



**MEDFORD LAKES SCHOOLS  
PARENT/STUDENT  
HANDBOOK  
2017-2018**

**Board of Education Approved**

**August 16<sup>th</sup>, 2017**

**[www.medford-lakes.k12.nj.us](http://www.medford-lakes.k12.nj.us)**

## TABLE OF CONTENTS

Item	Page Number(s)
The Board of Education Of Medford Lakes School District	4
District Administration	5
Nokomis and Neeta Main Offices	6
Accident Insurance	7
Admission Regulations	7-8
Immunization Requirements	9-11
Affirmative Action/504	11
Assemblies	11
Arrival and Dismissal Procedures	11-12
Asbestos Management Plan	13
Attendance Regulations	13-15
Child Study Team	15-16
Complaints and Concerns	16
Organizational Chart	17
Discipline Code/Student Code of Conduct/Behavioral Expectations for Students	18-19
Discipline Grievances and Appeals	20-23
Neeta School Discipline Code/Student Code of Conduct	23-26
Dress Code	27
Drug Policy	28
Early Dismissal/Late Arrival	28
Education Trips	29
Emergency School Closing	29
Emergency Information	30
Emergency Drills	30
Gifts to School Personnel	30
Guidance	30-31
Employees and Students Harassment/Intimidation/Bullying	31-36
Health Regulations	36
Home Instruction	37
Homeroom Parents	37
Homework Guidelines	37-38
Honor Roll	38
Intervention and Referral Services (I&RS)	38
Lockers	38
Lost and Found	38
Lunch/Recess	38-39
Middle School Math Course Description	39-41
Medications and Feminine Hygiene Products at School	41-42
Milk Program	42
Missing Children Procedures	42
Money and Valuables	43
National Junior Honor Society	43
Nutrition Policy	43-44
Parent/Teacher Conferences	45
Parties	45
Phone Usage	45-46
Physical Education	46
Physical Examination	46
Promotion/Graduation	46-47
Religious Holidays	47
Report Cards and Progress Reports	47-48

Science Lab	48
Special Education (see also Child Study Team)	48
Speech/Language	48-49
Student Council	49-50
Student Placement/Teacher Assignments	49-50
Student Records	50
Notification of Rights under FERPA	50-52
Student Suspensions	52
Tardiness and Early Dismissal	52
Textbooks/Library Books	52-53
Travel to and From School	53-54
Traffic	54-55
Tutoring	55
Visitors	56
Electronic Portable Communication Devices (EPCD) Policy 5142 approved 9.21.2016	56-57

# **MEDFORD LAKES SCHOOLS BOARD OF EDUCATION**

**Sandra Weiss, President**  
**Kim Bezanis, Vice President**  
**Robert Brittain**  
**Kristen Caputo**  
**Mary Sullivan**

## **DISTRICT MISSION STATEMENT**

**The Medford Lakes School District,  
in partnership with our community,  
shall provide diversified opportunities for educational  
and personal development in accordance with  
the New Jersey Student Learning Standards  
to ensure all children reach  
their potential as students and citizens.**

**Office of the Superintendent**

**Mr. Anthony V. Dent,  
Superintendent**

Mary Jo Cooper,  
Administrative Assistant to the Superintendent 654-5155 ext. 200  
714-0235 fax

**Board of Education/Business Office**

**Mr. Michael Colling,  
Business Administrator/Board Secretary**

Michelle Revelle,  
Administrative Assistant to the Business Administrator 654-5155 ext. 252  
714-0235 fax

Robin Levondosky,  
Benefits & Payroll Coordinator 654-5155 ext. 201  
714-0235 fax

**Child Study Team**

**School Psychologist & Supervisor of CST**

Sheree Walsh,  
Child Study Team Secretary 654-5155,ext. 101  
953-8258 fax

Learning Disabilities Teacher Consultant (LDTC) 654-5155

Victoria Ley  
School Social Worker 654-5155

**Affirmative Action Officer/504 Coordinator**

**Mrs. Carole Ramage,  
Affirmative Action Officer/504 Coordinator**

Principal's Office 654-0991  
654-7629 fax

Angela Gatto,  
Director of Curriculum/Secretary 654-0991 ext. 552

**Nokomis Elementary School Main Office**  
**Mrs. Carole Ramage,**  
**Director of Curriculum/Nokomis Principal**

Main Office Hours 8:00 am – 4:00 pm

Dial by Name	654-0991, prompt #1
Absentee Call-In Number	654-0991, prompt #2
Nurse's Office Rebecca Smith, School Nurse	654-0991, prompt #3
Nokomis School Main Office	654-0991, prompt #4
Director of Curriculum	654-0991, prompt #5
Child Study Team Office	654-0991, prompt #6
Business Office	654-0991, prompt #7
Guidance Office Sarah Brier	654-0991, prompt #8

**Neeta Elementary School Main Office**  
**Mr. Anthony V. Dent,**  
**Superintendent/Principal**

Main Office Hours 7:45 am – 3:45 pm

Dial by Name	654-5155, prompt #1
Absentee Call-In Number	654-5155, prompt #2
Nurse's Office Regina Reilly, School Nurse	654-5155, prompt #3
Neeta School Main Office	654-5155, prompt #4
Superintendent's Office	654-5155, prompt #5
Child Study Team Office	654-5155, prompt #6
Business Office	654-5155, prompt #7
Guidance Office Dr. Betsy Feinberg	654-5155, prompt #8

## ACCIDENT INSURANCE

Accidents at school are covered during the school day through a student accident plan purchased by the Board of Education. It is important that accidents be reported to the school nurse as soon as possible after they occur. Claims will be completed and forwarded to the insurance company.

Parents/guardians can purchase full time 24-hour accident coverage and/or dental treatment coverage from the same company if they wish. Information concerning these plans will be sent home with your child the first day of school. For more information please contact the business office.

## ADMISSIONS REGULATIONS

### All New Entrants

Parents must present a certification of immunization, proof of age, proof of residence (please contact Mrs. Cooper 654-5155, ext. 200 for details on residency requirements), and a physical examination.

### Required Physical Examinations

NOTE: By law, information concerning a student's HIV/AIDS status cannot be required as part of the physical examination or health history.

Each student must be examined upon entry into the school district. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program.

**All physical examinations must be provided to the health office within 30 days and failure to meet this requirement will result in exclusion from school.**

### Pre-School

Physical examination, immunizations appropriate to age group, birth certificate, and proof of residency required.

**Admission is through the lottery system.**

The Medford Lakes Board of Education has approved \$3000.00 as the tuition for the 2017-2018 Preschool Inclusive Program.

The first payment of \$1,500.00 is due on or before

**Tuesday - September 5<sup>th</sup>, 2017**

The second payment of \$1,500.00 is due on or before

**Monday - January 2<sup>nd</sup>, 2018**

Checks should be made payable to the **Medford Lakes Board of Education** and mailed/dropped off to the Business Office at Neeta School.

Payment arrangements can be made by contacting the Business Office.

### Kindergarten

Children who will be five years of age on or before October 1<sup>st</sup> will be admitted to kindergarten in September of that year. Parents are responsible for pre-entrance physicals and immunizations for all kindergarten students. Physical examination reports and immunization records are due before the first day of attendance. Physicals must be dated within 365 days of the opening day of school.

**All physical examinations must be provided to the health office within 30 days and failure to meet this requirement will result in exclusion from school.**

### **First Grade**

Students must be at least six years of age before October 1<sup>st</sup>, have successfully completed kindergarten in an approved educational setting or transferred from a first grade classroom in another approved educational setting.

