

# Middletown Township Public Schools



August T. Miner Administrative Offices  
834 Leonardville Road 2<sup>nd</sup> Floor  
Leonardo, NJ 07737

[www.middletownk12.org](http://www.middletownk12.org)

Elementary School  
Parent/Student Handbook  
2017-2018

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Bayview	Fairview
Harmony	Leonardo
Lincroft	Navesink
New Monmouth	Nut Swamp
Ocean Avenue	Port Monmouth
River Plaza	Village

## **DISTRICT BELIEF AND MISSION STATEMENTS**

### **DISTRICT MISSION STATEMENT**

The Middletown Township Public School District, in partnership with our resourceful and historically rich community, provides students with a rigorous and relevant education, rooted in the New Jersey and Common Core State Standards, motivating them to recognize and develop their full potential as responsible citizens, contributing to an ever-evolving global society.

### **BELIEF STATEMENT**

**We believe we must function as a united community to...**

1. Meet every student's unique and individual needs, in a safe and nurturing educational environment.
2. Prepare students for innovative opportunities in a rapidly evolving global society, in which technology is integral.
3. Inspire, engage, and challenge students and staff to make the commitment to become lifelong learners, both within and beyond the classroom walls.
4. Provide all students equitable opportunities for personal development by maintaining progressive resources.
5. Support the success of our children, who are our future.

Dear Parents/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 students with research-based curricula connected to real world experiences making learning relevant and meaningful. These curricula will emphasize 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 as an essential tool for learning.

We view our role as leading the process; which 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.

Remember 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 partnership, support and involvement in this process.

Sincerely,  
The Middletown Township Elementary Principals

Published by the  
Middletown Township Board of Education

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Member	<a href="#"><u>Joan Minnuies</u></a>
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**DISTRICT ADMINISTRATORS 2017-2018**

**William O. George III, Ed.D.,** *Superintendent of Schools*  
**Amy P. Gallagher,** *Business Administrator/Board Secretary*

