes at Bayview, Harmony, Lincoln, Middle Village, Navesink, New Monmouth, Nut Swamp and Ocean Avenue will be dismissed along with the all-day regular classes.

STUDENT RULES OF CONDUCT

- Do not bring GLASS bottles to school.

LUNCH AND SNACK

Lunch time is a half hour for each class. Lunch is eaten in the classroom or in the All-Purpose Room.

At the teacher's discretion, there may be a snack time in the morning. This is typical for Kindergartners and First Graders. Children must bring their own snack unless told otherwise. Nutritious snacks are strongly recommended.

ASSEMBLY PROGRAMS

Assemblies are held periodically to provide enrichment experiences. For the benefit of everyone, these procedures should be followed.

- Respect the participants and show courtesy. Negative remarks, sounds, or booing will not be tolerated.
- If there is a question and answer period, the students should:
 - Only respond when recognized
 - State the question loudly and clearly
 - Say "Thank You"
 - Listen carefully to avoid repetition
 - Not talk or eat unless told to do otherwise
 - Be attentive to the participants

SCHOOL EVACUATION/FIRE DRILLS, LOCK-DOWN DRILLS AND BUS EVACUATION DRILLS

School Evacuation/Fire drills occur twice a month; lock-down drills and Bus Evacuation drills occur once each semester. All drills are important and every person in the school building or on the buses, should act accordingly. The purpose of the drills is to practice leaving either the building or the buses, or securing the building, as quickly and efficiently as possible and to be prepared in the event of a real fire or other emergency. The following are the responsibilities of each and every student during drills

- Follow the directions of the teacher or adult in charge at all times.
- Proceed quickly and in an orderly fashion to the designated area or exit.
- **DO NOT TALK AT ANY TIME.**
- Stay in line, remain quiet and await further instructions.

Our only assurance of students safety is everyone's complete cooperation. Students who do not cooperate in observing the above responsibilities are endangering the lives of everyone in the building.

STUDENT RULES OF CONDUCT

- sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.
- Jellies and gums: Includes such foods as gum drops, jelly beans, jellied and fruit-flavored slices.
 - Marshmallow candies
 - Fondant: Includes such foods as candy corn and soft mints
 - Licorice
 - Spun candy
 - Candy-coated popcorn

The above foods are considered by USDA Regulation and New Jersey State Administrative Code as “foods of minimal nutritional value” and cannot be sold or given away on school property at any time before the end of the last lunch period.

Schools are finding that a number of children have severe allergic reactions to certain foods, or ingredients within foods. **Prior to bringing in any food for the entire class, a parent/guardian should confer with the classroom teacher and the nurse to find out if any food allergies exist in the class. Ingredients must be carefully checked in classrooms where there are known food allergies.**

HALL PROCEDURES

Students are requested to cooperate with the following hall rules in order to maintain order and secure safety for all:

- Avoid excessive noise, i.e. loud talking and yelling, since other classes are in session.
- Enter the classroom promptly to avoid congestion at the door.
- **PLEASE WALK!** Do not run, push or shove.
- Keep to the right in single file when passing in the hall.
- Have the first student open the door back against the wall when the class is leaving.

LUNCH PROCEDURES

Lunch is a time to relax. The following will help maintain a student’s comfort:

- Clear desk top before eating.
- Remain seated except for getting lunch or throwing away trash.
- Clean up after finishing.
- Use good manners.
- Follow directions and cooperate with the adults in charge.

SCHOOL POLICIES

DELAYED OPENING

In the event of inclement weather, schools may have a delayed opening, which will be broadcast on local media.

Grades K-5, Special Ed	10:30 a.m. to 3:00 p.m.*
<u>Pre-School</u>	
Half-day program	AM Session 10:45 a.m.-12:15 p.m. PM Session 1:15 p.m.-2:45 p.m.
Self-contained program	10:30 a.m. - 1:15 p.m.

* Buses will pick up students 90 minutes later than the regular schedule.

** The teachers’ workday will begin 20 minutes before the delayed opening starting time.

SCHOOL ARRIVAL

While attending elementary school, students will not be admitted into the school building before 8:45 a.m. **WALKERS AND THOSE DRIVEN BY PARENTS/GUARDIANS SHOULD NOT PLAN TO ARRIVE AT SCHOOL EARLIER THAN 8:45 A.M. AS THERE IS NO SUPERVISION PRIOR TO THAT TIME.** Any child who lives two (2) or more miles from the school qualifies for busing. Buses arrive at the school building between 8:45 a.m. and 9:00 a.m. These children enter through the designated door. Walkers are to enter via designated doors according to individual school rules. In some areas of the community safety busing is provided within the two (2) mile limit.