### **Sixth Grade**

For entrance into 6th grade, all students need to receive both the Tdap and Meningococcal vaccines. A medical examination is recommended for all sixth grade students since these students will be entering a new developmental stage. Parents are responsible for providing physician documentation to the Neeta health office.

### **Student Transfers from the State of New Jersey**

Medford Lakes Schools will enroll transfer student(s) from a NJ school district upon receipt of the transfer card from the sending school. If a signed copy of the Health History and Appraisal is hand carried by the parent, this should be presented at the time of registration along with the birth certificate, proof of residency and a physical examination.

If a signed copy is not hand carried by the parent, a copy of the school immunization form or the original must be sent or communicated to our district within 24 hours of such a request so that your child may be quickly enrolled.

### **Student Transfers From Out of State**

Students enrolling from out-of-state must present documentation of immunization, a birth certificate, and physical examination.

**Also, documentation of at least one dose of polio, DPT, measles, mumps and rubella which are age appropriate must be presented in order for a child to be provisionally admitted while immunization records are being obtained from out-of-state.**



## Immunization Requirements

New students must have proof of immunizations as listed below:

### NEW JERSEY ANNUAL CHILDHOOD/ADOLESCENT IMMUNIZATION SCHEDULE Chapter 14: Immunization for Pupils in School *I* Effective Date: September 1, 2008

DISEASE(S)	MEETS IMMUNIZATION REQUIREMENTS	COMMENTS
<b>DTaP</b>	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, OTaP, and DT to equal 3 doses.	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Pupils after the seventh birthday should receive adult type Td. DTPIHib vaccine and DTaP also valid DTP doses.
<b>Tdap</b>	GRADE 6 (or comparable age level for special education programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DtaP or TD dose.
<b>POLIO</b>	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years of age or older.
<b>MEASLES</b>	If born before 1-1-90, 1 dose of a live Measles-containing vaccine. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine, If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine.	Any child over 15 months of age entering child care, pre-school, or preKindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/IMMR/MR doses cannot be less than 1 month.
<b>RUBELLA and MUMPS</b>	1 dose of live Mumps-containing vaccine. 1 dose of live Rubella-containing vaccine,	Any child over 15 months of age entering child care, pre-school, or preKindergarten needs 1 dose of rubella and mumps vaccine. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968.
<b>VARICELLA</b>	1 dose on or after first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.

<b>HAEMOPHILIS B (Hib)</b>	(AGE 2-11 MONTHS)(U 2 doses (AGE 12-59 MONTHS): 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. <b>(2)</b> Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
<b>HEPATITIS B</b>	(K-GRADE 12)' 3 doses or 2 doses (1)	<b>(1)</b> If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
<b>PNEUMO-COCCAL</b>	(AGE 2-11 MONTHS)m: 2 doses (AGE 12-59 MONTHS): 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. <b>(1)</b> Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. <b>(2)</b> Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday.
<b>MENINGO-COCCAL</b>	(Entering GRADE 6 (or comparable age level for Special Ed programs)' 1 dose (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose (2)	(1) For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. <b>(2) Previously unvaccinated students entering</b> a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
<b>INFLUENZA</b>	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. <b>1 dose to be given between September 1 and December 31 of each year.</b>

**AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)**

**CHILD'S AGE NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):**

- 2-3 Months
- 4-5 Months
- 6-7 Months
- 8-14 Months
- 12-14 Months
- 15-17 Months
- 18 Months-4 Years

- 1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
- 2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
- 3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
- 3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
- 3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
- 3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
- 4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

**PROVISIONAL ADMISSION**

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is <5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.

## GRACE PERIODS

- 4-day grace period: All vaccines doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30- day grace period in order to obtain past immunization documentation before provisional status shall begin.

FEB 2008

## AFFIRMATIVE ACTION/504

All students, staff and community members are reminded that, according to Title IX and N.J.A.C. 6:4, the Medford Lakes Borough Schools believe that: "No person in the United States shall, on the basis of sex, race, color, economic status, age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance."

Mrs. Ramage is the School District's Affirmative Action Officer/504 Coordinator and can be reached at 654-0991 ext. 554, or email [cramage@medford-lakes.k12.nj.us](mailto:cramage@medford-lakes.k12.nj.us) or by writing to her at the Nokomis School, 135 Mudjekeewis Trail, Medford Lakes, NJ 08055. Section 504 is the Rehabilitation Act, which prohibits discrimination on the basis of a physical or mental handicap.

The Medford Lakes School District gives equal access to all programs and activities under their control without regard to race, creed, religion, sex or national origin.

## ASSEMBLIES

Educational assemblies are scheduled throughout the school year. Participation in an assembly will be determined by the topic and interest level of each program.

## ARRIVAL AND DISMISSAL PROCEDURES

### Arrival Procedure

#### 1. School Times

Neeta 8:09 a.m. 3:02 p.m. Early Dismissal Neeta 12:09 p.m.

Nokomis 8:23 a.m. 3:16 p.m. Early Dismissal Nokomis 12:23 p.m.

2. Students are **not** to arrive on school property in the morning before 8:00 a.m.
3. As soon as students arrive on school property bikes should be walked and parked at the bike racks.

#### 4. Arrival Nokomis

Students in grades PreK-2 are to be dropped off via the carline between 8:00 a.m. and 8:20 a.m. and will enter the building through the main doors.

#### Neeta

Students may be dropped off at 8:00. Students in grades 3-5 enter the building via the doors closest to the bike rack on the side of Neeta School.

Students in grades 6-8 enter the building through the APR lobby door. The doors open at 8:00 a.m. and students are expected to go directly to their locker.

### **Dismissal Procedure**

The parents/guardians is responsible for reviewing the school calendar and complying with all dismissal times and procedures. The parents/guardians are responsible for reviewing all information sent home from the school via students, mail or email in compliance with all school dismissal times and procedures. Medford Lakes School District is unique in the fact that nearly all students walk or ride bikes to and from school. Therefore, all students must report directly home following the end of the school day. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day. Once students leave the school building in accordance with dismissal policy, it is the parents/guardians responsibility to be aware of and control the students/ next destination.

The Superintendent or his designee will develop procedures:

- A. For parents/guardians to provide signed acknowledgement of receipt of the school calendar, including all school closures and early dismissal dates, and the school dismissal procedures;
- B. For parents/guardian to indicate and define the circumstances that the student is to be release from the school's care at dismissal;
- C. For the collection and retention of all documents pertaining to receipt of the calendar and escort/transportation arrangements.

Students are dismissed at **Neeta at 3:02 p.m.** and at **Nokomis at 3:16 p.m.** On early dismissal days students are dismissed at **12:09 at Neeta** and at **12:23 at Nokomis**. There will be **no lunch period on early dismissal days**; however, students in grades 1-5 are encouraged to bring a healthy snack. A "snack" is an individual drink and a single serving food item.

**Students must leave the building and surrounding areas immediately upon dismissal. Students are NOT to be in the building or on the grounds before or after school hours unless they are under the direct supervision of a staff member.**

Students **may not return** to their classrooms or locker areas after they have exited the building.

If a parent/guardian is going to be detained in picking up their child(ren), it is requested that they contact the school office. If parents do not contact the school and/or cannot be contacted, police may be notified. Parent/guardians must also submit in writing any deviation from a student's normal dismissal time. If the school does not receive written approval, the student must follow his/her normal routine.

Whenever students are transported to school or school-related events, it is the parents/guardians' responsibility to pick up students promptly at the conclusion of the school day or the school-related function. Failure to do so in a timely manner may necessitate the cooperation of the Medford Lakes Police.

## ASBESTOS MANAGEMENT PLAN

According to the Asbestos Hazard Emergency Response Act of 1986 (AHERA), each school must be inspected for asbestos-containing building materials and develop a management plan which must be on file. The management plan guides the monitoring of asbestos so the safety of all who use the facilities can be assured.