**Assistant Superintendent**

**Kimberly Pickus,** *Asst. Superintendent for Human Resources, Curriculum & Instruction*

**Assistant Superintendent**

**Mary Ellen Walker,** *Asst. Superintendent for Student Activities/Services*

**Business Office Administrators**

**Denise DeRosa,** *Assistant Business Administrator / Assistant Board Secretary*

**District Directors**

**Marjorie M. Caruso,** *District Director of Curriculum, Math & Science K-12*

**Charlene O'Hagan,** *District Director of Curriculum, Humanities, K-12*

**Robert Dunn,** *District Director of Student Services*

**Patrick Rinella,** *District Director of Student Support Services*

**Directors**

**Richard Carroll,** *Director of Athletics*

**Lindsay Fox,** *Director of High School Operations*

**Steven Graziano,** *Director of Fine, Performing & Practical Arts, K-12*

**John Kerrigan,** *Director of Mathematics, K-12*

**Devyn Orozco,** *Director of Science, Health & Physical Education, K-12*

**Christopher Reginio,** *Director of Social Studies, World Language & Business, K-12*

**Jessica Shaw,** *Director of Staff Development & Special Projects, K-12*

**TBD,** *Director of Digital Media Arts, Computer Science & Technology, K-12*

### **Curriculum Supervisors**

**Angela Mero**, *Supervisor of Elementary Instruction & Curriculum, K-5*

**Lucinda Van Glahn**, *Supervisor of English Language Arts, K-12*

**Danielle Schroeck**, *Supervisor of Instruction, Special Education*

**Jamie Koransky**, *Student Services Supervisor of Child Study Teams*

**Sharon Thimons**, *Supervisor of Special Class Programs & Related Services*

**Daniel Alston**, *Supervisor of Innovation, Design & Communication*

### **Department Coordinators/Supervisors**

**Susan Calabro**, *Student Information Systems and Enrollment Manager*

**John Maguire**, *Supervisor of School Security*

**Dave Siwiak**, *Network Administrator*

**Barbara Vining**, *Transportation Coordinator*

## **ELEMENTARY SCHOOL PRINCIPALS**

Ms. Tara Raspanti, Principal  
Bayview Elementary School

Mr. Michael Melando, Principal  
Fairview Elementary School

Mr. Erik Paulson, Principal  
Harmony Elementary School

Mr. Peter Smith, Principal  
Leonardo Elementary School

Mr. Daniel Imbimbo, Principal  
Lincroft Elementary School

Ms. Karen Zupancic, Principal  
Middletown Village Elementary School

Mr. Jim Altobello, Principal  
Navesink Elementary School

Mr. Matthew Ferri, Principal  
New Monmouth Elementary School

Mr. Neil Leone, Principal  
Nut Swamp Elementary School

Ms. Cynthia Wilson, Principal  
Ocean Avenue Elementary School

Ms. Maureen McCormack, Principal  
Port Monmouth Elementary School

Mr. David Whitman, Principal  
River Plaza Elementary School  
**Elementary Level Chain of Command**

How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “Chain of Command”, or where to begin the communication sequence regarding their child’s problem.

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command

**Elementary Level Chain of Command**

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<b>On Matters Involving Instruction</b>		
1. Classroom teacher		
2. Principal		
3. Office of Student Services (Special Education Services)		
• Supervisor of Child Study Team	Ms. Koransky	(732) 671-3850, ext. 1035
• Supervisor of Special Class Programs & Related Services	Ms. Thomas	(732) 671-3850, ext. 1035
• Supervisor of Instruction Special Education	Ms. Schroeck	(732) 671-3850, ext. 1034
• District Director of Special Education	Mr. Dunn	(732) 671-3850, ext. 1038

4. District Directors of Curriculum & Instruction		
• Student Programs	Mrs. Caruso	(732) 671-3850, ext. 1046
• Principal Support	Mrs. O'Hagan	(732) 706-6061, ext. 1027
5. Assistant Superintendent of Human Resources & Curriculum	Mrs. Pickus	(732) 671-3850, ext. 1027
<b>On Matters Involving Operations, Discipline and Attendance</b>		
1. Principal		
2. District Director of Student Support Services	Mr. Rinella	(732) 671-3850, ext. 1030
3. Asst. Superintendent for Student Activities/Services	Mrs. Walker	(732) 671-3850, ext. 1026
<b>On Matters Involving Facilities or Buildings &amp; Grounds</b> (building maintenance / custodial / grounds)		
1. Principal		
2. Supervisor for District Facilities	Mr. Parsells	(732) 706-6061, ext. 1373
3. Business Administrator / Board Secretary	Mrs. Gallagher	(732) 671-3850, ext. 1015
<b>On Matters Involving Transportation</b>		
1. Principal		
2. Transportation Coordinator	Mrs. Vining	(732) 671-3850, ext. 1007
3. Business Administrator / Board Secretary	Mrs. Gallagher	(732) 671-3850, ext. 1015
<b>On Matters Involving Security</b>		

1. Security Supervisor	Mr. Maguire	(732) 671-3850, ext. 1097
2. District Director of Student Support Services	Mr. Rinella	(732) 671-3850, ext. 1030
3. Asst. Superintendent for Student Activities/Services	Mrs. Walker	(732) 671-3850, ext. 1026
<b>Final Contact--Only after you have spoken to the administrators listed above</b>		
Superintendent of Schools	William George, Ed.D.	(732) 671-3850, ext. 1002

## Telephone Directory

<b>School</b>	<b>Main Office</b>	<b>Fax Number</b>
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	732-741-6045

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### **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/guardians register a student in the Middletown Township School District, they are asked to fill out a student information form. Annually parents/guardians are sent home a student information form to make necessary revisions. At any time throughout the year, the parent/guardian can send a note to the office to update information which is put into the district student information system. This provides information to the office staff when they need to contact a parent/ 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, email address
- Emergency contact information that includes the name, address, and phone numbers of people to contact if the parent/guardian, cannot be reached (**local numbers, please**)
- Physician's name and phone number, medical alert information
- Insurance information

### **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 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. The District School Security Investigator conducts residency verifications throughout the school year.