Any parent/guardian who needs to come to school with his child must report to the office, sign in, and tell the secretary the reason for being at school. For security reasons, each elementary school is equipped with a bell and a speaker by the outside entrance, and a monitor located in the main office. Anyone who would like to enter the school must ring the bell, identify himself and tell the reason why he is there.

RIDING SCHOOL BUSES AND BUS CONDUCT

The right of all students to ride in the conveyance is conditional on their good behavior and observance of the following rules and regulations. Any student who violates any of these will be reported to the school principal. Please be sure to sign and return the district form to confirm that you have reviewed expectations with your child.

1. The driver is in full charge of the bus and the students. Students shall obey the driver cheerfully and promptly.

SCHOOL POLICIES

2. Students shall obey and respect the orders of monitors or patrols on duty (if applicable).
3. Students shall be on time; the bus cannot wait for those who are not on time.
4. Students shall occupy the space designated for them by the driver.
5. Students shall observe the following:
 - a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
 - b. Clean footwear before entering the bus.
 - c. Spitting on the bus is against health and safety rules. Such conduct will be reported to the school principal.
 - d. Papers or other trash should not be thrown on the bus floor.
 - e. No one should damage or deface the bus in any way.
 - f. Students should avoid any unnecessary conversation with the driver of the bus.
 - g. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
 - h. Safety and NJ law requires that students wear seat belts when on the bus.
 - i. Students must not change seats or try to get on/off the bus while it is moving.
 - j. Students may not leave the bus without the driver's consent except at their assigned bus stop or at school.
 - k. Courtesy and respect must be shown fellow passengers, persons along the route and the bus driver. Inappropriate language will not be tolerated.
 - l. The bus driver will report any damage or vandalism on the bus to the school principal.
 - m. Walk on the left side of the road, facing traffic, when walking to and from the bus stop.
6. Students who must cross the road after alighting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the street.
7. Should any student persist in violating any of these regulations, it shall be the duty of the driver to notify the principal. After a warning has been given to the student, the principal shall deny the disobedient student the privilege of riding the bus until permission to ride again is given in accordance with the Board of Education policy. (Written notice of the action of the principal shall be furnished to the parent/guardian.)
8. Any complaint of drivers, students, or parents/guardians, not specified in the above regulations, shall be reported promptly to the principal.
9. Should the conduct of a student on the bus endanger the lives or morals

STUDENT RULES OF CONDUCT

- At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices.
- No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNV's during the course of providing health care to individual students; or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment.

This school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Middletown Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The Middletown Board of Education will work toward expanding awareness about this policy among students, parents/guardians, teachers and the community at large.

Foods of Minimal Nutritional Value

- Soda water
- Water Ices—those water ices which contain fruit or fruit juices are not included.
- Chewing gum
- Certain candies
 - Hard candy: Includes such food as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints,

STUDENT RULES OF CONDUCT

- Encouraging students to select and consume all components of the school meal; and
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program (if available), shall meet the standards as outlined within this policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient; and
- All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. (Federal labeling of trans fats on all food products is required by January 1, 2006.) All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

- 1) Based on manufacturers nutritional data or nutrient facts labels:
 - No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - No more than two grams of saturated fat per serving.
- 2) All beverages shall not exceed 12 ounces, with the following exceptions:
 - Water.
 - Milk containing two percent or less fat.
- 3) Whole milk shall not exceed eight ounces.

In elementary schools:

- 100 percent of all beverages offered shall be milk, water or 100 percent fruit or vegetable juices.

In middle and high schools:

SCHOOL POLICIES

of other people, and the offending student fails to cease such conduct when requested by the bus driver to do so, with permission of the principal, the offender may be removed from the bus. This will be done only in extreme cases and as a last resort to protect the safety of other students.

10. Students who are walkers and who are NOT assigned to a bus by transportation, CANNOT ride the bus home with friends for play dates.
11. Students riding the bus CANNOT change bus stops for play dates.

SCHOOL DISMISSAL

Dismissal time is 3:00 p.m. for Grades K-5. Students will be dismissed at designated exits. Parents/guardians are not to enter the building to pick up their children.

Children who are bused to and from school are expected to ride their assigned buses home. The buses line up and are identified for the children. For insurance reasons, **it is against School Board policy for students to ride a bus other than their assigned bus.**

If an emergency arises after the child has gone to school and plans change, the parent/guardian should call the office or send a note with the new dismissal information.

Students are not allowed in the building after school unless they are with a teacher or are participating in an after school activity such as scouts, or After Care. They should go directly to that meeting place.

LEAVING SCHOOL EARLY

Children who must be excused from school early, should bring a note from their parents/guardians stating the time to be excused and the reason for leaving early. While we encourage you to arrange medical or dental appointments after school hours, we recognize this is sometimes difficult. **To minimize interruption of the school day, a note must be brought to the teacher in the morning.** Students will not be excused from school early unless their parent or other designated adult comes to school to pick them up. **The parent should report to the office to sign out the child.** Parents are not to go to the classroom. The child will be paged to come to the office. These requirements are for the safety of the children.

