

# UPPER TOWNSHIP SCHOOL DISTRICT

## PARENT/STUDENT HANDBOOK 2024-2025

### DISTRICT MISSION STATEMENT

To prepare all learners for 21<sup>st</sup> Century challenges via comprehensive curricular and instructional programs, aligned with New Jersey Student Learning Standards, and to create an academic infrastructure which fosters and nurtures a love of learning; enabling each stakeholder to actualize his/her individual potential.

### ACTUALIZING OUR POTENTIAL

The Board of Education affirms its belief that Upper Township Schools educate children to be life-long learners; meeting children at their individual developmental stage. The Board of Education is committed to children reaching their maximum potential where students mastering skills are accelerated in a continuous manner. The Board acknowledges the individuality of each child and endeavors to promote this uniqueness. It directs teachers to meet students at their stage of development and to instruct them academically to reach their maximum potential. In actualizing the mission of the District, the teachers will educate in a supportive collaborative environment, which motivates and encourages creativity. Each child has his/her own learning style. It is the responsibility of the teachers to differentiate their teaching to match students' various intelligences. It is the responsibility of the teachers to research, explore and learn about these styles and intelligences. The Board of Education finally asserts that the mission of the District be known, supported, lived and actualized in each classroom, athletic field and with every activity.

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## **Upper Township School District** **Access to Information, Software and Computing Agreement**

As a user of Upper Township's computing facilities, I agree to the following rules and provisions.

1. I will only use the device account provided to me and will take the responsibility to protect my account from unauthorized access. I will not give my personal password to anyone and will take steps to prevent others from learning my password. If I become aware of attempts to violate or bypass security mechanisms, I will promptly report such attempts to my supervisor.
2. I will respect the privacy of information stored in Upper Township School District's computing facilities. I will not acquire or modify, in any way, information that belongs to another person nor will I attempt to access restricted portions of the network or operating system.
3. I will only use the software to which I have been granted express rights by the Upper Township School District Technology Department and Staff.

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4. I will not copy unauthorized software onto the local drive or onto the network drive.
5. I agree to abide by any patent, copyright, or license restrictions that may relate to the use of the computing facilities, products, programs or documentation. I agree not to copy, disclose, modify, or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use Upper Township School District's computing facilities to violate the terms of any software license agreement, or any applicable local, state, or federal laws.
6. I agree not to use Upper Township School District's computing facilities for any purpose other than that for which it was intended.
7. I shall not use my privileges to access other computing facilities to which the Upper Township School District is connected without appropriate approvals to do so.
8. Internet access/e-mail is a privilege and not a right, which can be revoked if used for purposes other than professional enrichment, research, instruction and/or dialogue.
9. This agreement remains in force as long as I make use of Upper Township School District's computing facilities or services.

## **Upper Township School District Acceptable Usage Form for Students**

I have accessed and read the online posting of the Acceptable Use Policy for the Upper Township School District at [www.upperschools.org](http://www.upperschools.org). As a user of the school's network, I hereby agree to comply with all stated rules in the Acceptable Use Policy. In summary, I understand the following:

1. Communications and files on the network should be considered public information.
2. Students are to be respectful while on district devices/networks.
3. Access to the district's devices/networks/Internet is a privilege, not a right.
4. I will not send or display offensive messages/pictures, nor use obscene language.
5. I will not harass, insult, or attack others through the use of the computer.
6. I will not intentionally damage devices or networks and I understand that I may be financially responsible for repairs/replacement of district-owned equipment.

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7. I agree not to violate copyright laws, and I understand I may not download or install files without proper approval.
8. I will not intentionally waste system resources and will abide by set quotas.
9. I will not use the network for commercial reasons.
10. I understand that my district email may be subject to review.

I understand that if I violate any condition of the Acceptable Use Policy, I may lose my privilege of using the devices/networks/Internet. Additionally, I understand that I may face further penalties that may result in legal action.

## **Upper Township School District Equipment Usage Form for Students**

**Equipment:** Devices, Chargers, Extension Cords, Protective Cases/Carrier Bags.

All use of the Upper Township School District's devices, software and related technology will be in accord with information provided in this document. Students acknowledge that they have read, understand, and have agreed to comply with the regulations contained in this document.

### **PERMISSIBLE USAGE OF EQUIPMENT:**

Students understand that this equipment, software and related technology listed above is and will remain the property of the Upper Township Board of Education. It is the responsibility of the student to comply with the administrative regulations and school rules for acceptable use, security, storage, care, and use of the equipment. The equipment, software and related technology listed above are being loaned for use throughout the student's enrollment in the Upper Township School District.

This loan is to help the student in carrying out responsibilities and to enable and assist in acquisition of mandated 21<sup>st</sup> Century Skills and knowledge as outlined in the NJSL. Students understand that the district has purchased licenses for all installed software and that use of the same is subject to the terms of such licenses.

No software of any kind will be copied and/or distributed to or from this equipment in violation of such licenses and/or copyright laws (other software can be installed or downloaded on district owned computers only if explicit authority has been granted by a certified staff member). Students should NEVER use or store a computer near any liquid (NO LIQUID damage, of any kind, to any computer, will be covered by our insurance).

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### **RETURN OF EQUIPMENT:**

- Student agrees to return equipment in good working condition (reasonable wear/tear expected).
- All student passwords and accounts will be disabled upon separation from the District.
- Students will be directly responsible for the reimbursement cost of equipment that is uninsured and unable to be repaired within the District. For repairs costing under \$300, students will be required to pay for the amount of the repair. In the event that a repair costs \$300 and above, students will only be required to pay the \$300 deductible.
- Broken Screen: \$150, Replacement of device: \$250-350.

### **SECURITY:**

- The risk of loss or damage to the equipment caused by fire, or other natural casualty remains on the Upper Township School District (student will not be personally responsible). Devices should only be used/stored in/on the following areas:
  - ◆ When in class, devices are being used, kept in the carrier case or carefully placed within the classroom.
  - ◆ When walking in the hallways, devices are to be stored in the carrier case and the carrier case should be worn/carried by the student.
  - ◆ Devices should never be placed on the floor, on top of items other than desks, in the locker rooms, on a bus, in a bathroom, near extreme heat or cold or any other unauthorized area.
  - ◆ Any theft or physical damage should immediately be reported to the building Principal (a police report will be filed if the computer is not found/returned within 24 hours). Recovery or replacement of district-owned property that was stolen outside of the district will be the responsibility of the individual student.

### **NOTIFICATION OF ASBESTOS REINSPECTION**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard 65556 Emergency Response Act (AHERA), in the fall of 1988 the District performed inspections of each of the school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in each school office since that time. The EPA requires the District to perform re-inspections of the asbestos materials every three years and semi-annual inspections each year to ensure that all asbestos materials are contained in good condition. During the month of January 2023, an accredited asbestos inspector performed the three-year re-inspections of the Elementary and Middle Schools. The semi-annual inspections of the Elementary and Middle Schools were conducted in July 2023 and January 2024. The three-year re-inspections and the semi-annual inspections of the Middle and Elementary Schools found all asbestos-contained materials to be in good condition and will continue to be managed in place as recommended by the District accredited management planner. Interested persons are invited to call the Supervisor of Buildings and Grounds at 609-628-3500 ext. 2365 to review or discuss the management plans.