**SCHOOL HOURS**

<b><u>STUDENT TIMES</u></b>				
	<b><u>Regular School Hours</u></b>	<b><u>Delayed Opening</u></b>	<b><u>Inclement Weather Early Dismissals</u></b>	<b><u>Planned Early Dismissals</u></b>
<b><u>High Schools</u></b>				
<b><u>Student Time</u></b>	<b><u>7:36 – 2:13</u></b>	<b><u>9:00* – 2:13</u></b>	<b><u>7:36 – 12:05</u></b>	<b><u>7:36 – 12:05</u></b>
<b><u>Middle Schools</u></b>				
<b><u>Student Time</u></b>	<b><u>8:10 – 2:37</u></b>	<b><u>9:40* – 2:37</u></b>	<b><u>8:10 – 12:35</u></b>	<b><u>8:10 – 12:35</u></b>
<b><u>Elementary Schools</u></b>				
<b><u>Student Time</u></b>	<b><u>8:55 – 3:00</u></b>	<b><u>10:25* – 3:00</u></b>	<b><u>8:55 – 1:30</u></b>	<b><u>8:55 – 1:30</u></b>
<b><u>H.S. Vision Program / Bridges</u></b>				
<b><u>HS North Student Time:</u></b>	<b><u>7:36-1:19</u></b>	<b><u>9:00-1:19</u></b>	<b><u>7:36-12:05</u></b>	<b><u>7:36-12:05</u></b>
<b><u>Thorne Alt. Ed Program</u></b>	<b><u>8:15-2:25</u></b>	<b><u>9:45-2:25</u></b>	<b><u>8:15-12:15</u></b>	<b><u>8:15-12:15</u></b>
<b><u>Pre-School Programs</u></b>				
<b><u>Half Day Program AM</u></b>	<b><u>8:45-11:15</u></b>	<b><u>10:45-12:15</u></b>	<b><u>8:45-10:15</u></b>	<b><u>8:45-10:15</u></b>

<b><u>Half Day Program</u></b> <b><u>PM</u></b>	<b><u>12:15-2:45</u></b>	<b><u>1:15-2:45</u></b>	<b><u>11:45-1:15</u></b>	<b><u>11:45-1:15</u></b>
<b><u>Self-Contained</u></b> <b><u>Program</u></b>	<b><u>8:45-1:45</u></b>	<b><u>10:30-1:45</u></b>	<b><u>8:45-11:45</u></b>	<b><u>8:45-11:45</u></b>

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

### **SCHOOL ARRIVAL**

Students will not be admitted into the school building before 8:40 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 between 8:40 a.m. and 8:55 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 their child must report to the office, sign in and tell the secretary the reason for being at school. 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 the bus is conditional on their good behavior and observance of the following rules and regulations. Any student who violates these rules will be reported to the school principal. 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.
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 to 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 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. For insurance reasons, **it is against Board policy for students to ride a bus other than their assigned bus.**

**Any change in dismissal procedure MUST be arranged prior to the start of the school day and MUST be confirmed in writing with a note from the parent sent to the school with the child that day.**

If an emergency arises after the child has gone to school and dismissal plans need to be changed, the parent/guardian must call the office **PRIOR TO 2:30 p.m.** **Emails or text messages are NOT acceptable methods of communication regarding changes in dismissal.**

**Students are not allowed in the building after school unless they are with a teacher or participating in an after school activity.**

### **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 dismissal 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, please do so no later than 2:30.

