



# DELAWARE TOWNSHIP SCHOOL

501 ROSEMONT-RINGOES ROAD

P.O. BOX 1000

SERGEANTSVILLE, NJ 08557

[www.dtsk8.org](http://www.dtsk8.org)

609-397-3179

**Dr. Richard Wiener, Superintendent**

**Mrs. Kathleen Racile, Supervisor**

**Mrs. Patricia Pillon, Supervisor**

**Mrs. Susan Joyce, Business Administrator**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_


CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## INTRODUCTION

The Delaware Township School District serves students in grades pre- kindergarten through grade eight. We are located on a twenty-six acre site in rural, western New Jersey, just three miles from the Delaware River. Delaware Township School District is a constituent member of the Hunterdon Central Regional School District. Students in grades nine through twelve attend Hunterdon Central Regional High School.



## MISSION STATEMENT

The mission of the Delaware Township School District is to prepare each student to become a productive, responsible member of society, able to adapt and change, by providing an environment that:

- Creates a foundation for a self-motivated lifelong learner through relevant, innovative, comprehensive curricula that reflect the New Jersey Student Learning Standards;
- Focuses on individual needs and promotes individual excellence by encouraging and enhancing the intellectual and social development of each student.

This environment will be realized through an active and responsive partnership that includes the students, parents, community and staff.

**Parents & visitors must first report to the main entrance to sign in and obtain a visitor's lanyard and badge in the main office.**

## SCHOOL DAY

PreK: 9:00 am – 3:00 pm Grades K-8: 8:50 am to 3:10 pm

Students should not arrive before 8:45 am. Any student arriving after 8:50 am must be signed in at the main office, where a late pass will be issued. When picking your child up early, you are to go directly to the main office. Students will only be dismissed from the main office. PreK-5 students must submit a note to their homeroom teacher if there is any deviation from their normal way home.

## REGULAR DAY SCHEDULE

Homeroom	8:50-8:58
Period 1	9:00-9:47
Period 2	9:49-10:36
Period 3	10:38-11:25
Period 4	11:27-12:14 (K-2 lunch 11:27-11:57, Recess K-1 11:59-12:24, 2 12:20-12:46)
Period 5	12:16-12:46 (Gr. 6-8 lunch)
Period 6	12:48-1:35 (Gr. 3-5 lunch 1:05-1:35, Recess 3-4 1:37-2:07, 5 12:40-1:03)
Period 7	1:37-2:24
Period 8	2:26-3:10

## DELAYED OPENING SCHEDULE

**Classes will begin at 10:20am & end at 3:10pm.**

Homeroom:	10:20-10:24
Period 1	10:26-11:00
Period 2	11:02-11:36
Period 3	11:38-12:12
Period 4	12:14-12:48 (Gr. K-2 lunch 12:16-12:46)
Period 5	12:50-1:24 (Gr. 6-8 lunch 12:52-1:22)
Period 6	1:26-1:58 (Gr. 3-5 lunch 1:26-1:56)
Period 7	2:00-2:34
Period 8	2:36-3:10

### **EARLY DISMISSAL SCHEDULE**

**Classes will begin at 8:50am and end at 12:50pm. Lunch WILL NOT be served on early dismissal days. \*Buses may run late if HCRHS also has an early dismissal\***

Homeroom	8:50-8:55
Period 1	8:57-9:24
Period 2	9:26-9:53
Period 3	9:55-10:22
Period 4	10:24-10:51
Period 5	10:53-11:20
Period 6	11:22-11:49
Period 7	11:51-12:18
Period 8	12:20-12:50

### **DTS MARKING PERIOD DATES**

Marking Period 1	September 4, 2019 to December 5, 2019
Marking Period 2	December 6, 2019 to March 13, 2020
Marking Period 3	March 16, 2020 to June 16, 2020

**\*These dates are subject to change due to weather or emergency closings.**

### **REPORT CARD GRADES (Grades will be made available via the Genesis parent portal on the following dates)**

Marking Period 1	December 13, 2019
Marking Period 2	March 23, 2020
Marking Period 3	June 22, 2020

**\*These dates are subject to change due to weather or emergency closings.**

### **STUDENT ATTENDANCE**

#### **Attendance Committee**

The supervisors, school nurse, guidance counselor and other staff as needed make up the Delaware Township School Attendance Committee. This state required committee will convene when necessary to discuss excessive absenteeism cases as they arise. You will be notified if we are concerned about your child's attendance.