If someone other than a parent/guardian will be picking up the child, **a note giving permission is necessary.** Identification may be requested by the building principal. No student will be released before the regular dis-

SCHOOL POLICIES

missal time unaccompanied by a parent/guardian or designee.

Students are not permitted to make plans on their own during the school day which involve changes in the dismissal procedures. They must go directly home after school.

When you must pick-up your child prior to dismissal, it would be greatly appreciated if you would do so no later than 2:30.

ABSENCES AND STUDENT ACTIVITIES

Any student absent from school may not participate in any after school activity (including practices on that day.) Students must be in school for four hours, NOT including lunch, to receive credit for a full day of school.

THE COMMUNITY YMCA Before/after school childcare:

Some schools have morning or afternoon (or both) child care programs. (7:45 a.m. - until the first bell; 3:00 p.m. – 6:00 p.m.). See individual schools for availability or call The Community YMCA at (732) 264-3500 or Fax # (732) 264-3513 for further information. This is a tuition program. Please note when schools are closed due to inclement weather, the program is canceled. When there is a delayed opening, morning care is canceled.

FIRST DAY OF SCHOOL

Much information is sent home with the children on the first day including: free and reduced lunch applications, student accident insurance forms and regulations for riding buses. Parents/guardians must respond and return required forms the next school day when appropriate

ABSENCE OR TARDINESS

Classes begin promptly at 9 a.m. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students absent from school may not participate in after-school activities.

Excusable absences are:

- Illness accompanied by a doctor's note
- Observance of designated religious holidays
- Suspension from school
- Necessity of appearing in court

STUDENT RULES OF CONDUCT

with high heels, Heelys or other shoe/skates are not permitted in school for safety reasons.

- For gym, sneakers, should be worn. Dresses are inappropriate and should not be worn on physical education days.
- Hair should be neat, clean, and of an appropriate length.
- Students are not to bring to school such things as tape or CD or DVD players, radios, game boys, walkman, jewelry, extra money, etc. *However, at appropriate times with the teacher's permission (i.e. show and tell, special classroom projects, etc.) such items may be brought in, with the understanding that the school takes no responsibility for them.* Electronic devices, such as i Pods, portable games, etc., may not be used in school, and the school takes no responsibility for them.
- As there is always a telephone available to students, we discourage cell phones in the elementary school. If there is a special circumstance, please write a note to your child's teacher. In that case, the phone **MUST** be turned off and in the child's backpack for the duration of the school day.

CLASSROOM PARTIES AND GIFTS

Classroom parties may occur for holidays and at the end of the year. Check with individual school policies.

Children may bring in a special snack for the class on their birthdays if they desire. Please check the "**FOOD**" section for information on the district's nutrition guidelines, and food allergies **BEFORE** bringing in **ANY FOOD** for parties and birthdays.

The Board requests that gifts to teachers not be of significant monetary value. Letters of appreciation from students or parents/guardians are considered more appropriate. Parties for teachers are discouraged.

FOOD

Middletown Board of Education School Nutrition Policy

The Middletown Board of Education, a recognized school authority, recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Middletown Board of Education is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;

STUDENT RULES OF CONDUCT

- Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school pursuant to New Jersey State law.

The statute and district define hazing in the following manner. A person is guilty of hazing... if in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury pursuant to New Jersey State law.

All previous definitions and examples of harassment, intimidation, hazing or bullying are equally prohibited and valid.

Specifically, no one shall harass, intimidate, threaten or bully either explicitly or implicitly another student. Students are required to conform to the student code of conduct delineated in the student handbook sent home to parents/guardians yearly and available in the main office. Students are also required to respect the person, property and rights of others; to obey constituted authority; and to respond to those who hold that authority.

Other harassing, intimidating, hazing or bullying conduct in, around school buildings, and during school functions is also prohibited. Everyone including but not limited to: professional staff, support staff, parents/guardians, siblings, visitors and volunteers, in/around the school premises or on school district business off-premises has a responsibility to contribute to a professional environment which is free from harassment, intimidation, hazing or bullying.

SUSPENSION

Suspension is a last resort in dealing with serious discipline problems. When a student's behavior becomes such that the safety or well-being of others in the school is endangered, it will be necessary to exclude the student from school for an appropriate period of time.

STUDENT ATTIRE AND BELONGINGS

Student attire should be reasonably neat, clean, and appropriate for the scheduled activities of the day. In hot weather, shorts of a reasonable length are permitted. Shirts must be worn and the shirt must meet the pants. Spaghetti straps are not appropriate for school. Sandals, flip-flops, or shoes

SCHOOL POLICIES

- Death in the family

Parents/guardians will be notified in writing if their children accrue excessive absences.