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## **HAZARDOUS WASTE**

Pursuant to the Worker and Community Right to Know Act, N.J.S.A. 34:5A03 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the schools by the Supervisor of Buildings and Grounds. In addition, hazardous substances may be stored at the schools at various times throughout the year, and hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the schools.

## **INTEGRATED PEST MANAGEMENT**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The law requires the Superintendent of the School District, for each school in the District, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. Upper Township School District shall therefore develop and maintain an IPM plan as part of the school's policy.

### **Integrated Pest Management Procedures in Schools**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property and the environment. Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

### **Development of IPM Plans**

The school IPM plan is a blueprint of how the Upper Township School District will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For public schools, the local school board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school.

### **IPM Coordinator**

The Upper Township Board of Education shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy. The Board has designated Allen Matthews as the Integrated Pest Management Coordinator – 609-628-3500 ext. 2365.

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## **Education/Training**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment. Students, parents/guardians have access to information on this policy.

## **Record Keeping**

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

## **Notification/Posting**

The Upper Township Board of Education is responsible for timely notification to students' parents/guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

## **Re-Entry**

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

## **Pesticide Applicators**

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

## **Evaluation**

Annually, for public schools, the superintendent will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. The Upper Township Board of Education directs the superintendent to develop regulations/procedures for the implementation of this policy. The pesticides that are being used or have been used in the last 12 months are: Maxforce Ant Killer Granular Bait, Drax Ant Kil, Baygon 2% Bait, Maxforce Roach Killer Bait Gel and Suspend SC Insecticide.

## **AFFIRMATIVE ACTION STATEMENT**

The Upper Township School District is an Equal Opportunity School District committed to equality of opportunity for all persons within the District. The District operates under an Affirmative Action Plan and maintains a policy of nondiscrimination as to educational and/or employment opportunities. A copy of the Affirmative Action Plan may be obtained from the Affirmative Action Officer. For the 2024-2025 school year, Laurie Ryan is the District Affirmative Action Officer and can be reached at 628-3500 ext. 2223.

As outlined in the Board of Education Policy, the multi-step grievance procedure for discrimination complaints begins with the Affirmative Action Office. If not resolved at this first level, the complaint is next presented to the Superintendent of Schools; next to the Upper Township Board of Education; and lastly to the Office for Civil Rights, Washington, D.C. Grievance forms and copies of the grievance procedure are available from the Affirmative Action Officer.



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### **Grievance Procedures**

As part of its non-discriminatory program, the District has in effect a set of "grievance procedures." Any student or parent has the right to express a complaint when, in his/her opinion, a violation or misinterpretation of District policy has occurred. You may obtain District grievance procedures by contacting the District's Affirmative Action Officer.

### **Harassment**

If any student or groups of students are judged to be verbally or physically targeting a particular student for any reason that pertains to outward physical appearance, sexual orientation, dress, race, religion, economical standing, academic classification and/or performance, we will have no choice but to discipline that student or group of students. A mandatory parent conference will follow before that student or students return to school.

In accordance with state and federal laws, the District is also committed to providing an academic environment free from sexual harassment. Sexual harassment is defined as unwelcome and unwanted sexual advances for sexual favors or any other inappropriate conduct or communication of a sexual nature when made by: a staff member to a pupil, by a pupil to any other pupil, or by a pupil to a staff member or by a staff member to any staff member or any other school employee. This behavior will not be tolerated and appropriate measures will be taken in conjunction with our policy to address any issues as they arise. If an egregious incident occurs, a form may be obtained from the school administration or the affirmative action officer. We ask parents and guardians to make your children aware of this policy and reinforce our position at home. School staff will address the issue of harassment on a regular basis throughout the school year. Also, victims will receive appropriate guidance and strategies to deal with harassment.

### **ATTENDANCE- Board Policy 5200**

The Upper Township Board of Education has a legal and moral obligation to ensure that all students attend school. Every parent, guardian, or other person having control and custody of a child between the ages of six (6) and sixteen (16) shall cause the child to regularly attend school pursuant to N.J.S.A. 18A:38-25 (Policy 5200). Absences from school jeopardize a student's ability to learn and progress within the curriculum while receiving a full and well rounded education.

Thus, this District clearly sets forth the following regulations regarding student attendance.

1. Teachers shall keep accurate attendance records of students assigned to their classes.
2. Notification from a parent or guardian explaining absences is required.
3. A physician's certificate of good health may be required for readmission to school following an absence of three (3) consecutive days and following illness of a communicable disease.
4. Children who are ill and unable to complete the school day will be sent home. The parents, guardians or designees will be contacted to transport the child. If a student is unable to be sent home with an approved adult, he/she may be sent home on a bus with the principal's approval.

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5. A parent shall be required to confer with the principal if a pupil's absence is due to truancy. The pupil may be held accountable for completing work missed while truant and may be required to make up lost time. Students and the parents of students who are habitually truant will be proceeded against in the manner prescribed in Title 18A: 38-31.

**Note: A student must be present in school a minimum of four (4) hours of instructional time to be given credit for a day's attendance.**

## Types of Absence

**An Unexcused Absence that counts towards truancy** is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence that does not count towards truancy" as defined below:

- **An Excused Absence per the state of New Jersey** is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, Take Your Child to Work Day, Veteran's Day or any other absence determined to be excused by the New Jersey Department of Education.
- **An Unexcused Absence per the Upper Township School District** that does not count towards truancy (however, is still considered an official absence by the state of New Jersey) occurs under the following conditions:
  - 1) Student/Family illness; supported by written documentation from a medical professional.
  - 2) Student's required attendance in court; supported by written documentation.
  - 3) Where appropriate, when consistent with IEPs, 504s and individual health care plans.
  - 4) Necessary, unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; supported by written documentation.

**Note about vacations:** The regular school calendar provides more than ample opportunities for families to plan vacations at times when school is not in session. Vacation days are unexcused and will count as days absent toward truancy. Written notice of such must be given to the main office at least one week prior to the planned absences.

## Chronic Absenteeism & Truancy

Under N.J.A.C. 6A:32-8.6, the State of New Jersey defines a chronically absent student as one who is not present for ten percent (10%) of the school year for **any** reason, including absences due to medical circumstances.

Truancy charges may be filed against the parent or guardian if a child accrues ten (10) unexcused absences. Unexcused absences resulting in twenty (20) or more will receive a certified truancy letter, legal court action, and a required conference with the Superintendent.

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**Truancy** - Pursuant to N.J.A.C. 6A:16-7.6(a)4.iii, truancy is defined by the State of New Jersey as ten (10) or more cumulative, unexcused absences for students between the ages of six and sixteen as determined by the Board's Attendance Policy.

The Board of Education requires that a review of individual student attendance be made periodically throughout the year. Students who accrue five (5) unexcused absences counting towards truancy will receive notification, which may include an action plan set by the principal. Students who accrue ten (10) unexcused absences counting towards truancy will receive a second notification, which may require a parent conference. Truancy charges may be filed against the parent or guardian when a child accrues ten(10) or more unexcused absences counting towards truancy. **Retention may be considered once absences reach twenty-four (24) unexcused absences.**

## Notification of Absences

Regular attendance and punctuality are essential for success in school, as well as in life. Your child should be absent from school only when it is absolutely necessary. If your child is going to be absent, parents are required to notify the school to report the absence. To report a student absence:

**Option 1:** Log in to Genesis and complete the online form.

**Option 2:** Notify the appropriate school and include the following: student's name, homeroom teacher, grade and reason for the absence.