In accordance with the regulations that accompany the law, the original inspection was conducted on February 8, 1989. The regulations require that every three years a re-inspection of the buildings be conducted by a state certified asbestos inspector. In July 2013 (by TTI) the latest Three Year Re-inspection report was completed by the district's asbestos consultants. Copies of the report are available in the Business Administrator's office.

You may review the report by making an appointment with the Business Administrator during normal business hours.

## ATTENDANCE REGULATIONS

Absence from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statutes requiring children to regularly attend school (N.J.S.A. 18a-38:25-26).

### Nokomis Guidelines

- School Start: 8:23 a.m.
- Tardy as of: 8:24 a.m.
- ½ absence: 11:23 a.m.
- Full day attendance: up to 12:23 p.m.

### Neeta Guidelines

- School Start: 8:09 a.m.
- Tardy as of: 8:10 a.m.
- ½ day absence 11:09 a.m.
- Full day attendance: up to 12:09 p.m.

**Neeta students in grades 5<sup>th</sup> – 8<sup>th</sup> will receive a detention when late to school every third time. (ex: 3,6,9,12 etc.) See pg. 52**

### Absences

The Board of Education recognizes the following as legal excuses for absence from school: disabling illness\*, recovery from accident\*, required court appearance\*, death in the family\*, religious observance, and family emergency (only two per school year; this includes sicknesses not requiring doctor's appointment). **Absences of more than five consecutive days require a doctor's note.**

\* Documentation is required

Parents/guardians should keep children home when they have any of the following symptoms:

- fever of 100 degrees or above
- vomiting/diarrhea

- frequent cough
- widespread rash
- earache
- toothache

Students should remain home until **symptoms free, without medication**, (diarrhea, temperature, vomiting) **for a 24 hour period**. A child returning to school for the afternoon session, following a morning absence must be accompanied into the building by the parent/guardian. Parents/guardians must sign student into school; students cannot be dropped off without a parent/guardian signing student into school. Efforts should be made to have children attend school regularly. Frequent absences interfere with a pupil's progress. **Good attendance habits carry over to adulthood. Strive for perfect attendance.**

### Student Injuries

1. If a student experiences an injury outside of school, a parent may write a note to excuse him/her from PE for one day. However, if the child needs to be excluded from PE for more than one day, a doctor's note is required.
2. When a doctor's note excludes a student from PE, the note should state when the student is allowed to participate again, whether by specified date or upon follow up with the doctor.
3. If a student is excluded from PE, she/he is also excluded from recess.
4. Students excluded from PE will remain in the gymnasium with their class unless specified by the doctor OR:
  - a. Student has a concussion, in which case the student will report to the nurse's office for PE/recess

Student uses crutches/wheelchair, in which case the student will report to an assigned alternate location to complete a PE-related assignment.

### Absentee Calling System

In the event a student is to be absent from school, a parent is to call and notify the office regarding said absence.

### Absentee calls numbers

**Nokomis School 654-0991, prompt #2**  
**Neeta School 654-5155, prompt #2**

Calls may be made from 4:00 p.m. the previous evening until 8:30 a.m. at Neeta and 8:40 a.m. at Nokomis on the day of the absence. Telephone calls will be received by a voicemail. Parents should indicate their child(ren)'s name, homeroom teacher and reason for absence. At 8:45 a.m., the attendance clerks will begin to establish a list of students whose absence is unexplained. If a call is not made to the school notifying of your child's absence an attempt

will be made to reach the parent/guardian(s) to verify the absence. If parents/guardians cannot be contacted the numbers on the students' emergency card will be called. If the student's absence is still not able to be verified, the **Medford Lakes Police will be notified to make a home visit.** When this notification procedure has been exhausted, no further efforts will be made to contact parents.

**PLEASE NOTE: If you are requesting your child's absence to be "excused", a written note is required upon a student's return from absence. This document will become a part of the student's attendance records.**

### **Excused Absence Reasons**

- Disabling illness\*
- Recovery from accident\*
- Required court attendance\*
- Death in the family\*
- Religious observance
- Family emergency (only two per school year; sickness not requiring doctor's appointment)

**\* Documentation is required**

### **Excessive Absences**

Medford Lakes Board Policy #5113 states, "A pupil must be in attendance for 160 or more days of school in order to be considered to have successfully completed the instructional program requirement of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 20 days (students must attend a minimum of 160 days within the school year). Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

The entire BOE policy can be found on the district website under the "District Information" Tab.

## **CHILD STUDY TEAM**

The Medford Lakes Elementary School District maintains a Child Study Team to assist our students. The basic CST is made up of three members. They are the learning disabilities teacher consultant (LDTC), social worker, and psychologist. The job of the psychologist is to assess a student's intellectual and emotional characteristics. The learning disabilities teacher consultant (LDTC) assesses the student's academic skills and learning styles. The social worker reviews the student's developmental background and the family's perception of the student. If the CST determines the need, other evaluations can be included in the process.

A student can be referred to the CST at the parent's/guardian's request or via the Intervention and Referral Services (I & RS Committee).

Once a student is referred, the CST is required by law to meet with the parent/guardian in twenty calendar days, excluding school holidays. At this meeting it will be decided if an evaluation is warranted. If warranted, an Evaluation Plan will be developed. The evaluations agreed to must be completed in ninety calendar days. Once the evaluations are completed, a conference is held with the parent/guardian and the CST members involved in the evaluation process. At this meeting, the results of the evaluations will be presented and the possible options for helping the student will be discussed. One of these options could be a recommendation for special education for the student.

## COMPLAINTS/CONCERNS

Pursuant to ML BOE Policy 1312, complaints and grievances against district personnel shall be processed in the following manner:

### COMMUNITY COMPLAINTS AND INQUIRIES

The board of education welcomes inquiries about and constructive criticism of the district's programs, equipment, operations and personnel.

The chief school administrator shall develop procedures to investigate and solve problems promptly, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law and applicable negotiated agreements.

Parents/guardians and pupils will be informed of the proper avenues to follow in the individual school.

When a board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the chief school administrator.