If a child is going to be absent, the parent/guardian must call the school office between 8:00 and 9:00 a.m. as required by the Board of Education policy. This is the Childwatch Program. If the office is not contacted, a call will be made to the child's home, parent's place of employment, or emergency contact.

Homework/Make-up work: Any child who is out because of illness for one (1) day should spend the day recuperating; therefore work will not be provided for single day absences. If a child is out two (2) or more days due to illness, work will be provided upon request and can be picked up in the main office at the end of the school day. Parents/guardians are to request homework/make-up work by 9:30 a.m.

Students returning from an absence must bring a written excuse signed by their parent/guardian that includes:

- name
- days absent
- reason for absence

The note should be given to the teacher. If the absence was due to a contagious illness, a note from the doctor is required.

In order that an absence due to illness be considered "excused", a doctor's note must be provided.

When tardy, children should report to the office to obtain an admission slip to class. Parents/Guardians will provide an explanation for the tardiness. Lateness at any time after 9:00 a.m. will be considered unexcused unless the student has a valid and verifiable reason for being late.

UNEXCUSED ABSENCES AND TARDIES

The following action will be taken for students who continue to be late to school or who accumulate excessive absences:

- 4 unexcused absences or lates in one marking period notification letter from principal
- 8 unexcused cumulative absences or lates notification letter from principal to be signed by parent/guardian

SCHOOL POLICIES

- 12 unexcused cumulative absences or lates parent/guardian conference with principal & district attendance officer
- 16 unexcused cumulative absences or lates notification from district attendance officer of impending truancy proceedings
- 30 unexcused cumulative absences may result in retention if the child has not adequately met standards.

EMERGENCY SCHOOL CLOSING

Notice of school closing due to inclement weather or other reasons can be found on:

The District Web Page www.middletonk12.org or by listening to the following radio stations:

STATION	AM	FM
WADB	1310	
WJLK		94.3
WKXW		101.5

(WKXW is simulcast on Comcast Channel 8 from 5:30 AM to 10:00 AM)

The decision to close school is made as early as possible. The township fire sirens are activated at 6:30, 7:00, and 7:30 a.m. A series of blasts will be heard. Parents/guardians are requested NOT to call the radio stations, police headquarters, or the school about school closing. However, a recorded message will be available at the School Board office (732-671-3850) as soon as the decision is made.

If it appears probable that weather and road conditions will improve, there may be a **DELAYED OPENING**. Delayed openings will be broadcast on the stations previously listed and posted on the district website. Notification of delayed openings may be made by the classroom representatives. They will attempt to contact all parents/guardians. Consult the district website at www.middletonk12.org for details. See page 5 for program times.

Cancellation of non school-hour programs and athletic programs outside of regular school hours due to inclement weather or other reasons, is announced over radio stations **WJLK, WKXW, and WABD** and posted on the district website once the decision is made by the proper authorities. However, the general rule states if school has been closed, all activities are cancelled, including YMCA Child Care Programs.

STUDENT RULES OF CONDUCT

STUDENT BEHAVIOR

Proper and reasonable behavior is expected from every student. The New Jersey law states that students shall submit to the authority of the teachers and others in authority at all times. This statute gives school authorities the legal right to govern all aspects of student behavior.

It is the student's responsibility to recognize that the principal, teachers, and other adults in the school are in complete charge of the students and their actions at all times. **Under no circumstances will defiant or disrespectful behavior be tolerated.** Fighting, harassment, and bullying will not be tolerated in the Middletown Township Schools or on school campuses. Breaking this rule will result in immediate punishment as deemed fit by the principal according to district policy.

HARASSMENT, INTIMIDATION, HAZING OR BULLYING

The Middletown Township Board of Education prohibits any forms of harassment, intimidation, hazing or bullying among and between students. A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation, hazing or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be conscious of demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. This policy is established according to provisions set forth by the New Jersey Department of Education pursuant to New Jersey State law.

The statute and district define harassment, intimidation, or bullying in the following manner. Harassment, intimidation, or bullying means any gesture or written, verbal or physical act that 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus or at a school bus stop and that:

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or

out the year to protect it from damage. On the cover should be written;

NAME	SUBJECT
TEACHER	GRADE

- The stamp inside every book is to be completed with the student's name and condition of book immediately upon receiving the book.
- No writing or marking in textbooks is allowed at any time.
- To protect the book bindings, no papers, rulers, combs, etc. should be placed inside the books.
- Torn pages should be mended immediately.
- Books should be kept dry.
- The habit of lending and borrowing books should be discouraged.