We will discuss your child's absences, the reasons for them and determine an appropriate solution.

#### **Attendance Requirements**

Regular attendance is important to academic and social success and mandated by law for children between the ages of six and sixteen. State law requires that children attend school 180 days each year. The only absences that are considered excused are those approved by the state.

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- "Take Our Children to Work Day"
- Student's illness requires a doctor's note when absent 3 consecutive days, or a pattern of absences develops.
- Death or critical illness in the family
- Student's required court attendance
- Such good cause as may be acceptable to Attendance Committee.

All other absences will be considered unexcused. Excessive absences will require a parent meeting with the Attendance Committee.

#### **Tardiness**

School begins promptly at 8:50 am. If your child arrives after that time THE PARENT AND CHILD must report to the MAIN OFFICE to sign in. PLEASE PARK IN THE EAST PARKING LOT. Your child will be issued a late pass that will allow him/her to proceed to class.

Excused tardy reasons include:

- Student illness
- Medical appointments that cannot be scheduled any other time- requires a doctor's note
- Emergency in the family
- All other tardies will be considered unexcused.
- Every 5 instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for consideration of grade promotion.

**The State of New Jersey requires all school districts to track attendance and tardiness pursuant to N.J.S.A. 18A:38-25 through 31 and N.J.A.C. 6A:32-8 and 13.1.**

### **Reporting Absences**

Please notify the school as soon as possible when your child is going to be absent by calling 609-397-3179; you can reach this mailbox by pressing “1” from the main menu or by pressing “9” and then extension 504. Your message should include your child’s name, the teacher’s name, and the reason for the absence. We ask that you call the school each day your child is absent. We retrieve our attendance messages after 9:10 am each day. If a child is absent and no call is on record, you will be contacted via telephone to ensure that your child is safe.

### **Chronic/Lengthy Illness**

If your child has a chronic health and mental health issue that causes frequent absences, please call and discuss the situation with the school nurse. We are sensitive to issues of this nature and will work with you to see that your child receives the best possible support and educational program we can offer.

### **Family Vacations**

Days taken for family vacations are considered **unexcused** absences. If your family takes vacation during the school year, advance schoolwork is difficult to provide. Teachers may recommend reading material and suggest that children keep a journal, but this does not compensate for class time missed. Therefore, we ask that parents use discretion when planning family vacations.

### **Make-up Work**

If your child is absent two or more consecutive days due to illness, please make arrangements through the main office to have your child’s make-up work picked up. These assignments can be brought home by siblings or neighbors, or picked up after 3:15 pm in the main vestibule.

### **Returning to School**

A doctor’s note is required upon return to school after an absence of three consecutive days. This will be placed in your child’s health record.

### **BOARD OF EDUCATION**

Ms. Linda Ubry, President	Ms. Kristen Devlin
Ms. Catherine Pouria, VP	Mr. Tate Hoffman
Ms. Anne May	Mr. David Cooper
Ms. Rebecca Burns	Ms. Mary Lyons
Ms. Laura Hornby	

### **TRANSPORTATION STAFF**

Transportation will be provided through Hunterdon Central Regional High School. For any questions or concerns regarding transportation, please contact Mrs. Susan Joyce at (609) 397-3179 ext. 409

**To contact faculty or staff, please dial 609-397-3179. To leave a message, enter 9 and then the extension number listed below.**

### **ADMINISTRATION**

Dr. Richard Wiener, Superintendent: ext. 408  
Mrs. Kathleen Racile, Supervisor: ext. 404  
Mrs. Patricia Pillon, Supervisor: ext. 315  
Mrs. Susan Joyce, Business Administrator: ext. 409

### **SPECIAL SERVICES**

Dr. Melissa Burgos, School Physician  
Ms. Marianne DeFronzo, CST Coordinator: 410  
Ms. Kathryn Wilk, Psychologist: 411  
Ms. Chelsea Davis, Social Worker: 412  
Ms. Marianne DeFronzo, LDTC: 410

### **SUPPORT SERVICES**

Ms. Mary Holuta, Assistant to the child study team: 413  
Ms. Leah Hummer, Cafeteria Director: 609-397-7698  
Ms. Janet Kania, Payroll/Benefits Secretary: 407