**Middle School:** call (609) 628-3500, press 5, and then press 1 before 8:15 a.m.

**Elementary School:** call (609) 628-3500, press 4, and then press 1 before 9:15 am.

**Primary School:** call (609) 628-3500, press 3, and then press 1 before 9:15 am.

Once students arrive at school, they are to remain on school property until dismissal. Requests for early dismissal should be made only when absolutely necessary. Students are to be signed out by a parent or designated adult. ID will be required. If you know in advance that you will be signing your child out before the end of the school day, please call the school or send in a note with your child notifying the school of the early pick up.

## Tardiness

Tardiness shall be considered if the child is not in homeroom at its commencement: Primary School 9:25am, Elementary School 9:25am, Middle School 8:35am. Up to five late times are permitted per trimester without consequences. At the Middle School, administrative detentions will be issued for every late arrival thereafter within the trimester.

## **CODE OF CONDUCT- Board Policy 5600**

The Upper Township School District Code of Conduct has been developed to help our students become compassionate and resilient individuals ready to impact the world around us, teach positive behavioral

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expectations, and recognize students for demonstrating expected behaviors. Students in the Upper Township School District will adhere to the following conduct statements while in school and participating in any school events:

**I will respect others, their possessions, and school property.**

Treat others, their belongings, and school property with care and consideration. By showing respect, we create a welcoming environment and take responsibility for our school. Character Traits: Empathy, Kindness, Respect

**I will follow all directions and all school practices and procedures.**

Stay focused by following directions and school procedures. Being responsible and cooperative helps us learn effectively and work well together. Character Traits: Responsibility, Self-Discipline, Cooperation, Honesty

**I will speak and act kindly to others.**

Use kind words and actions to show empathy and compassion. Building positive relationships creates a supportive and uplifting atmosphere. Character Traits: Leadership, Responsibility

**More detailed lists of expected behaviors and consequences for Code of Conduct violations for each school can be found on the school's website or by clicking the links below:**

[Primary School Behavior Expectations and Consequences](#)

[Elementary School Behavior Expectations and Consequences](#)

[Middle School Discipline Matrix](#)

**NJ State Law Governing Student Suspensions**

All students in the public schools of New Jersey are by law compelled to comply with all rules established in pursuance of law for the government of such schools, to pursue the prescribed courses of study and to submit to the authority of the teachers and others in authority over them.

Per N.J.S.A. 18A:37-2:

1. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

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Conduct which shall constitute good cause for suspension of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience.
- b. Open defiance of the authority of any teacher or person having authority over him/her.
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other students.
- d. Physical assault upon another pupil or harassment of another pupil (see page 17).
- e. Taking, or attempting to take, personal property or money from another pupil, or from his/her presence by means of force or fear.
- f. Willfully causing or attempting to cause substantial damage to school property.
- g. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by the School District and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility.
- h. Incitement which is intended to and/or does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by the School District.
- i. Incitement which is intended to and/or does result in truancy by other students
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
- k. Harassment, intimidation, or bullying.

2. Any pupil who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, board member or other employee of a Board of Education, acting in the performance of his/her duties and in a situation where his/her authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion procedures (Chapter 29). Expulsion and prosecution will occur due to bomb threats.

**Note:** *Any suspension, either in or out-of-school, precludes the student from all school activities, school-sponsored activities and evening sports/activities (including dances) during the suspension period. In addition, any suspended student may be prohibited from the above-mentioned activities for an additional period up to 10 school days beginning on the first day that the student returns to school. **Exception:** Students may be allowed to participate in academic activities and/or programs during the ineligibility period.*

**The administration reserves the right to extend activity restriction based on individual circumstances. In addition, students who have violated activity restriction may have the activity restriction period extended.**

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## **ACADEMIC GIFTED & TALENTED**

The format of Upper Township's Gifted & Talented program provides challenging opportunities to students through the cooperative efforts of various teachers and staff members. Program services vary at the grade levels and subject areas. Students identified for this program shall demonstrate high performance on multiple measures and meet specific district criteria for entrance into the program. Students identified as Gifted and Talented will receive services at least one time per week via pull out session.

## **ACADEMIC SUPPORT PROGRAM**

The Academic Support Program provides positive learning experiences for students who are in need of improvement in the subject areas of Language Arts and Mathematics. In grades Kindergarten through Eighth, students may receive instruction in small groups, and/or through in-class support. Skill areas that need improvement are identified through the use of teacher observation and test results. Once the skill areas are identified for each student, planned sequential instruction is designed to fit the needs of the individual. The process of planned sequential instruction includes: pre-testing, development of objectives, actual instruction and evaluation (post-testing). Following each evaluation, the child's individual program may be changed, as needed, as skills are previewed, reviewed, and/or reinforced. Periodic assessment is conducted. This approach is used throughout the school year to help each student work toward competency in necessary Language Arts and/or Mathematics skills. Program services vary at the grade levels and/or subject areas.

## **AFTER SCHOOL ACTIVITIES/SPORTS**

The Upper Township Elementary and Middle Schools have a variety of exciting after-school activities. Please visit our website ([www.upperschools.org](http://www.upperschools.org)) for information regarding after-school activities, events and other pertinent information including directions to other schools. Buses are provided for away sports competitions. These buses take athletes to the games and return them to school for parent pick up sometime between 5:00 and 7:00 p.m.

### **Middle School Sports and After School Activities Transportation**

Student safety is our top priority. To ensure the well-being of all students, we kindly request that all students participating in after-school clubs, sports, and activities be picked up by 4:30 p.m. We understand that unexpected circumstances may arise, and we appreciate your cooperation in making timely arrangements for your child's transportation. Students may not be left unattended after school, therefore to maintain students safety and an orderly dismissal process for all students, repeated instances of late pick-up past 4:30 p.m. may result in a student's removal from the after school activity, club or sport.

### **Extra-Curricular Activities Eligibility Policy**

The Middle School eligibility policy outlined will include all extracurricular programs and activities that meet above and beyond the normal school day including all sports and clubs/teams (EXCEPTION: 8<sup>th</sup> GRADE Promotional Exercise and Theatrical Performances). Students will be identified as ineligible if they fall into

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either of the following criteria: (a) Failing 2 or more subjects; (b) Written recommendation by program advisor/coach.

**All subjects** including fine arts (Industrial Arts, Art, Music, World Language, etc.) will be included in this policy. Evaluations of students' grades/conduct will be made at the time of interims (mid marking period) and upon the issuance of report cards. A ten (10) school day ineligibility time period will be enforced upon the identification of ineligibility. After ten (10) school days, a student will be re-evaluated. If deficient areas improve to acceptable levels, the student will be made provisionally eligible. Students will then be expected to maintain eligibility. If improvement does not occur, ineligibility will continue until the next evaluation time frame (interim or report card). Students who acquire a second ineligibility time frame during the same activity will be permanently removed from that activity. A second ineligibility in a year-round activity will result in the removal from that activity for a nine (9) week probationary period. Continued ineligibility situations will be dealt with on a case by case basis with administrative input. **All coaches/faculty advisors and administration reserve the right to remove students from activities for behavior or actions that are non-productive and reflect negatively on the team/activity or school.**

### **Physical Examinations**

Per state law, a physical examination is required before trying out for a sport. There is preliminary paper work which must be completed by the parents before the physical is done. An updated Health Status form must also be completed by the parent before the student can try out for a second sport in that school year. Please make every effort to have your child screened by your family physician prior to the start of school.