### **YMCA Before/After School Childcare:**

Some schools have morning or afternoon (or both) child care programs. (7:00 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, before care is cancelled.

## ABSENCE OR TARDINESS

Classes begin promptly at 8:55 a.m. Regular attendance is essential to a student's' success. 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.

**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.

Excusable absences are:

- Illness accompanied by a **doctor's note**
- Observance of designated religious holiday

If a child is going to be absent, the parent/guardian must call the school office between 8:00 and 8:55 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 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 and 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.

## ATTENDANCE

### Policy

### Regulation

### ABSENCES

Students are expected to be in school attending class 180 days per year. Students who have accumulated eighteen (18) days or more unexcused absences may be recommended for retention. If absent for a medical reason, students must submit official documentation within three days of returning to school. Absences will be excused for:

- Illness accompanied by a doctor's note. Students must submit official documentation within (3)three days of returning to school
- Observance of designated religious holidays

### FAMILY/STUDENT VACATIONS

Student/family **VACATIONS ARE UNEXCUSED ABSENCES.** The district calendar lists all breaks and days the school is closed. The school calendar is published on the district website at least eight months in advance of the start of the school year. Parents must plan vacation arrangements to coincide with the school calendar as **VACATIONS ARE UNEXCUSED ABSENCES.**

It is the responsibility of the student to confer with all teachers following an absence to complete any work that has been missed. The teacher will provide work when a student is ill for (3) three or more consecutive days.

A student must complete (4) four hours of instructional time to be credited with being present for full day.

Parents shall call prior to 8:30 am to report a student's absence. Upon returning to school, students must bring a note signed by their parent, giving the date and reason for the absence. This note is to be given to the child's homeroom

teacher who will forward it to the main office. When a student is absent and no notification to the school has occurred or the student is out for an extended period of time, the main office will routinely call home.

**Attendance Tiered Interventions - Absences**

<b>4th Absence</b>	Parent Contact 3 consecutive days without contact notify School Attendance Officer	<b>7th Absence</b>	Parent Contact (phone) 3 consecutive days without contact notify School Attendance Officer Refer to I&RS, certified letter to parents	<b>9th Absence</b>	Parent Contact (phone) 3 consecutive days without contact notify School Attendance Officer Refer to I&RS, certified letter to parents Mandatory summer remedial program (failure to attend may result in a retention)
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Removing a student from school for vacations and other non-emergency activity is NOT a legal absence. The NJ Department of Education defines Chronic Absenteeism as absences in excess of 18 days. A students who reaches Chronic Absentee status may be retained.

When a student is absent from school, the parent must accept the responsibility of having their child make-up all missed work. Coursework will be provided when a student is ill for three (3) consecutive days. Any student who is absent from school may not participate in any afterschool activity. This includes athletics, co-curricular activities and social functions.

**TRUANCY**

A student will be considered truant when that child has deliberately missed school. Students who are truant (miss school for one (1) day shall be referred to the attendance officer and an Alternate School Program may be assigned.

**EMERGENCY SCHOOL CLOSING**

Notice of school closing due to inclement weather or other reasons can be found on **[www.middletonk12.org](http://www.middletonk12.org)** or by listening to these radio stations: WADB 1310 (AM), WJLK 94.3 (PM), WKXW 101.5 (FM), WKXW is simulcast on Comcast Channel 8 from 5:30 AM to 10:00 AM). **Families will also be notified through the district’s automated calling system, using the home phone number on file.**

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. Please do NOT call the radio stations, police headquarters or the school about school closing. 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 in the same manner as School Closings.

Cancellation of non school-hour programs and athletic programs outside of regular school hours due to inclement weather or other reasons will be communicated by building administration once the decision is made by the

proper authorities. The general rule states if school has been closed, all activities are cancelled, including YMCA Child Care Programs.