Ms. Britian Moore, Assistant to the Supervisors: 402  
Ms. Penni Nitti, Assistant to the Business Administrator: 418  
Mr. John Perone, Technology Specialist/support: 313

### **BUILDINGS & GROUNDS**

Mr. Jeff Munsey, Director: 416 (Ms. Carol Gruchacz; Ms. Dorothy Bodine; Mr. Charlie Huffman)

#### **Pre-School**

Ms. Stella Maltese: 116  
Ms. Kim Fanelli: 117

#### **Kindergarten**

Ms. Nicole Bivona: 118  
Ms. Stacey Weiss: 119

#### **First Grade**

Ms. Jennifer Ricardo: 121  
Ms. Bernie Benda: 126  
Ms. Kathleen Ferry: 127

#### **Second Grade**

Ms. Josette Gifford: 122  
Ms. Caitlin Lally: 124

#### **Paraprofessionals**

Ms. Wendy Dejneka: 139  
Ms. Reath Mast: 222  
Ms. Judy Stewart: 216  
Ms. Tracey Kell: 223

#### **Middle School**

Ms. Lisa Bennett, MS language arts, social studies: 107  
Mr. Dan Chojnowski, MS science: 133  
Mr. Robert Mead, MS mathematics/MS applied tech: 112  
Mr. Mark Deneka, MS science: 132

#### **Third Grade**

Ms. Moira GaNun: 129  
Ms. Cindy Weil: 128  
Ms. Sherry Marlatt: 130

#### **Fourth Grade**

Ms. Laura Ferrante: 204  
Ms. Valerie Wheatley: 205

#### **Fifth Grade**

Ms. Marilyn Blair: 208  
Ms. Susan Freed: 207

Ms. Jacalyn Plummer: 214  
Ms. Karen Tomson: 218  
Ms. Tracey Wolf: 231

Ms. Kimberly Mazzucco, MS mathematics, algebra 1: 110  
Ms. Ellen McShane, MS language arts, social studies: 106  
Ms. Vicky Hardy, MS language arts, social studies: 109

### **Special Education**

Ms. April Ambio, primary self-contained: 131  
Ms. Lucy Fisher, middle school resource center: 104  
Ms. Kimberly Goss, elementary resource center: 210  
Ms. Andrea Gristina, elementary resource center: 123  
Ms. Stephanie Joyce, middle school resource center: 103  
Ms. Nadina LaBouliere, middle school resource center: 109  
Ms. Judith Latham, elementary resource center: 206  
Ms. Cindy Rose, elementary resource center: 202

### **Special Areas**

Ms. Stacy Falkenstein, intervention: 125  
Ms. Jessica Yarrow, intervention: 203  
Ms. Sheri Laman, gifted and talented: 134  
Mr. Kelvyn Ramirez, Spanish: 102  
Ms. Laura Richardson, Spanish: 209  
Mr. Joseph Komarek, instrumental music: 304  
Ms. Gina Scialla, general music: 115  
Ms. Angela Mikula, art: 135  
Ms. Jill Kirchberger, media center: 302  
Ms. Kathleen O'Brien, technology: 101  
Mr. Brian Smith, physical education: 225  
Ms. Cindy Terranova, physical education/health: 111  
Ms. Eileen Quinn, school counselor: 417  
Ms. Meeta Verma, school nurse: 401

### **EMERGENCY EARLY CLOSING PROCEDURES**

In the event of an emergency which necessitates the early closing and dismissal of students, the following procedures will be implemented:  
-The appropriate agency or agencies that deal with emergencies will be notified (police, fire, rescue, power & light).  
-If needed, students will be evacuated to a safe area.

- The Superintendent will maintain communication with the BOE, supervisors and other appropriate agencies.
- The Supervisor will maintain appropriate communication with the nurse, faculty and staff.
- The school will notify parents of all students via a Blackboard Connect broadcast message (List Serv),
- All classroom teachers will refer to the emergency closing form to determine that each student knows what he/she will do when arriving home early.
- Students unable to be left off at home will be brought back to school and supervised until they can be picked up.

**Please Note:**

In the event of snowfall during the school day, we will announce early closings by means of a Blackboard Connect broadcast message (List Serv). We will also await word from the police that the road department is clearing the roads, as the initial snowfall is the most slick and dangerous. Please be advised that occasionally emergencies other than inclement weather result in the early closing of school. It is recommended that parents make arrangements, early in the school year, for their child’s safety and supervision in the event of an early dismissal. Please be advised to notify your child’s teacher of these arrangements.