TESTS

Students in third, fourth and fifth grades will take a state mandated test (NJ-ASK) in May. Second grade students will take a district test (NJ PASS).

Students in all grades, beginning at second grade, are administered a test which reflects progress in language arts literacy and mathematics. In grade 4 students are also tested in science based on the New Jersey State Core Curriculum Standards in Science. Results are reported in bands as partially proficient, proficient, and advanced proficient; and parents/guardians receive an individual student report. Comparative data on school and district performance are reported annually.

Students whose scores fall below the state-mandated minimum level of proficiency on the tests may be eligible for Tier III instruction or Academic Assistance (Title I schools).

REPORT CARDS (Progress Report)

Report Cards are sent home four times during the year. Parents/guardians keep the Progress Report and return only the signed envelope to their child's teacher. The final report card is sent home on the last day of school. Parents/guardians keep the Progress Report and the envelope at this time.

In the unlikely event that there is an **EARLY DISMISSAL** during the day, parents/guardians should use common sense in planning for their child's care on these days. Emergency closings will be announced on the radio and posted on the district website. Classroom representatives will attempt to contact all parents/guardians if current emergency information has been provided. Working parents/guardians should make their own backup plans beforehand for use during these days. Children should know these plans and be reminded of them periodically.

Working parents/guardians need to provide the classroom representative for their child's class with phone numbers of the adults who will be responsible for their child's care in case of early school closings. A letter for this purpose should be sent to the school at the beginning of the school year.

Note: After school programs will be cancelled, including YMCA afternoon childcare.

TRANSFERS AND WITHDRAWALS

Parents/guardians must notify the office in writing at least three days in advance if their child will be changing schools. A parent/guardian must come to the office to sign an authorization for the transfer of records to the new school. A transfer card will be supplied.

CHANGES OF ADDRESS AND/OR TELEPHONE

The office should be notified immediately when a change of address, or change of home, business or emergency telephone number occurs. This is especially important in case of emergency.

INTERNET ACCEPTABLE USE POLICY

The school district may provide Internet access for students during school hours. The purpose of the district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Middletown Township Board of Education Policies.

SCHOOL VISITS AND CONFERENCES

VISITORS

Anyone who is not a current student or staff member of each school, must report directly to the office upon entering the building and sign the visitor's log. **THIS INCLUDES ALL PARENTS/GUARDIANS AND SCHOOL VOLUNTEERS!** All visitors must obtain a visitor's badge. Visitors who are not volunteers are not allowed in the building unless prior arrangements have been made with the principal. **Unscheduled visits to the classroom are not permitted.**

For safety reasons, younger siblings may NOT accompany parents who are visiting or volunteering in a classroom.

During school hours, visitors should park in the provided spaces. Please do not block any entrances to the school. This is a fire hazard. Remember, at some schools, the driveway and/or parking areas may be blocked at dismissal times or at other times during the day. For evening meetings, when additional parking is required, cars should be parked on only one side of the driveway. This will allow fire equipment to get in and out in case of an emergency. According to School Board policy, preschoolers are not allowed to accompany their parents/guardians while they are volunteering at the school.

VACATIONS

School vacations are noted on the school calendar printed in the school supplement to this handbook. Parents are requested to make vacation arrangements to coincide with the designated school vacation periods.

VACATIONS ARE RECORDED AS UNEXCUSED ABSENCES.

PARENT/GUARDIAN CONFERENCES

A scheduled parent/guardian – teacher conference is held once a year at the end of the first marking period as part of the regular reporting process. Teachers will send home appointment notices with each child to schedule the conference. Students and parents/guardians will be given an early dismissal schedule, which will allow all students to be released by 1:30 p.m. (see Early Dismissal schedule for exceptions on page 4.)

Some parents/guardians are hesitant about participating in conferences. However, our teachers can do a much better job with students if they can share their understanding of the student directly with the parent/guardian. It is not necessary to wait for the regular conference time if a parent/

HOMEWORK-TEXTBOOKS-TESTS-REPORT CARDS

HOMEWORK POLICY

Homework is defined as an assignment related to class work that is to be prepared or completed outside of class. It should be assigned according to these guidelines:

1. Homework should be purposeful and its relevance and format clear to the student.
2. The number, frequency, and degree of difficulty of homework assignments may vary with subject matter, but should always be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
3. These time allotments serve as a guideline in making assignments.

GRADE	AVERAGE DAILY HOMEWORK
1-3	½ hour
4-6	1 hour
7-9	1 to 1 ½ hours
10-12	1 to 2 hours

4. Homework should be of a type which can be completed by the student without requiring additional instruction from a teacher.
5. Reading assignments, written assignments, and long-term projects should be varied according to the individual needs of students.
6. Homework must be reviewed by the teacher.
7. Homework requests should be made for students who are absent more than one day. Such requests should be made before 9:30 a.m. to be picked up at 3:00 p.m.