### **ATHLETIC COMPETITION**

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both interscholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class, school, or district alone and an opportunity for career and educational development. For purposes of this policy, the program of athletic competition includes all activities relating to competitive sports contests, games or events for sports exhibitions involving individual students of this district when such events occur within or between separate schools within this district or with any schools outside this district.

### **Eligibility Standards**

A pupil who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his or her parent or guardian. The consent of the parent or guardian of a pupil who wishes to participate in interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the sport. Notice of these eligibility requirements shall be given to students.

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### **Health Requirements**

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participate in athletic competition and practice for such competition. A candidate for a place on an athletic team or squad must receive a medical examination conducted once in each school year by either a personal physician (encouraged) or the school medical inspector/designated team doctor not more than three hundred sixty-five (365) days prior to the first practice session. The school medical inspector may accept the report, on a form provided by the District, of a medical examination conducted, at no expense to the Board, by the pupil's personal physician. A re-certification must be done for each subsequent sport to determine if another exam is necessary. The medical examination conducted to determine the fitness of a candidate for athletic competition and the health history update must include, at a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.

The school medical inspector or the designated team doctor shall approve or disapprove the pupil's participation in athletics based on the medical examination. Written notification of that determination, signed by the school medical inspector or team doctor, shall be given to the pupil's parent or guardian and shall include the reasons for disapproval of the pupil's participation. The health findings of the medical examination shall be filed in the pupil's health examination record, subject to Board policy on pupil records.

### **Emergency Procedures**

Athletic coaches shall be trained in first aid and in the identification of pupil athletes who are injured or disabled in the course of any athletic activity. Emergency procedures shall be reviewed by the Board not less than once in each school year and shall be disseminated to appropriate staff members. Emergency procedures shall be written in Regulation 2431.1.

### **Interscholastic Athletic Standards**

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions. The Board adopts as policy the rules and regulations of the New Jersey State Interscholastic Athletic Association and shall review such rules annually to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and practices and shall inform the Board of changes in that schedule as they occur. The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletics that will conform to rules of the State Board of Education, the New Jersey State Interscholastic Athletic Association and the league with which the school district is affiliated.



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## BIKE/WALKING REGULATIONS

### **Bike**

**Students to age 17 must wear a helmet. This is the law (effective March 1, 2006).**

Never carry a passenger on the bicycle. This is extremely dangerous, especially when riding in traffic. Abide by all traffic rules and regulations. Bike privileges will be revoked if a helmet is not worn and parents will be contacted accordingly. The bicycle will be confiscated until a parent/guardian comes to retrieve it. Any student who plans to ride their bike to/from school must bring in a note indicating permission to do so via completion of form within Genesis.

### **Walk**

Any student who plans to walk to/from school must bring in a note indicating permission to do so, via completion of the form within Genesis.

## BOOKS & INSTRUCTIONAL MATERIALS

Books and instructional materials are loaned to students for use during the school year. Students are expected to treat books and all school property with care and will be expected to return all school issued items in good condition.

## CAFETERIA

A breakfast program is available to students upon arrival to school. Breakfast is **\$2.20** per day. Only students actually eating breakfast are permitted in the cafeteria before school. If breakfast runs late, students are to secure a late pass from the teacher supervising breakfast, then go to homeroom.

### **Lunch Program**

Nutri-Serve Food Management, Inc., a food service management company, operates the School District food service program. A variety of nutritious hot and cold lunches are offered daily in all three schools. ***Primary and Elementary School student lunches are \$3.50 and Middle School student lunches are \$3.60.*** Additional a la carte items are also available for purchase. Students with outstanding meal balances are unable to purchase a la carte items. Only one charge lunch per student will be permitted. To charge again, the student must pay for the previous charge. We encourage students to participate in the school lunch program. The food service department will also have active cafeteria YAC's (Youth Advisory Committees) to respond to students' food preferences and concerns. Parents wishing to participate in the free or reduced-price lunch programs must submit an application for their household.

The Board of Education has adopted a policy on Nutrition/Wellness that complies with the New Jersey State Department of Education's directives related to nutrition. This policy adheres to regulations, in compliance with the New Jersey State Board of Education, that will prohibit the sale and consumption of food items deemed as nutritionally deficient.

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## **Point of Sale (POS) System**

The Point of Sale System enables students to purchase meals with cash or to utilize a prepaid account for lunch and/or breakfast. The money established in a student's account can also be used for a la carte purchases. Parents may send cash or checks to the main office to replenish their child's account.

## **CELL PHONES**

When students bring cell phones to school, the following must be strictly adhered to:

1. All cell phones must be kept in the student's book bag/locker during the normal school day.
2. All cell phones must be turned off during the normal school day.
3. No pictures are to be taken by any phone at any time.
4. No phones are to be used in any locker room or rest room at any time.

Note: See each school's discipline matrix for consequences related to inappropriate cell phone use.

## **CHARACTER EDUCATION**

A strong, positive character is an important component to a well-rounded person. Bullying, demeaning comments, bias and put downs of others are all negative consequences of a weak character. A Character Education Program is employed to proactively address the negative effects of bullying and to promote positive character traits. Initiatives will include:

1. Anti-Bullying Programming to inform and provide strategies for students and adults.
2. Regular teacher or counselor led classroom instruction on selected topics related to anti-bullying, character building and anti-bias topics.
3. Training for staff members to better meet the needs of their children.

**Upper Township District Character Education Themes:** September: Responsibility, October: Respect, November: Empathy, December: Kindness, January: Self-Discipline, February: Honesty, March: Cooperation, April: Leadership. These initiatives will help to promote the maturity and individual growth so necessary in a good school/community citizen.

## **COMMUNITY SERVICE/VOLUNTEER OPPORTUNITIES**

Our schools rely on the support of community volunteers to help supplement our school programming. Volunteers are especially needed to support our library and art programs. Organizing art materials, shelving books and creating instructional materials are but a few of the needs filled by volunteers.

**If you can dedicate some time to help support your school, please call: Primary School Principal, Mr. Gillespie at 628-3500, ext. 2109, Elementary School Principal, Mrs. Urbano at 628-3500, ext. 2626, or Middle School Principal, Mr. Leek at 628-3500, ext. 2243. Thank you!**

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## **CONFERENCES**

Conferences are scheduled so that parents and teachers may discuss the progress of our students. Conference dates will be noted on the school calendar and additional information will be sent to parents. If you desire a conference at other times during the year, please call the school office or teacher to make arrangements.

## **CUSTODY**

To ensure the safety and well-being of our students, we require that all custody arrangements be clearly outlined and on file in our school offices. Legal custody documents, such as court orders, must be presented to the principal or front office staff. If there is a change in custody arrangements during the school year, a revised court order must be promptly submitted to the school office. Our schools will rely on the most current legal documentation on file when making decisions regarding student custody and dismissal. We shall not be held responsible for releasing children when no current paperwork/documentation is on file.