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, posted on the district website and broadcast via the automated phone dialer. 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. **After school programs will be cancelled, including YMCA afternoon childcare.**

### **TRANSFERS AND WITHDRAWALS**

Parents/guardians are encouraged to make arrangements with the office staff one week in advance. 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.

### **INTERNET ACCEPTABLE USE POLICY**

The school district may provide Internet access for students during school hours 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. A form requiring signatures is sent home on a yearly basis with additional information.

### **VISITORS**

Anyone who is not a current student or staff member of each school must report directly to the office upon entering the building. A **driver's license or other official NJ ID** must be presented to verify identity of the visitor, and the visitor must sign the visitor's log. **THIS INCLUDES 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. 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 to 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.**

### **CONFERENCES**

A scheduled parent/guardian – teacher conference is held once a year. 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).

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/guardian has a special concern. Conferences 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 or sending a note/ email to the teacher.



### **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.** Parents/guardians are strongly urged to attend this informative session.

### **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 form 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.**

### **CASTS/CRUTCHES**

A doctor's note is required if a child must use crutches at school, has had a cast, brace, ace bandage, splint applied or otherwise needs special medical attention. **All students with a cast must see the school nurse before utilizing bus transportation.**

### **RETURNING FROM CONTAGIOUS ILLNESS**

Children who have had an elevated temperature **must** 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.

### **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
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. 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 physical education.

### **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.

### **INSURANCE**

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.

### **SCHOOL LUNCHES**

School lunches are available daily, starting with the first day of school. A monthly menu of the lunches may be found on the district website. Middletown Township Board of Education utilizes the PayForIt.net online school payment method for student lunch accounts. All information regarding this program is found on the district website. **For specific questions regarding Middletown's school lunch program contact Jessica Brooks from Aramark at [BrooksJ@middletownk12.org](mailto:BrooksJ@middletownk12.org)**

**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.**

### **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 AND MATH SPECIALISTS**

Reading specialists provide intervention strategies and resources for students who need additional support in reading. In addition, reading specialists provide Targeted Reading Instruction for specified students as per

prerequisites determined by building principals and district administration. In the same capacity, math specialists provide intervention work with students through targeted instruction. The district curricular specialists work with students, teachers, and parents to assist in their designated area of instruction.

### **SPECIALS SCHEDULE**

The specials at the elementary level include Spanish, Art, Music, Physical Education and Health.

### **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.

### **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, which vary by building, 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. Members of the team 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. A child takes a book home and should bring it back the following library day. In order for another to be borrowed, a book must be returned or the child may bring in the book for renewal. If a book is lost, the student must pay for a replacement and may not take out another book until the fee is paid. Donations of new books are always welcome.

### **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 PTA/O 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.** 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. When necessary, chaperones are selected through a random lottery selection process. All chaperones must abide by the district chaperone and volunteer policies.

## **BUILDING ACTIVITIES AND INFORMATION**

Schools are working toward creating a paperless environment. Check your school website, including the Google Calendar, regularly for important information. 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. 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.

## **HOMEWORK POLICY**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year and fosters responsibility, organizational and time management.

Homework should;

- Be purposeful, have value, be meaningful and relevant.
- Vary with subject matter and grade.
- Always be based on the ability and needs of the student and differentiated to meet those needs.
- Be reviewed by the teacher

### **Recommended Guidelines for Homework**

The following are the recommended guidelines for homework:

Kindergarten	Up to 15 Minutes
First	Up to 30 minutes *
Second	Up to 30 minutes *
Third	Up to 45 minutes *
Fourth	Up to 60 minutes *
Fifth	Up to 60 minutes *

\* In addition to daily assigned homework, it is expected that students spend a minimum of 15 minutes daily in uninterrupted "at home" reading with parental guidance and support. There is a variety of resources on the district website located under "Students" in the "Resource Center" that offer students the opportunity for additional practice, support and extensions.

## **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 throughout the year to protect it from damage. On the cover should be written name, subject, grade and teacher.

- 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.