Properly designed, regularly scheduled homework is considered an integral component of the instructional program. A quiet place should be made available for this purpose, and a regular time for doing homework may also be helpful in developing good study skills. Parents/guardians may provide guidance for children, but should not do the assignments for them.

TEXTBOOKS

Each student is responsible for all issued books and supplies, even if they are damaged, lost, or stolen. If a book is damaged or lost, it must be paid for before another will be issued. Payment should be made in the office, and a receipt will be issued. The teacher will then issue another book. If the book is found later, the office will refund the money.

The following are textbook regulations:

- Every textbook should be covered and kept covered through-

SCHOOL SERVICES

out another book until the fee is paid. If a lost book is found, the money will be refunded. Donations of new or used books are welcome at any time. Some children do this as a gift to the library on their birthdays. Students should bring the books to the library with a note listing the donor's name and class.

FIELD TRIPS

Field trips are planned with a specific purpose. Students must have a signed permission slip for each trip. They will remain at school on the day of the trip if a permission slip is not returned. Sometimes the cost is partially funded by the PFA/PTO and Board of Education. Other times, students must pay their own expenses. Money should be placed in an envelope with the child's name, teacher's name, and amount. Checks should be made payable to the school or "Cash". **If a child is absent on the day of the trip, the cost cannot be refunded.**

BUILDING ACTIVITIES AND INFORMATION

Please consult individual schools for such topics as newsletters, bulletins, student photographs, lost and found, telephone calls, notices and posters, directories and handbooks, supplies, safety patrols, school stores, and other similar items.

SCHOOL VISITS AND CONFERENCES

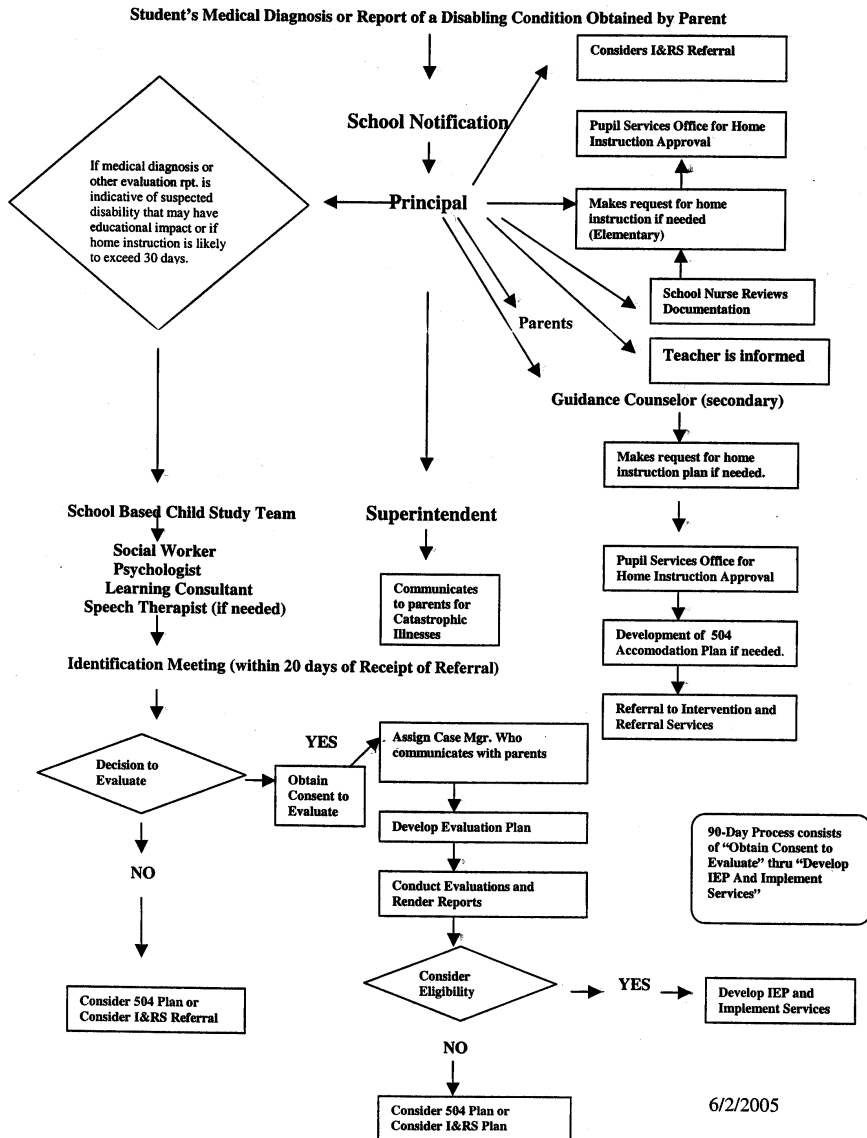
guardian has a special concern. Parent/guardian conferences are encouraged and can be arranged during the school year.