## **DRESS**

Appropriate dress is required at all times in school. Appropriate dress is determined by the Administration. Dress which is unsafe or distracting to the educational process will not be tolerated. Students are expected to dress in a manner which is appropriate for a public school setting. Clothing worn or items carried are not to be distracting to other students or disruptive to the normal routines and functions of the school. Student dress and grooming is a personal matter between students and their parents. The school, however, will enforce proper dress decorum if it jeopardizes the student's health, welfare, safety, interrupts the educational process or is offensive in nature to others.

## **EIGHTH GRADE CELEBRATIONS**

The celebration dance will be held for Upper Township Middle School 8<sup>th</sup> grade students only. The administration will establish procedures and codes of conduct including appropriate transportation and dress. Students failing to abide by the outlined procedures and/or willful disrespect at this time may be excluded by the principal from participating in this event. The eighth grade trip is a culminating celebration of our students' hard work and achievements throughout their years in Upper Township. To be eligible to attend, students must maintain passing final grades in all core academic subjects. We understand the importance of this trip and are committed to supporting student success, however, consistent academic progress is a requirement for participating in the eighth grade trip.

## **EIGHTH GRADE PROMOTION- Board Policy 5411**

Any student who has failed 2 or more major subjects for the year may be deemed ineligible to participate in promotional exercises. In addition, any such student may be subject to mandatory summer school and/or

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possible retention in the 8<sup>th</sup> grade. Each individual circumstance will be evaluated by all involved parties and a final administrative decision will be made and enforced.

### **EMERGENCY SCHOOL CLOSINGS**

(Visit [www.upperschools.org](http://www.upperschools.org) to receive pertinent information)

At times, for the safety of our students, it becomes necessary to close the schools for emergencies, such as heavy snow or lack of heat. In such situations an announcement that the schools, KEYS and/or CEUT classes are closed will be made as soon as possible via the district website, Genesis and Blackboard Connect Systems. Please be sure that your children know what to do should they be dismissed early from school because of an emergency. It is strongly recommended that arrangements be made with a neighbor or relative if parents are not home during the day. If schools are open but parents determine that it would be dangerous to travel due to inclement weather, they should use parental discretion.

### **EXPULSION- Board Policy 5620**

Unfortunately, it is sometimes necessary to penalize students for serious violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior. Pursuant to N.J.S.A. 18A:37-2, the board will consider expulsion only if the nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

### **FAMILY LIFE EDUCATION- Board Policy 5250**

In accordance with New Jersey Administrative Code 6:29-4.2, family life education means instruction to develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships; the physiological, psychological and cultural foundations of human development, sexuality and reproduction, at various stages of growth; and to provide the opportunity for students to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now and aid in establishing strong family life for themselves in the future thereby contributing to the enrichment of the community. Family life education is integrated into the health programs in grades 2, 5 and 8. The complete curriculum and materials used for the various curriculum areas are available for review in each school office. If a parent/guardian has any concerns regarding our curriculum and its content you as parent/guardian have the right to remove your child from that particular portion of the curriculum that is being taught.

### **FIELD TRIPS**

Field trips are considered a part of the regular school day and student participation is expected. Field trips are scheduled throughout the year. Parents must complete a field trip permission slip for each trip. Upon returning from a field trip, parents/guardians are expected to pick up their child at the predetermined location and time. Students will remain supervised until a parent/guardian arrives. Any changes regarding pick-up procedures

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must be stated in writing, from the parent/guardian, before the trip departs from the school. If students return after dismissal, they will be supervised until all are picked up.

## **FIRE, WEATHER & EMERGENCY DRILLS**

Periodic fire and emergency drills will occur throughout the year. Students are to follow teacher directions in exiting the building. When exiting, students are to walk, keep hands to themselves and are to keep silent. Students are to follow the directions provided by the teachers and staff relative to the specific emergency procedures in effect. Families are advised to check the district website for emergency updates and special information on behalf of the school system.

## **HARASSMENT, INTIMIDATION, AND BULLYING - See District Policy 5512**

## **HEALTH SERVICES**

The Upper Township School District, in compliance with the laws of the State of New Jersey, provides for the physical well-being of its students by providing a full-time nurse in each school. Screenings will be done per the guidelines and board policy for areas such as height, weight, blood pressure, vision, hearing, scoliosis as needed. Physical examinations provided by the student's personal physician are encouraged at each of the appropriate developmental stages. All new students to the District, students who are undergoing Child Study Team evaluations, students who are unable to provide a sports physical from their own physician and students who are in need of working papers will be provided a school-based physical when deemed necessary per state regulations. A Mantoux tuberculosis-screening test is provided as required by New Jersey Law. Immunizations are required per Chapter 14 of the New Jersey Sanitary Code. This requires that the students be immunized with:

Diphtheria toxoid; Pertussis vaccine; Tetanus toxoid; Measles virus vaccine, live, attenuated; Rubella virus vaccine, live; Poliomyelitis vaccine, live, oral trivalent; and any other immunization that might be required by state regulation. Hepatitis B has now been mandated for all children entering the school system for the first time and for all sixth-grade students. School entry refers to kindergarten OR first grade, if that is the point of entry for the child. Children who have not completed or begun the series for Hepatitis B will be excluded from school until such immunization is begun.

### **Beginning September 2008, the following immunizations are also required:**

1. Every child born on or after January 1, 1997, and entering or attending Grade 6 or a comparable age level special education program, shall have received one booster dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no later than the tenth birthday. If a child received a Tdap or Td less than five years from entering Grade 6 they shall not be required to receive a Tdap dose until five years have elapsed from the last DTP/DTaP or Td dose.
2. Every child born on or after January 1, 1997, and entering Grade 6 or a comparable age level special education program shall have received one dose of meningococcal vaccine.

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3. Every child entering preschool is required to have a pneumococcal conjugate vaccine (PCU) and an influenza vaccine (flu shot). The flu shot needs to be given between September 1<sup>st</sup> and December 31<sup>st</sup>.
4. Every child born on or after January 1, 1997, and transferring to a New Jersey school from out of state or another country shall have received one dose of meningococcal vaccine. If a student is injured, the school nurse will administer first aid per school doctor's orders. Parents/guardians will be notified of the injury and the recommendation for further medical evaluation will be made when deemed necessary. If the parent or guardian cannot be contacted and the injury warrants the transportation of the injured student to the hospital, standard procedures will be followed. The nurse will continue to contact the parent or guardian or other relative who has the authority to approve the necessary medical treatment. Questions regarding health services and immunization should be referred to the Primary School nurse, (628-3500 ext. 2113) the Elementary School nurse, (628-3500 ext. 2324) or the Middle School nurse, (628-3500 ext. 2247).

### **HOMEWORK PROCEDURE**

The Board of Education and Administration recognize the value of appropriate homework and favor those activities which provide for flexibility, creativity and originality on the part of both the teacher and student. Teachers may, and should assign homework to students to aid in their educational development and growth. The type, frequency and quantity of homework assigned shall be grade level and developmentally appropriate as determined by the teacher(s). Homework should be an application or adaptation of a classroom experience and shall not supplant school instruction. Homework shall never be assigned for disciplinary purposes.