**CONFERENCES**

Communication between the school and home maximizes a student’s potential for success. Parents and teachers are encouraged to communicate individually throughout the school year. The opportunity for school-wide conferences is provided so that parents and teachers can discuss the child’s program on a formal basis. Topics covered at conferences may include: the educational and personal growth of a student, specifics pertaining to the curriculum and school programs, long range goal planning, and methods to avert or solve problems.

**GRADING SYSTEM/HONOR ROLL**

Middle School Grading Scale (Effective September, 2010)

100-97	A+	79-77	C+
96-93	A	76-73	C
92-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-65	D
82-80	B-	Below 65	F

Calculation for achievement on Honor Roll for middle school students is as follows: Students in grades 6, 7, and 8 who earn the numerical equivalent of 90% with **NO** “C” grades will be recognized on the Honor Roll at the end of each marking period. Teachers will review and discuss grading procedures at Back to School Night.

**ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Participation by students in extra-curricular programs is a valuable aspect of the educational process. Such participation shall be in concert with acceptable overall academic achievement and shall not be the overriding factor in the student’s education program. Students participating in extra-curricular programs are expected and encouraged to maintain a level of scholastic achievement which will enable them to graduate and succeed in the future. The policy on eligibility applies to all extra-curricular activities that meet beyond the school day. This policy encompasses all sports and any activities that are approved by the Board of Education. The school administration, coaches, advisors and teachers will be responsible for providing support and assistance to encourage the highest level of academic achievement possible from students participating in these extra-curricular activities.

Participation in extra-curricular activities is a right which carries with it certain responsibilities including: maintaining satisfactory academic achievement; recognizing that participants in extra-curricular activities represent the school and community and should project positive images of both; maintaining standards of conduct during school attendance as outlined in the school handbook and individual rules and procedures for each sport and activity set forth by the coach or advisor.

A student is eligible for participation in extra-curricular activities if he/she has received the following: a passing grade in all subject areas and no outstanding incompleteness and unsatisfactory behavior/conduct performance in all school areas.

A student who falls below any of the above standards while participating in a sport or activity will become ineligible as of the day of the receipt of a report card at the end of the marking period. A student may be made ineligible or may be reinstated based on the above criteria at the direction of the administration upon receiving a progress report from a subject teacher. A student's eligibility may be reinstated in that sport or activity after he/she has demonstrated satisfactory grades, conduct and behavior as determined by the administration in consultation with the teachers. A student may be immediately reinstated by the administration after he/she has satisfactorily completed an incomplete grade on a report card.

#### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

- Every person, child, and/or adult at Delaware Township School has the right to learn. Every person at Delaware Township School has the responsibility to learn and to allow others to learn without disruption.
- Every person at Delaware Township School has the right to feel safe.
- Every person in the school has the responsibility to be sure that each of us is safe.
- Every person at Delaware Township School has the right to be respected.
- Every person in the community has the responsibility to respect the other people of the community.
- Every person in the school is a unique individual whose special gifts will be accepted and cherished. Every person will make an effort to recognize the special gifts of others and accept those gifts as unique and special.
- Every person at Delaware Township School has the right to non-violent resolutions of issues and conflicts. Every person has the responsibility to attempt to resolve conflicts and to

discuss issues non-violently. Every person in the school has the right to be treated fairly and honestly.

- Everyone has the responsibility to treat others fairly and honestly.
- Everyone at Delaware Township School has the right to a clean and healthy environment. Every person has the responsibility to care for the environment so that it is clean and healthy.

The Board of Education believes the standards of student behavior must be set cooperatively by the interaction among the students, parents/guardians, faculty/staff and community, producing an atmosphere which encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for school and community property.

Our school community operates under the following set of behavioral guidelines. Corrective action will be taken for those students who choose not to follow these guidelines. These corrective actions will be age appropriate and progressive in nature. The Code of Student Conduct can be found on the front page of the school website.

#### **BEHAVIORAL EXPECTATIONS**

##### **CLASSROOM**

1. Follow expectations, rules, and procedures established by the classroom teacher.
2. Arrive to class on time or with a pass from the previous teacher.
3. Come to class prepared to participate and learn.
4. Use appropriate language at all times.
5. Keep hands, feet, and other objects to yourself.
6. Be respectful of classmates and teachers.