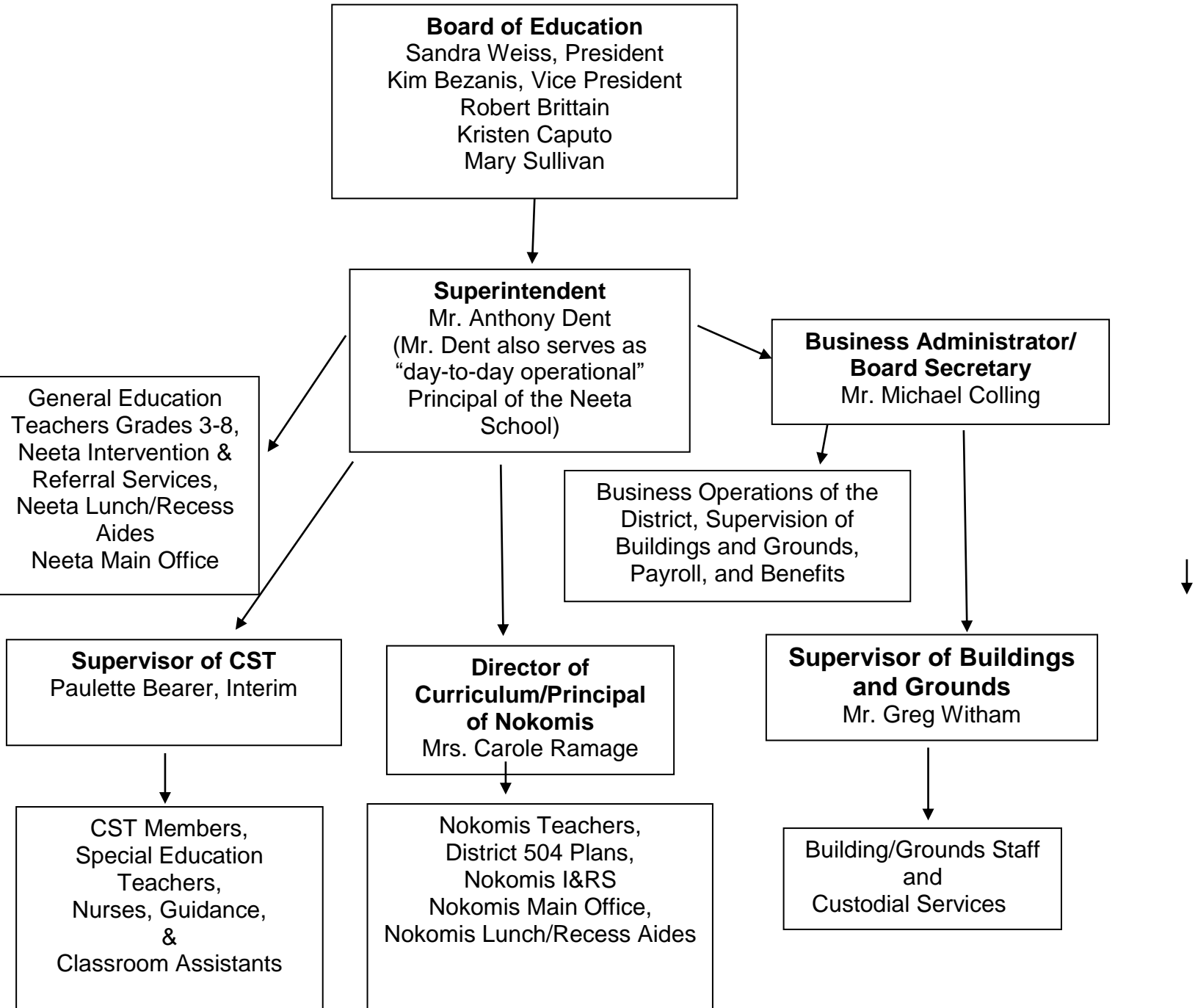
Only in those cases where satisfactory adjustment cannot be made by the chief school administrator and the staff shall communications and complaints be referred to the board of education for resolution.

All signed complaints shall be acknowledged promptly.

**Date: Reviewed: January 20, 2010**  
**Adopted: March 18, 2010**



**MEDFORD LAKES SCHOOLS**  
**Organizational Chart "Chain of Command" and**  
**"Areas of Supervision/Responsibility"**  
**2017-2018**



## **Discipline Code/Student Code of Conduct/ Behavioral Expectations for Students**

On behalf of the Medford Lakes School District, we want to extend our gratitude to the parents and staff that dedicated many hours to the review of the Discipline Code/Student Code of Conduct/Behavioral Expectations for Students.

### **Parent Committee Members**

Robin Mikulski  
Kim Bezanis

### **Staff Committee Members**

Allison DePasquale, Nokomis Representative  
Judy McKeever, Neeta Elementary Representative  
Jim Moorhead, Neeta Middle School Representative  
Hope Coughlin, Related Arts Representative  
Anthony Dent, Administrative Representative

### **What was the process?**

Members of the 2014 Discipline Review Committee met during the 2013-2014 school year to discuss revisions to the Discipline Code/Student Code of Conduct. Revisions/changes were made based on careful review of neighboring school districts and consideration of student expectations specific to Medford Lakes Schools.

The BOE approved the updates for implementation at the August 2 public session. Please note that the Discipline Code/Student Code of Conduct applies to students in grades 3-8.

The following details the philosophical and behavioral expectations for all students in the Medford Lakes Schools.

### **Educational Philosophy**

The Board of Education, administration, and staff of the Medford Lakes Schools are dedicated to providing students with the opportunity to develop academic skills, interests, and abilities to their fullest potential. Our schools strive to encourage students to form appreciation for lifelong learning including critical thinking skills, good work habits, and self-discipline. We believe that through a partnership with parents and community we can encourage students to develop an awareness of environment and of the world, with a sense of integrity and responsibility. Meeting and exceeding the academic and social expectations can only be accomplished through a shared responsibility among students, parents, and school personnel.

### **A Positive Attitude**

Schools function successfully when behavioral expectations for students are clear and rules/consequences are established and consistently followed. However, one of the most

important components of a successful school and ultimately of a successful student is a positive attitude.

### **Positive Characteristics for Medford Lakes Students**

- Motivation
- Responsibility
- Courtesy
- Good Citizenship
- Sportsmanship

### **Student Expectations**

All students of the Medford Lakes Schools are expected to meet certain general behavioral expectations.

Appropriate behaviors include, but are not limited to the following statements:

1. Being respectful of people and property
2. Being prepared to participate in class
3. Behaving in a non-disruptive manner in class and in the school environment
4. Attending school regularly, arriving on time, and remaining on school grounds during the school day

#### **Being respectful of people and property by**

- Talking and acting in a polite manner to adults and other students
- Taking care of school books, materials, and property
- Acting in ways that are not harmful to themselves or others

#### **Being prepared to participate in class by**

- Having books, supplies, and assignments for class
- Completing assignments on time
- Bringing home and returning forms and papers, signed appropriately when requested
- Communicating with parents and school personnel regarding any school matters

#### **Behaving in a non-disruptive manner in class and in the school environment**

- Following specific rules established in each classroom
- Using time and resources responsibly while working individually or as a member of a group
- Following established rules for recess safety

#### **Attending school regularly, arriving on time, and remaining in supervised areas as directed by school staff.**

- Arrival to school on time
- Daily attendance is expected unless a student is ill
- Remaining in supervised areas as directed by staff
- Entering classrooms only when a teacher is present

## **DISCIPLINE GRIEVANCES AND APPEALS\***

If a parent/guardian feels that his/her child has not been treated fairly in regards to a discipline of a behavioral situation/incident, the following procedure should be followed:

1. The parent should immediately contact the teacher most directly involved in the incident/situation for attempted resolution.
2. If the situation is not resolved at the teacher/staff level, then an appeal should be brought to the attention of the principal via submission of the original discipline referral with parent/guardian signature indicating the request for appeal.
3. A "*Discipline Appeal Committee*" will be formed. This committee will consist of no less than three certificated staff members. Those committee members may be any of the following: teachers, school nurse, guidance counselor, or a member of the Child Study Team. The parent and/or student is expected to submit a written statement to the committee explaining their position/reason for appeal. The committee will review the information concerning the situation/incident and make a discipline recommendation to the administration.
4. A member of the administrative team will contact the parent with the recommendation(s) of the Discipline Appeal Committee.
5. If the parent/guardian is not satisfied with the recommendations of the Discipline Appeal Committee then they have the right to appeal to the Superintendent of Schools. All appeals to the superintendent must be made in writing.

\*In the event a parent disputes a suspension, the student will be immediately reinstated into his/her program and the *Discipline Appeal Committee* will be formed to make a recommendation to the administration. If suspension is the result of physical violence and/or possession of drugs or weapons the student will not be immediately reinstated and the appeal process moves directly to the superintendent.