Make-up work is the responsibility of the student. The opportunity is afforded to every student so that no student will be academically penalized due to any excused absence/lateness. It is the prerogative of the teacher to assign whatever work he/she feels is necessary to equate with the work that was missed due to the excused absence/lateness. Students will have 1 day to complete work for each day absent and such work will be assigned to the student upon their return to school. Time allocation for make-up work for extended absences (over 5 days) will be determined by the teacher/administration.

### **HOME SCHOOLING**

Parents requesting to educate their children at home as an alternative to sending them to public school should: Submit a letter of intent (to remove the child from school and to educate the child at home) to the Superintendent of Schools.

### **HONOR SOCIETY**

Membership in NJHS is an honor bestowed upon a middle school student. Selection for membership is conducted by a Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. The Faculty Council will review all completed student applications, academic and discipline records to guide its decisions. See the middle school National Junior Honor Society webpage for more information.

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## **HONOR ROLL- MIDDLE SCHOOL ONLY**

Eligibility for Honor Roll status (grades 6-8) is as follows:  
Principal's Honor Roll: Minimum grade of 93 in all subjects.  
Honor Roll: Minimum grade of 85 in all subjects.

## **INTERVENTION & REFERRAL SERVICE COMMITTEES**

The Intervention & Referral Service Committees are regular education decision-making teams which serve to increase the capacity of the regular education program to serve children at risk. The primary purpose of the I&RS Committee is to work in close conjunction with the classroom teacher and parents in designing and recommending interventions for children experiencing difficulties in learning and/or behavior. The I&RS Committee involves parents in developing strategies to help their children.

## **KINDERGARTEN PROGRAM**

We provide a full-day kindergarten program for all students. Kindergarten Registration will take place in March (see district website for specific dates) for all children registering for the next school year. Parents should provide a proof of residency, birth certificate, custody papers and all immunization records for their child's registration.

## **LAVATORY USAGE**

Students must secure a pass from the classroom teacher to use the lavatory during class and are not permitted to use the lavatories between classes. Students are not to loiter in the lavatories but return to class expediently. Also, students shall use the lavatory closest to their classrooms or in their class if available.

## **LOCKERS (MIDDLE SCHOOL)**

Lockers may be used at the designated times. All other visitations to lockers may be permitted with a teacher pass. As a safety rule, book bags shall not be permitted to be carried by students during the school day. Students with special physical needs will be accommodated. The student shall address the need(s) with his/her homeroom teacher. See pupil right of privacy.

## **LOST AND FOUND**

Misplaced and lost items are kept in one location at each school. Parents and students are urged to check these areas if items are missing. Students must check with cafeteria aides or office personnel before proceeding to these areas.

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## **MEDICAL EXCUSES/PHYSICAL EDUCATION AND RECESS**

All medical excuses excluding a student from participating in P.E. classes need to be in writing from a doctor and turned in to the main office. The note will be forwarded to the nurse and gym teacher. Parent notes will excuse a child for 1 day only! **Important: Students will not be allowed outside at recess during days when a child is excused from gym class.**

## **MEDICATION POLICY**

Students requiring medication at school must have a WRITTEN STATEMENT FROM THE PRIMARY CARE PROVIDER which identifies the type, dosage and purpose of the medication. Medication must be in the original labeled container and presented to the school nurse upon arrival at school by the parent/guardian. Inhalers are medication and are to be kept in the Health Office. A written statement from the parent giving the nurse permission to administer the medication is required. It is suggested that the parent request an extra container at the pharmacy to be left in the nurse's office to eliminate transporting medication daily. Unless absolutely necessary, medication to be given three times a day or less should be administered at home. Over the counter medication cannot be dispensed by the nurse nor should it be sent to school with your child.

### **Pupil Self-Administration of Medication**

Students are permitted by board policy and state law to self-administer medication for Asthma or other life-threatening illness by students in 4<sup>th</sup> through 8<sup>th</sup> grade, both on school premises during the regular school hours and off-site when participating in school related activities. Parents/guardians must provide the District with the proper documentation in the form of physician certification of necessity. This must be accompanied by the appropriate documentation from the parents on the child's ability to self-administer. This permission is only effective for the current school year in which it is issued. This right to self-administer may be revoked if the student has not complied with the conditions necessary for safe administration of the medication. An Asthma Action Plan completed by the Primary Care Provider and signed by the Parent/Guardian is required annually.

### **Emergency Administration of Epinephrine**

The board shall permit the school nurse or medical inspector to administer epinephrine via epi-pen in emergency situations. In their absence, a designee or designees who are employees of the board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen using standardized training protocols. Each designee shall receive individual training for each pupil for whom he/she is designated. The board, through the school nurse, shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the District, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen to the pupil. An Allergy Action Plan completed by the Primary Care Provider and signed by the Parent/Guardian is required annually. Parents/guardians shall provide the board with the following:



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- a. Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;
- b. Written permission for the administration of epinephrine via epi-pen by the school nurse or designee(s);
- c. A signed statement acknowledging their understanding that if the specified procedures are followed, the District shall have no liability as a result of any injury arising from the administration of the epi-pen by the school nurse or designee(s) to the pupil and that the District, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen to the pupil. Permissions for the administration of epinephrine via epi-pen shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

### MEDIA COVERAGE

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

- Articles in a school or district newsletter: honors and awards.
- Pictures taken to accompany a newspaper article.
- Pictures taken to include in a slide presentation or an electronic slide show about our district that is shown to new staff, various service organizations and groups from other schools.
- Pictures taken for the teacher to use in his/her class activities and district websites.
- Video taken of participation in a special event or program.
- Video conferencing activities with other educational institutions.
- Pictures taken to be used in pamphlets or brochures about our district.

**The Board of Education procedures require that we have your permission to take pictures of your child and/or publish their name in the newspaper or use on district websites/social media platforms. Parents will grant permission through the Genesis Parent Portal.**

### NJ FAMILYCARE (1-800-701-0710)

#### **What is it?**

NJ Family Care provides quality, free or low-cost health coverage for uninsured children and teens 18 and younger and low-income parents. This program already covers more than a half million New Jersey children. NJ Family Care offers full health care coverage through established Health Maintenance Organizations (HMOs) that operate throughout the state.

**How to Find Out More?** To find out if you are eligible, or for more information, call 1-800-701-0710 or visit the website at [www.njfamilycare.org](http://www.njfamilycare.org).

### PARENT TEACHER ORGANIZATION

The Upper Township Parent Teacher Organization has a threefold mission: promoting the partnership of parents and educators in the education of our children; providing educational opportunities for parents; and

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acting as an advocate for the welfare of all children. Membership is open to all. PTO membership fee is \$10.00. Meeting dates and sponsored activities are listed on the district website calendar. Your input and participation are greatly needed. Please join and volunteer your time and talents. If you have any questions or are interested in joining the PTO, please see the PTO page on our website, [upperschools.org](http://upperschools.org), for information.

### **PARKING**

Parking directly in front of the school is a violation of our fire safety code as this area must remain clear in case of a fire or emergency. Do not park your cars in the fire zone or handicapped zones. State Police have notified us that they will issue tickets for violations. Do not pass a school bus that is loading or unloading in front of a school building with the lights flashing.