##### **CAFETERIA**

1. Walk quietly and safely when entering the cafeteria.
2. Students will sit at their assigned tables.
3. Elementary students, once seated, will obtain permission to leave the table to purchase lunch.



4. Students will use quiet voices and avoid excessive noises.
5. Keep in your own space and be in control of your entire body when waiting in the lunch line or sitting at the table.
6. Use appropriate table manners at all times and be respectful of others when eating.
7. When directed, students will be dismissed to purchase snack.
8. Finish lunch and snack in a timely fashion.
9. When directed, students will clean their table and seating area and throw away their garbage before being dismissed. Keep area around your table clean.
10. Students will be dismissed, by table, to exit the cafeteria to go to recess or class in a quiet, orderly fashion.
11. Students will get permission from the teacher or aide on duty to leave the cafeteria. A pass is needed for the student to leave the cafeteria.
12. Food may not be taken from the cafeteria unless permitted by the teacher on duty.
13. Failure to adhere to these rules may result in a loss of cafeteria privileges.

#### **ASSEMBLIES/PROGRAMS**

1. Enter performance area in a quiet, orderly manner.
2. Sit in area designated by teacher or staff.
3. Exhibit appropriate school behavior during assemblies/programs.
4. Be respectful and reward the performance with appropriate applause.
5. Be an active listener and/or participant during the assemblies/programs.
6. Exit performance area in a quiet, orderly fashion.

#### **PLAYGROUND/RECESS**

1. Students will stay in assigned areas when playing.
2. Use playground equipment in a safe manner. Do not run in equipment area.
3. Share equipment, be respectful, and include fellow students when playing.

4. Speak in a kind, courteous manner to the entire school community including fellow students, teachers, staff, and visitors.
5. Dig only in the sandbox area.
6. Students are to throw only balls and Frisbees.
7. Bleachers are for sitting only.
8. Obtain permission from teachers and/or staff to reenter the building.
9. When playing, follow physical education game rules.

#### **HALLWAYS**

1. Walk, at all times, on the right hand side of the hallway.
2. Move quietly and face forward when walking through the hallway.
3. Move as a unit (class) when passing through the hallway.
4. Keep hands, feet and other objects off other people, walls, and ceiling.
5. Respect displays and bulletin boards.
6. Use the right hand door when entering and exiting the building.

#### **BATHROOM**

1. Students will use good manners and appropriate school behavior when in the bathroom.
2. Use the facilities in a respectful manner. Clean up after yourself.
3. Proceed to and from the bathroom, with permission, in a timely fashion.
4. Notify a staff member of a need to re-supply the facilities.
5. Students need to obtain a bathroom pass and sign in and out of class to use the bathroom.

#### **BUS**

1. Follow bus rules and procedures at all times.
2. Enter and exit the bus in a safe manner at all times.
3. Stand on the bus only when entering and exiting the bus.
4. Sit in assigned seats at all times.
5. Buckle and wear seatbelts.
6. Keep all body parts inside the bus.
7. Speak softly using a moderate voice.

8. Exhibit appropriate school behavior and use appropriate language at all times.
9. Keep feet and all possessions on the floor in front of you.
10. Respect and care for school property and the property of others.
11. Keep food in lunch boxes and backpacks.
12. Keep all other objects in backpacks.
13. Place garbage in containers provided.

**AFTER SCHOOL ACTIVITIES (DANCES, GAMES, PLAYS, PROGRAMS)**

1. All dances (student council and promotion) are open to CURRENT DTS STUDENTS ONLY. No guests are permitted at any dance.
2. Respect officials, coaches, players, guests, and school property at all times.
3. Participate and cooperate in a respectful manner when cheering for your school.
4. Stay seated in bleachers and on the side of the field when viewing the game.
5. Refrain from entering the court or field at all times – this includes timeouts, halftime, and between games.
6. Remain seated during the length of the presentation or performance.
7. Remain in the immediate area of the activity until it has ended. Entrance back into the school building is not permitted after games or presentations.
8. Students viewing athletic events will be under the supervision of the faculty member on duty.
9. Students must have a signed After School Activity/Athletic Admission Permission Slip to stay after school to view home games and meets.

**GENERAL SCHOOL GUIDELINES**

1. Students will follow the school dress code procedures outlined in the Delaware Township School Code of Conduct.
2. Students will arrive to and depart from school on time. Students should not arrive before 8:45 am. Students may

enter the building before 8:45 am if they are meeting with a teacher.