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b># 1 - Bike safety rules/regulation violation</b> <i>(not wearing helmet/not having helmet strapped)</i>	Written Warning	Detention and parent warned that 3 <sup>rd</sup> offense will result in notification to MLPD	Formal notification to MLPD and mandatory parent conference
<b>#2 – Cheating on a quiz, test, or other assessment ”</b>	Student receives a “0” for the assignment and Detention	Student receives a “0” for the assignment and minimum of 1 day out-of-school suspension with mandatory parent conference	
<b>#3 - Chewing gum or eating outside of the all-purpose room/lunchroom</b>	Verbal Warning	Written Warning	Detention
<b>#4 – Copying homework or classwork</b>	Student receives a “0” for the assignment	Student receives a “0” for the assignment and a detention	
<b>#5 - Cutting class</b>	Detention	Minimum of 1 day out-of-school suspension and mandatory parent conference	
<b>#6 - Disrespecting, damaging, or stealing property of the school district or others</b>	Minimum of one detention, restitution if applicable, and possible notification to MLPD	Minimum of 1 day out-of-school suspension, restitution if applicable, notification to MLPD, and mandatory parent conference	
<b>#7 - Disruptive behavior</b> <i>(staff member will provide brief detail of situation/incident on the discipline referral form)</i>	Written Warning	Detention	Minimum of two detentions, mandatory parent conference, and possible referral to guidance
<b>#8 - Distributing/ possessing inappropriate material</b>	Detention	Minimum of two detentions and referral to guidance	Minimum of 1 day out-of-school suspension, mandatory parent conference, and referral to guidance
<b>#9 - Dress code violation</b>	Referral to Administration - Parent will be contacted and asked to bring a change of clothing	Referral to Administration - Detention and parent will be contacted and asked to bring a change of clothing	Minimum of two detentions and mandatory parent conference
<b>#10 - Electronic device violation</b> <ul style="list-style-type: none"> <li>Use of cell phones, iPod, iPad, DS, Gameboy, PSP, or other electronic device during school hours</li> <li>School hours are considered 8:00am-3:15pm</li> <li>Device will be returned to student at the end of school day</li> </ul>	Written Warning and “temporary” confiscation of electronic equipment <i>(equipment will be locked in the main office safe for the remainder of the school day)</i>	Detention and confiscation of electronic equipment <i>(equipment will be locked in the main office safe until arrangements can be made for parent pick-up)</i>	Two detentions and confiscation of Electronic equipment <i>(equipment will be locked in the main office safe until arrangements can be made for parent pick-up)</i>
<b>#11 - Endangering the welfare/health of others</b> <i>(“hazardous behavior” including but not limited to the following: spitting, throwing objects of any kind – snowballs, food, pens/pencils etc.)</i>	Detention and written letter of apology	Minimum of two detentions, written letter of apology, and referral to guidance	Minimum of 2 days out-of-school suspension, written letter of apology, and mandatory parent conference
<b>#12 - Fighting</b> <i>(as defined by NJ Dept. of Education; “Mutual engagement in a physical confrontation that may result in bodily injury to either party. Does not include a verbal confrontation or a minor confrontation, such as a shoving match”)</i>  <i>*if incident does not meet this definition please see physical altercation or pushing/shoving/rough play</i>	Minimum of 1 day out-of-school suspension, mandatory parent conference, immediate pick-up from school, possible referral to guidance, and notification to BoE and MLPD	Minimum of 3 days out-of-school suspension, mandatory parent conference, immediate pick-up from school, possible referral to guidance, and notification to BoE and MLPD	Minimum of 5 days out-of-school suspension, mandatory parent conference, pick-up from school, possible referral to guidance, and notification to BoE and MLPD

<b>#13 - Intentional Inappropriate use of computer/Internet</b> <i>Including but not limited to tampering in school programs, misuse of Internet (i.e. IM-ing, My Space, Facebook), "hacking", and other inappropriate use of school accounts. As stated in the Internet User Agreement each student is responsible for his/her use of school computers.</i>	Minimum of 2 detentions and/or suspension of computer/Internet use for up to two cycles	Minimum 1 day out-of-school suspension, mandatory parent conference, and possible suspension of computer/Internet use for remainder of school year	
<b>#14 - Issuing verbal, visual, or written insults</b>	Written Warning	Detention and referral to guidance	Minimum of two detentions, referral to guidance, and mandatory parent conference
<b>#15 - Lateness to class without a pass</b>	Written Warning	Detention	Minimum of two detentions, referral to guidance, and mandatory parent conference
<b>#16 - Lateness to school – 3 times</b> <i>(detention applies to grade 5-8 only)</i>	Detention	Minimum of two detentions	Mandatory parent conference and Implementation of intervention plan for remediation of tardiness
<b>#17 - Leaving class without following the classroom procedure</b>	Written Warning	Detention	Two detentions
<b>#18 - Misbehaving during a fire drill/school security drill</b>	Detention	1 day out-of-school suspension, mandatory parent conference, immediate pick-up from school, possible referral to guidance	
<b>#19 Misrepresenting the truth, lying, or dishonesty</b>	Written Warning	Detention	1 day out-of-school suspension, Mandatory parent conference, and referral to guidance
<b>#20 Not returning school forms with parent signature as requested</b>	Verbal Warning	Detention	Mandatory parent conference
<b>#21 "Off Task" Computer Usage</b>	Written Warning	Detention	Detention and suspension of computer usage for up to two 6 day cycles
<b>#22 Open defiance of authority</b> <i>– staff member will provide a brief description of the situation/incident on the referral form</i>	Written Warning	Detention	Minimum of 1 day out-of-school suspension, immediate pick-up from school, mandatory parent conference, and referral to guidance
<b>#23 Physical Altercation</b> <i>(Intentional pushing/shoving, throwing down, inciting a fight, kicking, biting, hair pulling, etc.)</i>	1 day out-of-school suspension, mandatory parent conference, immediate pick-up from school, possible referral to guidance, and notification to BoE	Minimum 3 days out-of-school suspension, mandatory parent conference, immediate pick-up from school, possible referral to guidance, and notification to BoE	Minimum 5 days out-of-school suspension, mandatory parent conference, immediate school, and notification to BoE for possible expulsion
<b>#24 Plagiarism: defined as "a piece of written work or an idea that someone has copied and claimed as his/her own"</b> <i>(student will automatically receive a "0" for the assignment)</i>	Detention	Minimum of 1 day out-of-school suspension and mandatory parent conference	
<b>#25 Possession and/or use of intoxicants, narcotics, or a controlled dangerous substance</b>	Minimum of 3 days out-of-school suspension, completion of substance abuse evaluation, mandatory parent conference, notification to BoE and MLPD, possible expulsion from school		

#26 Possession of and/or use of tobacco products, lighters and/or matches	Minimum of 3 days out-of-school suspension, mandatory parent conference, notification to BoE and MLPD, possible expulsion from school		
#27 Possession of and/or use of weapons	Minimum of 3 days out-of-school suspension, mandatory parent conference, notification to BoE and MLPD, possible expulsion from school		
#28 Pushing, shoving, or rough play	Minimum of Written Warning	Minimum of 1 detention	Minimum of 1 day out-of-school suspension, parent conference, immediate pick-up from school, and notification to BoE
#29 Profanity/Cursing/ Use of abusive or vulgar language and/or gestures both overt and/or implied	Detention and possible referral to guidance	Minimum of 2 detentions, mandatory parent conference, referral to guidance, and development of a behavioral intervention plan	
#30 Sexual Misconduct <i>(Any verbal, visual, sexual, and physical conduct that is directed toward another individual. This behavior is considered derogatory, degrading, and offensive to both the school and the intended recipient(s))</i>	Minimum of 1 day out-of-school suspension, mandatory parent conference, immediate pick-up from school, and notification to BoE and MLPD	Minimum 3 days out-of-school suspension, referral to guidance, mandatory parent conference, immediate pick-up from school, and notification to BoE and MLPD	Minimum 5 days out-of-school suspension, guidance, mandatory parent conference, immediate pick-up from school, and notification to BoE and MLPD
#31 Other – <i>(This applies to a situation/incident that does not otherwise fall into one of the above categories. Assignment of discipline is at the discretion of the staff member)</i>			