### **STANDARDIZED TESTING**

Students in third, fourth and fifth grades take a state mandated test (PARCC) in May based on the Common Core State Standards Curriculum. The assessment reflects progress in language arts literacy and mathematics (grade 4 includes science). Results are reported 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.

### **REPORT CARDS**

Report Cards are sent home three times during the year. Check the district website for release dates.

### **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. **Failure to report to an assigned detention will result in an out of school suspension.**

### **HARRASSMENT, INTIMIDATION, & BULLYING**

Click to see District Policy [5512- HARASSMENT, INTIMIDATION AND BULLYING\(M\)](#)

Click to see District Regulation [5512 - HARASSMENT, INTIMIDATION OR BULLYING INVESTIGATION PROCEDURE](#)

### **Harassment, Intimidation, and Bullying Reporting Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, 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. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

### **Student Code of Conduct**

## Elementary School Discipline

Type of Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Endangering the safety of others -- dependent on the nature of the offense and the severity	Conference between teacher and pupil, pupil warning, parent notification, restriction school privileges	*Detention with teacher or principal, referral to the guidance counselor, parent notification	Parent notification, possible suspension from school
Unauthorized possession of non-school related paraphernalia, materials	Conference between teacher and pupil, pupil warning, parent notification, materials confiscated	*Detention with teacher or principal, parent notification, restriction of school privileges, materials confiscated	Parent notification, *detention with teacher or principal, referral to guidance counselor, and/or principal materials confiscated
Cheating	Conference between teacher and pupil, pupil warning, parent notification.	Parent notification, restriction of school privileges	*Detention with teacher or principal referral to guidance counselor, conference with principal, parent notification
Forgery of school materials, notes, letters, etc.	Conference between teacher and pupil, pupil warning, parent notification, restriction of school privileges	Referral to principal, parent notification, *detention with teacher or principal	Referral to principal, referral to guidance counselor, conference between principal, teacher and parent
Disrespect or defiance of authority	Conference between teacher and pupil, pupil warning, parent notification, principal notification	Parent notification, restriction of school privileges, principal notification	*Detention with teacher or principal, referral to guidance counselor, possible suspension from school
Disregard for school rules	Conference between teacher and pupil/pupil warning, principal notification	Parent notification, restriction of school privileges, principal notification	Parent notification, *detention with teacher or principal
Vandalism	Referral to principal, reference to Board Policy	Referral to principal., reference to Board Policy	Referral to principal, reference to Board policy
Fighting or attacking a student	Referral to principal, parent notification, suspension from school, referral to guidance counselor	Referral to principal, parent notification, suspension from school, referral to guidance counselor	Referral to principal, parent notification, suspension from school, referral to I & RS Team, referral to guidance counselor
Stealing	Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal notification	Parent notification, *detention with teacher or principal, referral to guidance counselor, principal notification	Parent notification, *detention with teacher or principal, possible suspension from school
Harassment, verbal threats	Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal meeting with consequences outlined, refer to Board of Education policy on threat assessment	Conference between teacher and pupil/pupil warning, parent notification, *detention with teacher or principal, possible suspension from school, notification to police, refer to Board of Education policy on threat assessment	Conference between teacher and pupil/pupil warning, parent notification, referral to guidance counselor, suspension from school, notification to police, refer to Board of Education policy on threat assessment
Threatening or Attacking School Personnel	Referral to principal, parent notification, suspension from school, referral to guidance counselor, refer to Board policy on threat assessment	Referral to principal, parent notification, suspension from school, referral to guidance counselor, refer to Board policy on threat assessment	Conference with principal and teacher, parent notification, suspension from school, referral to guidance counselor, refer to Board policy on threat assessment
Sexual harassment, bullying	Parent notification, referral to principal, guidance counselor, notify AA officer, refer to Board policies	Parent notification, *detention with teacher or principal, referral to principal, referral to guidance counselor, notify AA officer, refer to Board policies	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify AA officer, refer to Board policies
Smoking or use of tobacco on school property	Parent notification, referral to principal, suspension from school, referral to guidance counselor	Parent notification, referral to principal, suspension from school, referral to guidance counselor	Parent notification, referral to principal, suspension from school, referral to guidance counselor
Written threat	Parent notification, referral to principal, suspension from school, notify police, refer to Board policy on threat assessment	Parent notification, referral to principal, suspension from school, notify police, refer to Board policy on threat assessment	Parent notification, referral to principal, suspension from school, referral to I & RS team, notify police, refer to Board policy on