3. After school hours, students must be supervised by a parent or guardian unless under the supervision of a teacher, coach, or advisor. Students viewing athletic events will be under the supervision of the faculty member on duty when a signed parent permission slip is obtained.
4. All elementary students will go directly to their classroom after being dropped off or immediately after departing the bus upon arrival to school at 8:45 am.
5. All middle school students will go directly to their lockers after being dropped off or immediately after departing the bus upon arrival to school at 8:45 am.
6. Use school appropriate language at all times.
7. Speak in a kind, courteous manner to all members of the school community.
8. Respect and keep school property clean and neat at all times.
9. Respect the property of others.
10. Follow directions the first time given.
11. Electronics and trading cards of any type are disruptive to the learning environment and therefore must be left at home. (Electronics: iPods, hand-held video games and all other electronic equipment, laser lights).
12. Middle school students are permitted two (2) minutes for passage between classes.
13. Middle school students should follow grade level procedures when going to lockers throughout the school day.
14. Chewing gum and candy is prohibited.
15. Use of cell phones is prohibited during school hours. All cell phones must be turned off before entering the building. Once in the building, cell phones must be turned off. At the end of the day, cell phones may not be turned on until students have exited the building or after 3:10 pm for students staying at school for afterschool activities.

## **HARASSMENT, INTIMIDATION, OR BULLYING**

*A suspected "bullying" situation should be reported to the administration by anyone including parents, teachers and students.*

1. All acts of harassment, intimidation, or bullying shall be reported verbally to an administrator on the same day the incident occurs. The incident shall be reported in writing to the supervisor within two school days of when the incident was witnessed using the DTS HIB Reporting Form.
2. At the onset of the investigation, the parents or guardians of all students involved in the alleged incident are notified via email or phone.
3. The administrator *may* determine disciplinary action if needed simultaneously and the referral is forwarded to the Anti-Bullying Specialist(s) within one school day. The Anti-Bullying Coordinator may assist in the investigation.
4. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident. Extension may be requested if intense investigation occurs or for extenuating circumstances.
5. The results of the investigation shall be reported to the superintendent of schools within two school days of the completion of the investigation.
6. If bullying did not occur, the misconduct is handled by the appropriate administrator, if not done already, using the district discipline policy. If the situation is substantiated as HIB then recommendations are made by the specialist(s) and coordinator and implemented by the administration.
7. The results of each investigation shall be reported to the board of education no later than the date of the next board of education meeting following the completion of the investigation.

## **DRESS CODE**

Student attire shall be school appropriate, neat, clean, and reflecting an appearance of modesty. Students' dress must be sanitary and should not distract from the learning environment nor create safety hazards.

- Clothing with inappropriate pictures, liquor ads, sexually offensive or obscene symbols, signs, or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation, or people with disabilities are not permitted. Drug related pictures and messages that support or condone drug use are unacceptable.
- Buttons, pins, and other accessories are permitted as long as they comply with the above stated regulations and do not cause disruption or disorder to the educational process.
- Footwear must be worn and securely fitted at all times. Flip-flops and sandals, securely fitted, are acceptable.
- Accessories that may present a safety hazard to other students and/or property are not permitted.
- Hats, visors, or any other headwear are not to be worn in the building, unless required by religious practice, a current medical condition, or for school spirit and field days.
- Clothing must cover the torso. Shirts cannot expose bare midriff. Shirts that expose the midriff, tube tops, spaghetti straps, halter tops, tank tops, and low cut necklines are not permitted. Off the shoulder tops that expose bra straps are not permitted. **STRAP GUIDELINES DO NOT APPLY FOR SPECIAL EVENTS THAT REQUIRE FORMAL DRESS.**
- Short shorts, short skirts, very low riding shorts, pants, dresses, and skirts that do not properly cover the student when sitting are not permitted.

**\*\* This dress code applies during school hours and at school sponsored activities (exception for special events that require formal dress) and on trips. In addition, some department restrictions on attire may be prescribed for participation or implementation for reasons of safety. Parents are strongly encouraged to assist students in being compliant with the dress code before students leave home for school. Students without a change of clothing will be referred to the office, and the parent may be contacted to bring a change of clothing. \*\***

## **HOMEWORK**

It is the position of Delaware Township School that homework has a value and must be an integral part of the learning process. Its purposes include, but are not limited to: reinforcing skills, extending classroom learning, enriching academics, and developing productive study habits. Homework becomes the students' opportunity to begin to establish a regular practice of completing tasks, studying, working independently and preparing for adult responsibility. This will ultimately result in the practice of self-discipline and life-long respect of learning.