### **PROMOTION AND RETENTION- Board Policy 5410**

#### **Promotion**

A. A child shall be promoted (moved from one grade level to a higher-grade level) when he/she has attained a reasonable level of proficiency in major disciplines with particular reference to basic communications and mathematical skills as determined for each individual pupil by members of the school and/or District professional staff.

B. The method of determining attainment of proficiency levels for appropriate grade level shall be determined by the Core proficiencies set by the State Board of Education.

#### **Retention**

A. Any child not attaining the degree of proficiency in grades Kindergarten through grade 5 may be considered for retention in that grade level; accumulating 24 or more unexcused absences may constitute retention as well.

B. The classroom teacher must refer each child being considered for retention to the Intervention & Referral Services Committee for additional input prior to final determination.

C. Retention may be considered once absences reach twenty-four (24) unexcused absences.

The parents shall be invited to a meeting with the teacher, and other staff members, no later than the end of the second trimester for discussion of the matter. The Superintendent must be informed in writing of this matter by the principal at this time along with goals set forth. This discussion shall consist of an explanation to the parents of their child's current academic standing in relation to the group and his or her own individual ability. Goals will be set for the third trimester. During the middle of the third trimester another meeting will be held to review the goals and the student's progress. At this time, the final decision shall be made. The final decision shall be made by the Superintendent; parental input will be required.

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## **PUPIL RIGHT OF PRIVACY**

The Board acknowledges the need for the in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, students may lock them against incursion by other students. The school's principal has the right to examine or inspect any of these storage spaces. Students are hereby notified that inspections of their lockers and desks may be conducted at times. Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the building principal.

## **RELIGIOUS HOLIDAYS**

1. Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award use of such absence.
2. Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination.
3. To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
4. Any absence because of a religious holiday must be recorded in the school register.
5. The reason for such absence must NOT be recorded on any transcript or application or employment form or on any similar form.

## **SAFETY - SECURITY**

For the Safety and Security of your children, please adhere to the following requirements:

1. Visitors must report to the main office upon entering and receive a Visitor's Pass.
2. Send in a note or call the school when preparing to pick-up a child and have a picture ID ready.
4. Update all special circumstances (custody issues, special alerts) in writing.
5. To report a concern about safety, call to alert your principal as soon as possible.

## **SCHOOL DANCES/EVENING ACTIVITIES**

There will be a number of school dances and other evening activities during the school year. Such activities are not open to students from any other school. Students attending should see to it that their parents know when the activity is over so that transportation will be available for the student at the end of the activity. Students are expected to obey all rules as enforced by adult supervision.

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The following list of guidelines shall govern all activities held at the Middle School unless otherwise indicated:

## **Student Behavior**

Behavior guidelines per the student code of conduct will be enforced for all dances and other evening events. Additionally, the following guidelines will be enforced:

- Only Upper Township students may attend unless prior arrangements have been made with the principal.
- Students are not permitted to leave the building before the end of an activity unless a parent comes to the door to get them.
- Students who are absent due to illness or who are suspended the day of the activity are NOT permitted to attend the activity.
- Students must make prior arrangements for immediate transportation home at the conclusion of the activity.
- Students failing to arrange for transportation will forfeit their privilege to attend the next regularly scheduled activity.
- Students are expected to dress in a manner which is appropriate for the occasion with the knowledge that inappropriate attire would be reason to be refused admittance.
- Behavior that endangers your own safety or the safety of others will not be permitted. NO inappropriate physical contact will be permitted during the dance. Chaperones will monitor behavior during the dance and students engaging in inappropriate behavior will be asked to leave the event. Students should be respectful at all times and should adhere to the school's Code of Conduct during evening activities.

## **SECTION 504 OF THE REHABILITATION ACT**

Eligibility for an Accommodation Plan under Section 504 of the Rehabilitation act is determined by a committee of school professionals familiar with the student. This determination is based on the results of an evaluation. To be eligible for an Accommodation Plan under this law, the student must demonstrate a disability that “substantially limits” daily functioning in a major life activity. District personnel, parents or outside agencies concerned with the welfare of the child may refer that child for a Section 504 evaluation. The Upper Township School District's Section 504 Coordinator is Allison Pessolano (609) 628-3500 x2225.

## **SPECIAL EDUCATION SERVICES**

The Upper Township School District offers special education services to those students identified as having a disability consistent with Title 6A: Chapter 14 (Special Education) of the New Jersey Administrative Code. District professional staff members, parents/guardians or outside agencies concerned with the academic and/or behavioral performance of a child may refer that child for a Child Study Team evaluation. The referral of a child usually (but not necessarily) follows the implementation of intervention strategies in general education, and evidence that the child has not responded adequately to those interventions. Regular education intervention strategies are typically developed and monitored by each school's Intervention and Referral Services Committee (I&RS). If a parent chooses to make a direct referral to the Child Study Team, such a request must be in writing

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and state the nature of the parent's concern. A member of the Child Study Team will respond to this request by scheduling an identification/evaluation planning meeting within 20 days of receipt of the written request for evaluation.

If, after the completion of a Child Study evaluation, it is determined that a child is eligible for special education services, a program is established that will meet the needs of the student in the most appropriate learning environment. An Individual Education Program (IEP) team composed of a Child Study Team member, parent, regular education teacher(s), special education teacher(s), and other personnel (as necessary) shall determine the appropriate program. The school District offers a continuum of services to address the needs of the special education student. These services include providing: accommodation plans for teachers to follow in general education settings; support (teacher or aide) to special education students in general education settings for some portion of the school day; instructional services in special education classrooms for subject areas where the student is demonstrating considerable weakness; and instructional services primarily in special education classrooms to address significant learning and/or developmental areas. The school District also utilizes out-of-District public and private schools to service students with specific needs that are better addressed in specialized settings.

The school District provides speech and language therapy, occupational therapy and physical therapy to students who have been found to be eligible for special education services and are demonstrating that a weakness exists, and that this weakness is affecting their performance and/or participation in school.

## **Preschool Program**

The Upper Township School District offers a regular education preschool program funded through the NJ DOE Preschool Expansion Aid. This program was developed to offer increased high-quality, full-day preschool programs for children. General education preschool age students are selected for this program through a public lottery held in the spring of each year. Our preschool program also serves as a means to provide preschool children with disabilities the opportunity to attend school with non-disabled peers. Preschool students with disabilities who are participating in this program are identified through the Child Study Team evaluation process.

The Upper Township School District also offers a preschool disabilities classroom for special education preschool students who are recommended for this specialized instructional setting. The decision regarding placement in the appropriate program for preschool students is made by the Individual Education Program (IEP) team.

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## **STUDENT PLACEMENT**

Student placement in homerooms and academic classes will be made solely by the Administration. These placements will reflect the best learning environment possible (with input from the teacher(s)) for each pupil.

## **STUDENT RECORDS- Board Policy 8330**

Records are maintained on all students. A file containing academic records, attendance records, report cards and state test results is maintained on each child. At times it becomes necessary to maintain a discipline file on certain students also. These files, separate from the academic files, are kept in the principal's office. For those students who have received the services of the Child Study Team, an additional file regarding these services is maintained in the Child Study Team office. If you wish to examine the records of your child, please arrange an appointment by calling his/her principal or the Child Study Team with 24-hour notice.