Any parent/guardian who feels a need to meet with the child's teacher, may request an appointment by calling the school and leaving a message on the teacher's voicemail, calling the office, or sending a note to the teacher. To speak briefly with the teacher, a parent may send a note or call the office requesting that the teacher return the call at the teacher's convenience, or leave a message on the teacher's voicemail.

BACK-TO-SCHOOL NIGHTS

In early fall, parents/guardians are invited to come to school in the evening to meet as a class with their child's teacher. During this time, the teacher will inform parents/guardians of the curriculum, discuss classroom procedures and expectations, and give homework guidelines. **THIS IS NOT A TIME FOR INDIVIDUAL CONFERENCES.** Back-to-school nights are scheduled over one or more evenings to allow parents/guardians with more than one child to have an uninterrupted half hour with each teacher. This is a good opportunity to meet the teacher, principal, and other parents/guardians. Parents/guardians are strongly urged to attend this informative session.

Process for Parents to Request Pupil Services when Student is Diagnosed with Catastrophic Illness or Disabling Condition by a Medical Doctor or Private Evaluator



6/2/2005

experiences. This is a mandated program which identifies students utilizing standardized test scores and a multiple measure assessment.

Children who are identified for this program will receive services during the literacy and/or math block.

OFFICE OF SPECIAL EDUCATION (Student Services)

The Office of Student Services is responsible for special education programs, child study team evaluations, health services, drug prevention, truancy and domicile. Programs in special education include pull-out resource, resource with in-class support, self-contained classes and speech/language services.

Included within the staff are educational specialists representing the following disciplines: learning disabilities, psychology, social work, speech, nursing, and medicine.

The Child Study Team is composed of a Learning Disabilities Consultant, a Psychologist and a Social Worker.

GUIDANCE COUNSELORS

Professional counselors are available at each elementary school to assist students with social needs, personal/family problems affecting their learning, and crisis situations.

INSTRUMENTAL MUSIC

In the fourth and fifth grades, students can further develop their musical ability by participation in the Instrumental Music Program. The program includes small group lessons, band practices when proficient, and may include a concert for students and parents/guardians.

LIBRARY

Each class has a regularly scheduled library period once during the 6 day rotation. A child takes a book home and should bring it back the following library day. Some teachers request that the books be returned the day before they are due as a reminder to the child. In order for another to be borrowed, a book must be returned or the child may bring in the book for renewal. Reference books and encyclopedias may be used in the library or signed out to the classroom for the day only.

If a book is lost, the student must pay for a replacement and may not take

SPEECH

Speech services fall under the New Jersey Administrative Code Title 6A, Chapter 14 Special Education. Students may be eligible for speech services if their speech problems will have an educational impact. This is discussed during a pre-determination meeting with the parent/guardian, teacher and speech language specialist. A decision is made whether or not to implement specialized speech testing.

ELL (ENGLISH LANGUAGE LEARNERS)

The law requires that we identify all students whose native language is one other than English. These students may qualify for help in an ELL program.

READING SPECIALISTS

Reading specialists provide intervention strategies and resources for students who need additional support in reading.

SPECIALS SCHEDULE

The specials schedule at the elementary level is based on a six-day rotating schedule (A through F). The subject areas included in the rotation are Spanish, art, music, computer, physical education and health. An additional 20 minute period of Spanish instruction is provided during the 6 day rotation for grades 1-5. All students in grades K to five will take part in specials. Kindergarten students will also participate in the "It's OK to be Different" program. A district calendar of rotation days is available in the front office of the school and on the school district website. Your child's teacher will provide you with a list of which special falls on each of the days A-F.

HOME INSTRUCTION

Home instruction, due to temporary illness or injury, will be provided when a physician documents the need for confinement for at least a two-week period of time. When a child is ready to return to school, it will be necessary to submit a statement from a physician that he/she may return to school.

ACADEMIC ASSISTANCE PROGRAM

Each year the federal and state governments give eligible school districts money to implement an Academic Assistance Program. The purpose of the program is to provide students who are experiencing difficulty learning basic reading, writing, and/or math skills with the additional help they need to ensure a successful school experience. The program seeks to support students as they progress through the grades, rather than wait until they have experienced so much failure that school and learning are no longer pleasant

ILLNESS/INJURIES AT SCHOOL

If a student becomes ill or is injured at school, the school nurse is available to give immediate assistance. If it is necessary for an ill or injured student to be sent home, either the nurse or office will notify the parent/guardian to come for the student. If a parent/guardian cannot be reached, the people listed on the student information sheet will be contacted. When filling out the form, it is important to list people who are likely to be available for such pickups. **IF FOR SOME REASON DURING THE YEAR YOUR JOB, RESIDENCE, OR THE PEOPLE YOU HAVE LISTED CHANGE, IT IS IMPERATIVE THAT YOU NOTIFY THE OFFICE IMMEDIATELY.**

RETURNING FROM CONTAGIOUS ILLNESS

Children who have had an elevated temperature should remain home until the temperature has returned to normal without medication for 24 hours.