Homework is the essential link between the classroom and home. It is an extension of the educational experience by communicating curricular skills and objectives to the parent. Homework provides a structure for regular teacher-parent-student dialogue, which is the paramount support system of the educational process.

Specific information regarding homework procedures, at each individual grade level, is discussed at Back to School Night.

**Requests for homework will be honored only after two (2) or more consecutive days absent. For each day missed, the student will be given a one-day make up time to complete assignments. Requests should be made through the school office between 8:00 and 8:30 am and may be picked up after 3:15 pm in the school office.**

## **LOCKERS**

Student lockers are the property of the Delaware Township Board of Education and are subject to search. Students are permitted to go to their lockers only during designated times throughout the day.

## **HEALTH POLICIES**

**COMMUNICABLE DISEASE:** The nurse may send a child home when there is a possibility that the student is showing signs of a communicable disease.

**FIRST AID:** Only emergency first aid is given at school. Injuries that occur at home should be cared for at home.

**ILLNESS:** PLEASE DO NOT SEND A SICK CHILD TO SCHOOL. They must be temperature-free (less than 100 degrees) without Tylenol/Motrin and/or vomiting/diarrhea free for 24 hours. Please review nose-blowing, coughing/sneezing and hand washing procedures with your child to prevent the spread of infections. When children become ill at school, they will be sent home. A child must not call his/her parents to come for them in the case of an illness, but must go to the health office and ask the nurse to make that call.

**INSURANCE:** If a child is seen by a physician or dentist because of an accident and you have purchased accident insurance through the school, please notify the nurse as soon as possible. This is necessary so that a claim form may be completed. Parents are reminded that the so-called "school insurance" is a contract between the parents and the insurance company.

**MEDICATION:** Regulations for administration of medication in school are as follows: All school medication forms must be completed by your health care provider. This includes over-the-counter as well as prescription medication (e.g., cough/cold medicines, allergy pills, etc.) This order shall include the name of the medication, dosage and the length of time for which it is prescribed. A written request from the parent giving permission to the administration and relieving the Board of Education and its employees of liability for administration of medicine must also be sent. Medication must be brought to school in the original container and taken immediately to the health office. Only emergency medications such as Epi-Pens and inhalers may be carried by students with permission from the health care provider and parents.

**PHYSICAL EDUCATION EXCUSE:** If you feel that your child should not take physical education on a given day, please send a note from home requesting this and giving the reason. If the absence from physical education class is to continue for more than three consecutive days, a note from a physician is needed.

**PHYSICALS:** New students are required to have a physical before starting school. It is recommended that students have medical examinations at least one time during each developmental stage (PreK- grade 3, grades 4-6 and grades 7-12). Sport physicals are required for participation on school sport teams with a full report sent

to the school. The exam needs to be done within 365 days prior to the first practice session. Fall physicals are due 8/17/19, winter physicals 10/21/19 and spring physicals are due 2/10/20. Physicals must be handed in on time in order for the school doctor to process and approve prior to the beginning of the season.

#### **AFFIRMATIVE ACTION/SEXUAL HARASSMENT**

It is the policy of the Delaware Township School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its education programs, activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-11 et seq. A Comprehensive Equity Plan is available through the Superintendent's office. Inquiries regarding compliance of the plan may be directed to Supervisor, Mrs. Kathleen Racile and the Affirmative Action Team at Delaware Township School, 609-397-3179. Sexual harassment of staff and children interferes with the learning process and will not be tolerated at Delaware Township School. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to one of the Affirmative Action Team members.

#### **INTERVENTION AND REFERRAL SERVICES COMMITTEE (I&RS)**

Delaware Township School strives to have students be successful socially, emotionally, and educationally. Most students are able to find success within the regular education program. Sometimes, however, they may need assistance. The Intervention and Referral Services (I&RS) Team was formed to help teachers with students in their classrooms. The team consists of the supervisors, referring teacher, school counselor, school nurse, other teachers and a member of the child study team. I&RS is not, however, a function of the child study team. I&RS utilizes colleague's knowledge to develop strategies that will bring about success in the classroom. Parents are always invited to participate as a member of the I&RS team. Together the team develops an individual strategy list of accommodations as part of an educational plan for the student.