## **SUBSTANCE ABUSE- Board Policy 5530**

In accordance with Federal Law, N.J. Code and the Upper Township School District, a policy has been developed which covers substance abuse in several areas. The focus areas are prevention and intervention. Prevention is addressed via the curriculum. Intervention will be instituted if any or all of the following should occur:

- when a student is suspected of having drug/alcohol-related problems;
- when a student shares a drug/alcohol related problem with a staff member;
- when a student is suspected of being under the influence or when a student is found in possession of or selling drugs/alcohol.

The requirement of a parent conference, in or out-of-school counseling, and disciplinary action are all options clarified in the policy. A specific example would be that a second offense for in-school usage could result in a ten (10) day suspension from school. In accordance with Chapter 40 of Title 18A of New Jersey Statutes, the administration/nurse must require an immediate physical examination of any student suspected of being under the influence of alcohol or a controlled dangerous substance as defined by law. The examination must include a urinalysis and the student must submit a urine sample on the day of the referral. Any student unable to do so will be placed on external suspension until a screening is completed.

Any tested student is allowed to return to school, (if cleared by the physician) once the examination and urine submitted has been completed, until the results are shared with the administration. Disciplinary action will only be taken if the student tests positive for alcohol and/or drugs.

*\* The sale or distribution of illegal substances/paraphernalia will be dealt with, on a case-by-case basis, by the administration, the Board of Education and the State Police. Any such offense may carry an extended suspension, up to one full school year, for each incident.*

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Specific steps are to be followed in order to maintain confidentiality and offer the best possible outcome for the student when any of the above situations occur. If you would like to access the complete policy, including the specific discipline which will be followed, please feel free to contact one of our school principals.

### **TRANSFERS**

If it becomes necessary for your child to transfer from the Upper Township Schools, please notify his/her principal as soon as possible. Early notification will make the transition smoother for your child. It is necessary for parents to sign a release form so that records may be forwarded to the new district. Transfer cards will not be issued until all obligations to the Upper Township School District are met.

### **TRANSPORTATION PRIVILEGES**

Almost all students in the District ride buses to and from school. It is imperative that proper behavior be exhibited at all times on the school bus. Safety is always of utmost concern. With this in mind, the following safety rules need to be adhered to:

1. Students should be orderly at all times while waiting for the school bus.
2. Students should be on time for the bus both morning and afternoon.
3. As an act of courtesy, all lower grade students should be permitted to board the bus first. Older students can be helpful in aiding younger children on and off the bus.
4. Students shall remain seated while the bus is in motion; Seatbelts are provided on all buses and must be worn and properly hooked.
5. Students will be assigned seats by the bus driver or principal.
6. Students shall not extend their hands, arms or heads through the bus windows.
7. Talking is permitted while riding the bus, but loud singing and yelling is not permitted at any time. Nothing should ever be thrown from bus windows.
8. Students shall have written permission, approved by the main office, to leave the bus at other than their regular drop off point.
9. Students shall keep the bus clean and refrain from damaging it. Eating and consuming beverages are never permitted on a school bus.
10. The bus driver should not be distracted at any time.
11. Students are not to board the bus unless the driver is present. If the bus door is closed, students should not open the door for any reason.
12. Playground balls, skate boards or other items that can be rolled throughout the bus are potentially dangerous and must be placed in a gym bag.
13. No animals, insects, birds, reptiles or pets of any kind are permitted on the bus.
14. Students will not be permitted to carry rolling book bags on the bus or into any of the District's schools.
15. If any parts of the bus are damaged, we will bill the parents for the replacement value and the labor to repair.

Students who refuse to obey the directions of the bus driver, or refuse to obey regulations of transportation, shall forfeit their right to ride on District-provided buses, in accordance to State Law Statue 18A:25-2. In the

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event of exclusion, the parents shall provide for the transportation to and from school during the period of exclusion.

**No parent/guardian shall board a bus without an invitation by the bus driver.** Parents or designated adults of kindergarten children must be present at the bus stop to safely receive their child each day. If your child is met by an older sibling, then a note stating this must be sent to the Transportation office to be put on file. Notes for a child to take a different bus home with another child (or to be picked up) will only be honored for an emergency situation verified by the school office and approved by the school principal.

*The Upper Township School District reserves the right to monitor all passengers by means of electronic videotaping equipment.* Safety is of utmost importance. Students are asked not to bring in notes from parents to ride a different bus home in the afternoon. Most buses are full and have no seats for extra riders. Per policy, requests for bus changes in the afternoon must be denied. Questions regarding transportation should be addressed to Mrs. Kandie Mendell, Transportation Supervisor, at 609-628-3500 ext. 2286.

## USE OF PHONES

Please be aware that our phones are our lifelines to parents, community and emergency issues that may come up. Student use of phones will be limited to emergency only. Phones are not to be used to have homework brought in or to remind parents of issues that should be addressed at the home level prior to school. Phones will not be used to arrange for transportation. Please make every effort to plan ahead for your child's needs so that the school's phones can be used for emergencies. Students may only use phones with faculty permission.

## VANDALISM- Board Policy 7610

As a school community we believe that respect for property is an important life skill. We encourage our students to respect school property at all times. Destruction or damage to school property is considered a serious offense. In the event damage is purposely done to school property (graffiti, breakage, writing on lavatory walls, etc.) parents will be notified immediately and **reimbursement to the District** will be sought. A Violence and Vandalism report will be filed with the State Department of Education. The State Police will be called in if the situation warrants.

## VENDING MACHINES

Vending machines are located in various school locations and are to be used only for after-school events. Students are not allowed to use these machines during school hours but may use them during after-school activities.

## VISITORS/VOLUNTEERS

Family involvement is a hallmark of the Upper Township School District. Parents/Guardians and community members wishing to volunteer in any capacity (cafeteria, music, library, etc.) should call the principal. Volunteer opportunities are available and varied. Volunteers have been especially helpful with the library and



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art media program at the Primary/Elementary Schools. The Board greatly appreciates that assistance and looks forward to continued parent involvement in our schools. The Board of Education highly values its Parent Teacher Organization and their contributions to the District's schools.

Our students' safety and security are our first priority. Visitors are not permitted to enter a classroom or to confer with a teacher unless permission has been obtained from the principal and/or the teacher. All parents or visitors must report to the main office before entering a classroom/school. Please pick up a Visitor's Pass in the office.

### **WEAPONS- Board Policy 8467**

Any student or adult carrying a weapon on any Board property (except law enforcement officers) shall be regarded as violators to safety. Law enforcement shall be called immediately to remove such violators. Immediate student suspension with an expulsion hearing shall occur if convicted or found to be delinquent in possessing a firearm/weapon or committing a crime while in possession of a firearm/weapon. Weapons with intent to harm (knives, etc.) shall also be confiscated and law enforcement called. Toy weapons shall be confiscated immediately by any staff member. If intent to threaten another by a toy weapon occurs, appropriate discipline shall occur.

### **YEARBOOKS**

The purpose of the yearbook is to summarize the school year in a positive way. The administration reserves the right to confiscate yearbooks that are used in a negative fashion. Inappropriate messages and autographs will result in the confiscation of the yearbook. Students should monitor those who write messages in their yearbooks. The confiscated yearbooks will then be given to an adult family member. Middle School & Elementary School Yearbooks are distributed during the final days of school.