If a child is returning after having had a contagious illness such as strep or conjunctivitis, **a note from the child's doctor is required for re-admittance.** The note listing the illness, date treatment began, and doctor's signature should be delivered to the office by the child on the day of return. The child will then be sent to the classroom.

CASTS OR CRUTCHES

A doctor's note is required if a child must use crutches at school, has had a cast applied, or otherwise needs special medical attention.

MEDICATIONS

Exceptional circumstances may require a child to take medication during school hours. This is allowed only if the child's attendance at school would not be detrimental to the health or physical well-being of others. Parents/guardians should come in and administer any required medication. Where medication is necessary, but a parent/guardian is unable to administer it, the school nurse may perform this function. The following conditions must be met:

1. The nurse must have a written statement from the parent/guardian giving permission to give the medication to the child.
2. The nurse must have a written order from the child's doctor including:
 - Child's name and name of medication
 - Purpose of the medication, dosage, and termination date

HEALTH POLICIES

3. The medication must be in its original container.
4. The medication **MUST** be kept in the nurse's office.

EXAMINATIONS

Children are screened for vision and hearing yearly. The nurse weighs and measures each child every year. A physical examination by the child's doctor is required for entering Kindergartners. Whenever the child subsequently receives any immunization boosters, this information must be added to the child's health records at school. A note signed by the doctor, indicating date and type of booster, should be sent to the school nurse.

All children ten years of age and older are screened for scoliosis (curvature of the spine) unless a parent/guardian requests that their child not be screened.

TB TEST OF VOLUNTEERS

Volunteers working in the school on a regular basis, i.e. library, need to bring in their record of a Mantoux (TB) test administered within the last 3 years or see the school nurse for their test. This procedure is mandated by state law.

PHYSICAL EDUCATION EXCUSES

Students who need to be excused from physical education for one day must bring a note for that day. Excuses for a long period of time or serious injury, require a written note from the child's doctor stating the date the child may return to gym.

FAMILY LIFE

The Family Life Program is part of the district's health curriculum which provides students with the information, decision-making skills and attitudes that will encourage thoughtful and responsible behavior. Permission slips are sent home to all the parents/guardians for each student's participation in the program at the beginning of each school year.

SCHOOL INSURANCE

School insurance will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care. Parents/guardians are encouraged to take advantage of this service. The State of New Jersey offers affordable health care called NJ Family Care. They can be reached at 1-800-701-0710 to request an application.

HEALTH POLICIES

SCHOOL LUNCHES

School lunches are available daily, starting with the first day of school. A monthly menu of the lunches is sent home and may be found on the district website: www.middlestownk12.org. Students must have a lunch ticket to give to the teacher on the day they want to buy lunch. Lunch tickets can only be bought in strips of five and the money is to be brought in on designated days. The tickets will be distributed to the students that day or the following day. In the lower grades, the teacher often keeps the students' lunch tickets in his/her desk. Tickets from previous years may not be used.

If you would prefer the child to bring the tickets home, simply write a note to the teacher on the envelope at the time of the purchase. Tickets may be used at any time during the school year in which they are purchased. A lunch ticket provides both meal and milk.

As stated, lunch money will be collected on a designated day for the following week. If a child is absent on that day, money will be accepted early the next morning. Checks should be made payable to **MTBOE CAFÉ ACCT**. Money or a check should be put in an envelope with: child's name, teacher's name/ grade an amount. When the child brings the lunch tickets home, the child's name should be written on each ticket so that any lost tickets can easily be returned.

Milk and water may be purchased separately from lunches. Tickets are issued for milk and water. Milk and water money is collected on a designated day. Students using a lunch ticket on a day for which milk also has been purchased are entitled to two milks. Please be aware that the price for milk is different from the price of water.

Although payment may be made by cash or check, parents who pay their bills through their bank's on-line bill pay are encouraged to set the MTBOE Cafeteria Account as a Payee to schedule periodic payments. See the district website under "What's for Lunch"- "I Need Lunch Money!" for further information. In addition, weekly lunch orders will be collected rather than daily.

Sometime during the first week of school, children will bring home the annual survey to determine eligibility for free and reduced priced meals for the current school year. Students approved for free or reduced priced meals for the previous school year will continue to receive them until the new survey is completed. If the new form is not returned by September 30, the program will stop.