Teachers or parents may request assistance from the I&RS team. The team generally meets once a month.

#### **SUGGESTIONS, CONCERNS AND COMPLAINTS**

Successful treatment of community member's suggestions, concerns and complaints provide an important opportunity for the Board of Education and staff to improve the way we serve our stakeholders: the students, parents and community members of Delaware Township. The manner in which public concerns are to be addressed is outlined in Board Policy 1312. *"It is the intent of the Delaware Township Board of Education to resolve any complaints that any member of the public may have, at the lowest possible informal level and to do so in an orderly, timely and equitable manner. Therefore, all members of the public will be expected to follow the steps outlined below, moving to the next step only in the event of dissatisfaction with the decision rendered at the previous step..."* Parents, students, and other community members are strongly encouraged to deal directly with the person who can most immediately address their concern.

-Concerns about student and classroom behavior progress are best handled, initially, by the teacher(s) or the school counselor.

-Transportation concerns are best handled by Mrs. Susan Joyce, Business Administrator.

-Special education programming and personnel concerns are best handled by Supervisor, Mrs. Kathleen Racile.

-General concerns regarding middle school discipline and activities are best handled by Supervisor, Mrs. Kathleen Racile.

-Curriculum concerns are best handled by Curriculum Supervisor, Mrs. Patricia Pillon.

-General concerns regarding elementary school discipline and activities are best handled by Supervisor, Mrs. Patricia Pillon.

-Financial and budget concerns are best handled by the School Business Administrator, Mrs. Susan Joyce.

-Concerns that are not successfully addressed at the most immediate level may be brought to the attention of the Superintendent, Dr. Richard Wiener.

-If concerns are still unresolved at that level, they may be sent, in writing, to the Board of Education through the Board of Education secretary.

### **CAFETERIA LUNCH PRICES**

The cost of a full student lunch, with milk, is \$3.00. The cost of an adult lunch, with milk, is \$3.70. Milk alone is \$0.65.

### **MOTOR VEHICLES ON SCHOOL GROUNDS**

Parent pick-up for students in grades K-4 is in the library. Parents are asked to park their vehicles in the east parking lot and walk to the library for pick-up. Students in grades 5-8 pick-up is in the east parking lot. Parents are asked to drive into the parking lot and pick-up their children along the curbside. Parents are urged to drive and walk carefully when in the parking lot area. **The bus lane is closed to cars between the hours of 8:30 am – 3:30 pm. Pre-kindergarten drop-off/pick-up is to take place in the east parking lot and students will be walked by their teachers to the middle school entrance of the building. Due to safety considerations and policy regulations, there is no parent drop-off/pick-up, at any time, in the bus lane.**

### **DRUG, ALCOHOL & TOBACCO ABUSE POLICY**

The use and/or possession of any narcotic drug, hallucinatory agent, alcoholic beverage, or tobacco shall not be permitted in the school, on school grounds, or at any school sponsored activity. The entire policy is available through the Superintendent's office. Public input and recommended changes are welcome and should be forwarded, in writing, to the Superintendent.

### **SUPPLIES**

Many supplies, including texts and locks, are provided free of charge. Students are expected to use them with care and return them in usable condition. Lost or damaged items are the financial responsibility of the student.

### **BOOK BAGS**

Book bags are a convenient way to transport belongings from home to school. All book bags are to fit into school lockers and are to remain there during the school day. Students must be able to carry their book bags up the stairs.

### **BICYCLES, ROLLER BLADES & SKATEBOARDS**

Students in grades 6, 7, and 8 who live within two miles of the school may be granted permission to ride their bicycles to school. A permission slip must be signed by the parents and kept on file in the main office. All bicycles must be parked in the bike rack and walked on school property. The NJ Bicycle Helmet Law requires ALL individuals under the age of 17 must wear a properly fitted and fastened helmet when they ride a bicycle in New Jersey. **Roller blades and skateboards are not to be brought to school under any circumstances. For insurance purposes, roller blades and skateboards are not permitted on school property, at any time (24 hours/7 days).**

### **PETS IN SCHOOL**

As your child's safety is of primary importance, under no circumstances are animals or pets allowed in the school building or on school grounds without prior permission from the school administration.