**MEDFORD LAKES SCHOOL DISTRICT**  
**Neeta School Discipline Code/Student Code of Conduct**  
Board Approved August 16<sup>th</sup> 2017

*The following chart serves as a guideline for administering discipline in grades 3-8. Discipline incidents are fully investigated and as such may warrant additional discipline action at the discretion of the staff. Behaviors are listed in alphabetical order.*

1. When a verbal warning is issued the student will initial the discipline referral form indicating they are aware that they have been issued a verbal warning. The discipline referral form will be kept on file with the assigning staff member and in the main office records. The parent does not receive notification at this discipline level.
2. When a written warning is issued the student will initial the discipline referral form indicating that they have received the parent/guardian copies (one of which requires a signature). The parent receives written notification at this discipline level. If a written warning is not returned with signature as requested the student will automatically serve a detention\*.
  - two copies will be sent home (pink & yellow) **yellow copy is to be returned with parent/guardian’s signature to the main office the next day that school is in session and the pink copy remains at home for parent/guardian’s records**

- the white copy will be sent to the main office by the issuing staff member
  - the goldenrod copy will be held in the issuing staff member's files
3. When a detention\* is assigned by a staff member it is expected that the student serve the detention during the next lunch/recess period. The signed discipline referral form is to be returned to the main office the next day that school is in session. The staff member assigning the detention will contact the parent via telephone/email regarding the incident and notify them of the detention. **It may be necessary for the staff member to leave a voice mail message notifying a parent of the detention.**

\* Detentions are scheduled during a student's lunch/recess period. Students eat lunch during their detention in a classroom supervised by a staff member.

### **Discipline infractions will be assigned a point as follows**

**(Please note this is not demerit system but a method for tracking patterns of behavior and for identification of students they may warrant assistance by school personnel)**

**Verbal Warning = 1 point,    Written Warning = 3 points,    Detention = 5 points,  
Suspension = 15 points**

### **How do the points work?**

**Students begin each school year with 0 points. Disciplinary points continue to accrue throughout a school calendar year. Once a student accrues 12 points in any one trimester, he/she may not participate in any remaining extracurricular activity for that trimester. (Ex: school dance, class party, field day, lock-in etc.) If a student accrues 20 or more points at any time in the school year, he/she will be required to participate in counseling sessions, and will be required to follow an individualized behavior modification plan. Students accruing 20 or more points will not be permitted to attend any school field trip.**



# SAMPLE NEETA DISCIPLINE REFERRAL FORM



MEDFORD LAKES SCHOOL DISTRICT  
**Neeta School Discipline Referral Form**

Student Name: \_\_\_\_\_

Discipline Referral Behavior/Incident #: \_\_\_\_\_

Notes/Brief Summary: \_\_\_\_\_

Grade: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Staff Member Witnessing or Reporting Incident: \_\_\_\_\_  
(Please circle one)

**Verbal Warning** issued on \_\_\_\_\_  
Date Student's Initials

The parent **does not receive** notification at this discipline level. When a verbal warning is issued the student will initial the discipline form indicating they are aware that they have been "warned" that this behavior/incident is not appropriate. The assigning staff member will submit the white copy to the main office for data entry and will keep the remaining copies in his/her classroom file.

**Written Warning** issued on \_\_\_\_\_  
Date Student's Initials Parent/Guardian's Signature

The parent **receives** written notification at this level. The student is responsible for having the form signed by their parent/guardian and for returning the form to the main office the next day that school is in session.

- two copies will be sent home - yellow copy to be returned w/ signature to the main office the next day that school is in session and pink copy for the parent/guardian's records
- one copy will be filed in the student's discipline folder located in the main office
- one copy will be filed in the staff member's student folder located in the teacher's classroom

**\* If the written discipline referral is not returned with signature as requested then the student will automatically serve a detention.**

**Detention** issued for \_\_\_\_\_  
Date Student's Initials Parent/Guardian's Signature

The parent **receives** written notification at this level. The student will initial indicating that they are aware that a detention has been assigned. The student is responsible for having the form signed by their parent/guardian and for returning the form to the main office the next day that school is in session. All detentions will be served during the student's lunch/recess period.

- two copies will be sent home - yellow copy to be returned w/ signature to the main office the next day that school is in session and pink copy for the parent/guardian's records
- one copy will be filed in the student's discipline folder located in the main office
- one copy will be filed in the staff member's student folder located in the teacher's classroom

I would like to "appeal" this discipline and have a *Discipline Appeal Committee* review the facts concerning this incident. I have attached a summary statement explaining why I believe this discipline should be reviewed.

Parent's Signature \_\_\_\_\_

**IMPORTANT NOTE:** requests for appeals must be made the next day that school is in session following the assignment of the discipline.

**White** – Main Office Copy    **Yellow Copy** – Parent Signature & returned    **Pink** – Parent copy to keep    **Golden Rod** – Staff Member Copy  
Revised July 2014

## **Discipline Referral Behaviors/Incident #s**

- 1.** Bike safety rule/regulation violation
- 2.** Cheating – defined as “unauthorized” copying of classwork, homework, test, and/or quiz
- 3.** Chewing gum or eating out of the APR without permission
- 4.** Copying/forging signatures, cheating, or plagiarism
- 5.** Cutting class
- 6.** Disrespecting, damaging, or stealing the property of the school district or others
- 7.** Disruptive behavior – staff member will provide a brief description of the situation/incident on the referral form
- 8.** Distributing or possessing inappropriate material
- 9.** Dress code violation
- 10.** Electronic device violation
- 11.** Endangering the welfare/health of others – “hazardous behavior” including but not limited to the following: spitting, throwing objects of any kind – snowballs, food, pens/pencils etc.
- 12.** Fighting
- 13.** Intentional inappropriate use of computer/Internet
- 14.** Issuing verbal, visual, or written insults
- 15.** Lateness to class without a pass
- 16.** Lateness to school
- 17.** Leaving class without following the classroom procedure
- 18.** Misbehaving during a fire drill/school security drill
- 19.** Misrepresenting the truth, lying, or dishonesty
- 20.** Not returning forms with parent signature as requested
- 21.** “Off task” computer usage
- 22.** Open Defiance of Authority – staff member will provide a brief description of the situation/incident on the referral form
- 23.** Physical Altercation – intentional pushing/shoving, throwing down, inciting a fight, kicking, biting, hair pulling, etc.
- 24.** Plagiarism – defined as “a piece of written work or an idea that someone has copied and claimed as his/her own”
- 25.** Possession and/or use of intoxicants, narcotics, or a controlled dangerous substance
- 26.** Possession and/or use of tobacco products, lighters, and/or matches
- 27.** Possession of and/or use of weapons
- 28.** Pushing, shoving, or rough play
- 29.** Profanity/cursing/use of abusive or vulgar language and/or gestures both overt and/or implied
- 30.** Sexual misconduct
- 31.** Other (this applies to a situation/incident that does not otherwise fall into one of the above categories)

## DRESS CODE

Revised Spring 2009

**All student clothing and accessories should be suitable and safe for school activities. Clothing should not be a distraction to the educational process.**

Parental and student understanding and cooperation are necessary to develop attitudes and habits of appropriate dress. Parents will be called to bring appropriate attire to the student. Please see **Discipline Code** Dress Code Violations.

- All shirts should cover the midriff.

### Neeta School –

Tank tops with less than a 1" strap are not permitted.

No camisole tops.

Undergarments should not be visible.