			threat assessment
Aggressive intent with a weapon	Parent notification, referral to principal, suspension from school, refer to Board policy on threat assessment, notify police	Parent notification, referral to principal, suspension from school, refer to Board policy on threat assessment, notify police, possible recommendation for alternate placement	Parent notification, referral to principal, suspension from school,, refer to Board policy on threat assessment, notify police, possible recommendation for alternate placement
Possession of a dangerous/offensive weapon	Parent notification, referral to principal, suspension from school, referral to guidance counselor, refer to Board policy on threat assessment, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, refer to Board policy on threat assessment, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, refer to Board polio on threat assessment, notify police
Possession, distribution or under the influence of drugs and/or alcohol	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify police
Hate or bias conduct	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify AA officer, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify AA officer, notify police	Parent notification, referral to principal, suspension from school, referral to guidance counselor, notify AA officer, notify police
False alarms and fires	Parent notification, referral to principal, suspension from school, referral to CST, notify police	Parent notification, referral to principal, suspension from school, referral to CST, notify police	Parent notification, referral to principal, suspension from school, referral to CST, notify police, possible recommendation for expulsion
Cutting detention	Parent notification, referral to principal, referral to guidance counselor	Parent notification, referral to principal, referral guidance counselor	Parent conference, referral to principal, referral to guidance counselor
Extortion	Parent notification, referral to principal, referral to guidance counselor	Parent notification, referral to principal, referral to guidance counselor	Parent conference, discussion with principal and guidance counselor, possible suspension
Disregard bus policies	Refer to handbook	Refer to handbook	Refer to handbook
Not following acceptable use for computer/Internet	Refer to handbook	Refer to handbook	Refer to handbook
Secret memberships	Parent notification, referral to principal , consultation with guidance counselor	Parent notification, referral to principal, detention as determined by the principal	Parent notification, referral to principal, detention as determined by the principal
Language misuse	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor
No cooperation (Inappropriate behavior)	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor
Gambling	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor, detention as determined by the principal	Consultation with the teacher, parent notification, referral to the principal, referral to the guidance counselor, detention as determined by the principal
Truancy	See attendance Board Policy	See attendance Board Policy	See attendance Board Policy

*\*Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.*

### **SUSPENSION**

Suspension (grades 3-5 only) 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.

Building administration has the ability to exercise discretion relative to the Code of Conduct in order to support and maintain a safe and orderly school environment.

Based upon the frequency of infractions, the district's tiered intervention protocol will be utilized to address and improve the frequency and patterns of inappropriate student behavior.

### **Tiers Based on Frequency/Progressive Pattern of Behavior**

#### **Tier I (1-3 Infractions)**

- Administrative Conference (with due process)
- Parent Notification
- Code of Conduct

#### **Tier II (4-6 Infractions)**

- Administrative Conference (with due process)
- Parent Conference
- Code of Conduct
- Focus Group
- Referral to Support Services
- Student Improvement Plan
- Possible Referral to I&RS

#### **Tier III (7+ Infractions)**

- Administrative Conference (with due process)
- Code of Conduct
- Mandatory Parent Conference
- Automatic Referral to I&RS
- Consideration for Alternative Placement

#### **Notes:**

**All behavior resulting in violations of Federal, state, and local laws will result in police notification as appropriate depending on the individual case.**

**A suspended student may not be on school property or attend any school-sponsored events for the duration of the suspension.**

**Multiple or egregious violations of the code of conduct may result in loss of privileges, including but not limited to class trips, school dances, extracurricular activities, and 5th grade celebrations and activities.**

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

- For physical education days, sneakers should be worn. Dresses are inappropriate and should not be worn.