### Nokomis School –

tank tops/spaghetti straps are permitted

- T-shirts and other apparel that display suggestive, obscene, inappropriate symbols, or may be disruptive to the normal proceedings of the school day are unacceptable.
- No see-through fabrics.
- Pants may be no lower than the top of the hips.
- Pants must cover undergarments.
- There can be no loose hanging articles such as straps and chains.
- Pajama pants are not permitted.
- Shorts, skirts, and dresses must reach the tip of the extended fingertips when they are hanging normally at the side.
- Shoes – sneakers are recommended for students in grades K-5; shoes should fit properly and should be flat; sandals must have heel strap  
**Grades K-5** - No "flip-flop" type sandals are permitted for students  
**Grades 6-8** - Flip flops are permitted  
**All students are reminded that sneakers are required for PE class**
- Sneaker-skates are not permitted.
- Laces must be tied at all times

### Miscellaneous:

- Hats may not be worn in school.
- Sun glasses or tinted glasses may not be worn unless accompanied with a doctor's note.
- Outdoor garments such as coats, jackets, and hats are not to be worn in the classrooms.

## DRUG POLICY

The Medford Lakes Board of Education has adopted a drug and alcohol policy (Policy #5131.6). The district has also implemented a drug prevention program for its students that, at a minimum provides:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students.
2. A statement to students that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
3. Standards of conduct that are applicable to students in our schools and that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs or alcohol by students on school premises or as part of any of its activities.
4. A clear statement that disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct, and a description of those sanction. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
5. Information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students.
6. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required.
7. Notification for parents and students that compliance with the standards of conduct is mandatory.

## EARLY DISMISSAL/LATE ARRIVAL

Parents are requested not to ask to have a student excused early or arrive late, except in cases of emergency. Dental or medical appointments should be made outside of school hours, whenever possible. The school must receive written notification in advance of all requests for early dismissal or late arrival. Students must be picked up at the main office by a parents/guardians or an adult listed on the emergency card.

**Please do not be offended if the main office staff require presentation of a photo ID; this added security measure ensures your child's safety.**

**If your child arrives at school after 8:30 a.m. for Neeta School and 8:40 a.m. for Nokomis you must enter the building and sign your child in at the main office.**

## EDUCATIONAL TRIPS

Some classes/grades may take educational trips during the course of the school year. School is considered "in session" during these trips. Therefore, a student may not arbitrarily choose to remain home on trip days. Each student must have a signed permission slip before going on the trip. Permission slips and payment (if applicable) are due no later than one calendar week before the scheduled trip.

Under no circumstances will students be permitted to attend a trip without **written permission.** If your child is not attending the field trip he/she is expected to come to school and will be placed in another class for the day. The rules for behavior on a field trip are the same as in school. Poor behavior may result in exclusion from future field trips.

## EMERGENCY SCHOOL CLOSING

The Medford Lakes school closing number is 670.

Information concerning school being closed will be broadcast over on LDTV (Cable Channel 19), and on our school website [www.medford-lakes.k12.nj.us](http://www.medford-lakes.k12.nj.us)

In addition, the Medford Lakes School District subscribes to an automated information delivery system. This system allows us to send a recorded message to your home telephone, cell phone, and email of each family in the district. The system will be utilized to send messages such as an unexpected closure, emergency early dismissal, and/or other important school message. Parents/guardians will be able to select the preferred method of notification via the Parent Portal. Therefore, it is important that phone numbers and emails be updated when necessary. Parents/guardians are responsible for maintaining this information. If it is necessary to make changes during the school year parents are asked to contact the main office of their child's school.

If schools must be closed after students have arrived, all students will remain at school until parents are notified and arrangements for pick-up can be made. In the event that students are brought to an evacuation site, students will only be released to their parent/guardian or person(s) listed on their "contacts" as "approved for pick-up". Parents, guardians, and "approved pick-up" family/friends will be required to present a photo ID before students are released. All students must be signed out before they will be dismissed from the evacuation facility.

If children are not picked up by the regular dismissal time, the school will continue to attempt to notify parents. Children will remain under the supervision of school staff.

## **EMERGENCY INFORMATION**

At the beginning of the school year, each parent is asked to provide the school with the parents' home and work telephone numbers, three additional "emergency" contacts, and the name and telephone number of the family doctor. At least one of the emergency contacts should be an individual residing in the immediate area. It is the parents' responsibility to notify the school of any changes regarding the above issues. Every attempt will be made to contact the parent/guardian before calling the emergency contacts. It is requested that special circumstance (*i.e. custodial issues, court orders, guardianship, etc.*) be reported directly to the principal.

## **EMERGENCY DRILLS**

Students in the Medford Lakes Schools are required to practice two drills per month. Drills will be conducted by the administration and will be scheduled for nice weather days when possible. Since drills are required by law, they may occur during the cold weather. These drills will consist of fire drills, evacuations, and lockdowns as well as other practice activities to fully prepare students for the possibilities of emergency situations.

## **GIFTS TO SCHOOL PERSONNEL**

It is the Board of Education's policy (Policy #5133 - approved 3/19/14) to discourage any gift giving to any member of the school staff. Therefore the faculty of the Medford Lakes School District request that children DO NOT give them presents. We appreciate the sentiment; however, we do receive many rewards and thanks from the children by their cooperation throughout the school year.

## **GUIDANCE**

School counselors are certified/licensed educators that are uniquely qualified to address the developmental needs of all students through a comprehensive school counseling program. Their role within the Medford Lakes School is to address the academic and personal/social development of all students.

The primary role of the school guidance counselor is to be a student's advocate, providing each student with the opportunity to acquire the academic, civic, and social skills essential to graduating from elementary school and becoming productive citizens who respect themselves and others.

In addition to working with students, counselors are a part of the educational team including parents, teachers, administrators, and specialists. This team works in a partnership assisting students in meeting Medford Lakes' graduation requirements and in planning high school options. Each school is assigned a part-time guidance counselor who will assist the students throughout their school years allowing an opportunity for the counselor and student to develop a working relationship. Students may seek a counselor's assistance with any or all types of questions and concerns. Academics, parent divorce/separation, death, work habits and study skills, high school planning, and personal concerns are all common issues of school students.

When seeking a conference with a counselor, students and parents may directly contact their counselor through an email message or request an appointment by calling the counselor directly. Parents are encouraged to call the guidance office whenever they have questions or concerns about their child's well-being or welfare. Individual concerns about a specific course or class are best addressed directly with the subject teacher. Communication is particularly important whenever there is an illness, death, separation, divorce, stress, or other family crisis.

Nokomis School Guidance Counselor – Mrs. Sarah Brier

Neeta School Guidance Counselor – Dr. Betsy Feinberg

## ROLES OF GUIDANCE COUNSELOR

**Services:** The guidance department curriculum includes a number of activities and services such as:

- Monitoring student academic progress
- Presenting classroom guidance lessons throughout the school year
- Attending parent/teacher conferences when requested
- Participating in I&RS and Section 504 meetings as requested
- Consulting with teachers, administrators, parents and students as needed
- Facilitating peer mediation programs
- Assisting with transitions from 2<sup>nd</sup> -3<sup>rd</sup> grade, 5<sup>th</sup>-6<sup>th</sup> grade, and 8<sup>th</sup>-high school
- Development of guidance curriculum aligned with national and state counseling standards
- Individual counseling and small group counseling
- Academic counseling
- Providing crisis intervention
- High school planning counseling
- Processing applications to independent high school programs
- Informational evenings for parents

## HARASSMENT/INTIMIDATION/BULLYING

### Sexual

It is the policy (Policy 2224.1 approved 5/4/11) of the Medford Lakes Board of Education to maintain a learning and working environment that is free from all forms of discrimination, particularly sexual harassment. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and learning environment. It also constitutes sex discrimination in violation of state and federal law. No employee or student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. No employee or student should be subjected to a hostile working or learning environment created by sexual harassment.