- Students are not to bring to school such things as CD/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 iPods, portable games, etc., may not be used in school and the school takes no responsibility for them.

### **CELL PHONES**

Any cell phones brought to school must be turned off and kept in backpacks at all times.

### **CLASSROOM CELEBRATIONS AND GIFTS**

Celebrations may occur for holidays and at the end of the year. 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.

#### **Birthday Recognition**

Birthdays are an important part of being a child. Each building believes that every child should be recognized on their birthday or during the month of the birthday. There will be no food items allowed for birthday recognitions. Birthday invitations cannot be delivered during school hours unless every student in the class is invited.

### **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;
- 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 nutrition standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time 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.

All snack and beverage items sold or served anywhere on school property during the school day 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:

- 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. 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, 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 .

A number of children have **severe allergic reactions** to certain foods or ingredients within foods. Other foods besides peanuts cause serious reactions. Prior to bringing in any food for the entire class for activities or celebrations, a parent/guardian should confer with the teacher and nurse to find out if food allergies exist in the class. Foods must have attached ingredients and food labels.

### **HALL PROCEDURES**

Students are 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.
- **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/ SNACK PROCEDURES

Lunch time is a half hour for each class and is a time to relax. Lunch is eaten in the classroom or in the All-Purpose Room, depending on the building. 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.
- **Do not bring GLASS bottles to school.**

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/ENRICHMENT PROGRAMS

Assemblies are held periodically to provide enrichment experiences. PTA/O funds make possible the performances by professional individuals or groups. 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 SECURITY/FIRE EVACUATION DRILLS AND BUS EVACUATIONS

One fire drill and one school security drill are held each month within school hours, including any summer months during which the school is open for instructional programs. Bus Evacuation drills occur twice a year. 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.

### 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** (*Several schools do not allow bicycles for safety reasons.*)

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 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 if interested. If a child is absent, 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 highly discouraged. 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 and frequent or chronic absenceeism.

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**

All school buildings utilize security cameras. Each school has an individual school security plan that is

developed with the school safety team which consists of the principal, teacher(s), parent(s), and custodial staff.

### **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; for a close relationship between home and school that will enhance the education of our children; 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 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 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. 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. 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 concerning individual PTA/O committees should be directed to the appropriate chairperson.

### **PTA/O Fund Raising**

Parent/guardian groups conduct fund raisers in an effort to produce the necessary funds that will enhance the education and well being of our children. Examples of these may be a catalog sale, family portraits or a holiday shop. A Fundraiser Approval Form must be completed by the parent organization and submitted to the principal 6 weeks prior to the start of the fundraiser.

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. Technology, playground equipment and cultural enrichment programs are all examples of the use of such funds. **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.

### **PRE-KINDERGARTEN ORIENTATION PROGRAM**

In some schools, the Pre-Kindergarten Orientation Program Chairperson or the Principal 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 may also contact all parents/guardians for any emergency closing of the school during the day and delayed openings.

### **PARENT/GUARDIAN SERVICES**

#### **NEWSLETTER**

Some schools have a newsletter which provides school and PTA/O information regarding upcoming events, class activities, messages from the principal and PTA/O officers, and notices of important happenings in the community. If anyone has information to contribute to the newsletter, submit it to the chairperson. 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. **The Newsletter, and all other documents for distribution, must be approved by the Principal or the Superintendent/Designee.**

#### **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 MTFODL**

Impact and Middletown Township Friends of Different Learners are groups of concerned parents who have children with disabilities 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.

#### **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 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.