Because of the nature and seriousness of sexual harassment in the school environment, the receipt of complaints, investigations and recommendation for disciplinary action, if necessary, shall be the responsibility of the Affirmative Action

Officer. The Affirmative Action Officer for the Medford Lakes School District is Mrs. Carole Ramage, Principal.

### **Other Forms of Harassment**

All Medford Lakes students have a right to an education environment that is free from harassment, intimidation, and bullying. The Discipline Code/Student Code of Conduct ensures the safety and well-being of all Medford Lakes students within the educational setting. Please refer to your Discipline Code/Student Code of Conduct for specific expectations and consequences. (Board Policy# 2224.2)

## **EMPLOYEES AND STUDENTS HARASSMENT, INTIMIDATION AND BULLYING**

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment and/or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment.

It is the policy of the Medford Lakes Board of Education to maintain a learning environment that is free from all forms of discrimination, including harassment. It will be a violation of this policy for any student or employee of the Medford Lakes Public School district to harass another student or employee through commission of any of the prohibited behaviors listed below.

Harassment as set forth above may include, but is not limited to the following:

- Verbal, physical or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.;
- Demeaning jokes, stories or activities directed at the student or employee

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

These regulations shall:

- a Require that students conform to reasonable standards of socially acceptable behavior; respect and the person, property and rights of theirs; obey constituted authority and respond to those who hold that authority;
- b Establish the degree of order necessary to the educational program in which students are engaged.

The Board believes that the best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior and for the consequences of their harassing, intimidating or bullying behaviors. Staff members who interact



with students shall use preventive disciplinary action and place emphasis on the students' ability to grow in self-discipline.

### **Prohibited Behavior**

Harassment, intimidation and/or bullying on the basis of race, religion, sex, national origin, disability, parental or marital status or age means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students or employees; and shall be defined as follows:

Any gesture or written, verbal or physical act that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory property, at any school-sponsored function or on a school bus that:

- a** A reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- b** Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school (N.J.S.A. I SA:37-I 5)
- c** Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or participation in district's programs or activities or a term or condition of an individual's employment
- d** Submission to or rejection of such conduct by an individual is used as the basis of academic or employment decisions affecting that individual student or employee.
- e** Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance and thereby creates an intimidating, hostile or offensive educational or work environment.
- f** Any employees or students who feel they are victims of sexual harassment should refer to the MLSD Sexual Harassment Policy (2224.1)

### **Monitoring**

The Superintendent's designee shall develop general guidelines for student conduct on school property and shall direct development of detailed regulations suited to the age level of the students and the physical faculties of the individual schools. Board policy requires each student of this district to adhere to rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent's designee shall provide to students and their parents/guardians whose primary language is other than English, a copy of this guideline in their native language.

### **Discipline**

Any employee found to have violated this policy shall be subject to appropriate disciplinary action according to the severity of the offense, such as verbal or written warnings, reprimand, suspension, discharge or tenure charges. Any student found to have violated this policy shall be subject to appropriate disciplinary action according to the severity of the offense, up to and including suspension and expulsion, consistent with the pupil discipline code of conduct.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation and/or bullying, the Superintendent's designee should consider the following factors:

- a the developmental and maturity levels of the parties involved;
- b the levels of harm;
- c the surrounding circumstances;
- d the nature of the behaviors;
- e past incidences or past or continuing pattern of behavior;
- f the relationships between the parties involved and the context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that appropriate consequences should be determined, consistent with the case law, federal and state statutes regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation and/or bullying may range from positive interventions up to and including suspension or expulsion.

Students who display chronic behavioral or academic problems may be referred to the Child Study Team or the Intervention & Referral Service Committee by the Superintendent's designee for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the special education regulations prescribed by the New Jersey Administrative Code. Students identified as eligible for Special Education Services shall be provided with appropriate programs and services as prescribed by the Child Study Team.

A student, whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled. Any pupil who commits an assault (as defined by N.J.S.A. 2C: 12-I) upon a Board Member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall be conducted in accordance with N.J.S.A. 18A:37-2.4

The Superintendent's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report complaints alleging violations of this policy to the Superintendent's designee. All other

members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report

**MEDFORD LAKES SCHOOLS**

**Alleged Harassment, Intimidation, or Bullying Reporting Form**

(Revised July 2012)

**Directions:** Harassment, intimidation, and bullying are serious and will not be tolerated. This is a form to report alleged harassment, intimidation, and/or bullying that occurred on school property, at a school-sponsored event, or on the way to or from school in the current school year. If you believe you are a student victim, the parent/guardian of a student victim, or a school staff member and wish to report an incident of alleged harassment, intimidation, or bullying please complete this form and return it to your child's school principal.

Today's Date: \_\_\_\_\_ School: \_\_\_\_\_

Name of person reporting incident: \_\_\_\_\_

Telephone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Please circle one: I am a student parent/guardian staff member

Name of alleged student victim: \_\_\_\_\_

Name(s) of alleged offenders	Age	Grade	Is he/she a student?

On what date did the incident happen? \_\_\_\_\_

Where did the incident(s) happen?

\_\_\_ on school property \_\_\_\_\_ on the way to/from school

\_\_\_ at a school-sponsored event off of property \_\_\_\_\_ off school grounds

Witness/es names (if any) \_\_\_\_\_  
\_\_\_\_\_

What did the alleged offender(s) say or do? \_\_\_\_\_  
\_\_\_\_\_

Did it require medical attention? \_\_\_\_\_

Was the victim seen by the school nurse\*? \_\_\_\_\_

Date: \_\_\_\_\_

\*Please attach nurse's report

## HEALTH REGULATIONS

Certain medical conditions are communicable and require a definite period of absence from school. Seek the advice of your family physician. The following guidelines have been approved by our school physician:

**Chicken Pox** - excluded from school minimum of four days after last crop of blisters have appeared. All vesicles must have crusted.

**Conjunctivitis** - excluded from school until redness and discharge free. Doctor's note requested verifying treatment and permitting student to return to school.

**Coxsackie Virus A** (hand, foot and mouth disease) - excluded from school until lesions are gone and student is fever free for 24 hours.

**Erythema Infectiosum** (5<sup>th</sup> disease) - exclude until fever subsides. Doctor's note requested for permit to return to school. Virus is also a concern to pregnant women.

**Flu or Viral infections** - student excluded from school until he/she is free of all symptoms (diarrhea, temperature, vomiting) for a 24 hour period.

**Impetigo** - excluded from school until lesions are dry. Doctor's note (with date of return stated) requested verifying treatment.

**Measles, Mumps, Rubella** - suspected cases must be reported to Burlington Co. Health Dept. A doctor's note is required for reentry to school.

**Pediculosis** (head lice) - excluded from school until treatment completed and ALL egg cases (nits) have been removed from hair. Student must be checked by school nurse prior to entering the classroom on day of return. A parent should bring student for this recheck.

**Pinworms** - excluded from school until treated. Doctor's note verifying treatment is requested, with date of return stated.

**Ringworm** - excluded from school until treatment has been initiated and doctor sends note stating child may return to school.

**Scabies** - excluded from school until treated. Doctor's note requested verifying treatment and return to school, with date of return stated.

**Streptococcal Infections** - excluded from school for 24 hours after treatment starts. Student must be free of temperature for one day before returning. Doctor's note **required** verifying treatment and date of return to school.

**Absence of 5 or more days requires a physician's certification upon returning to school. Each absence for illness requires a note from parents.**

## HOME INSTRUCTION

Parents who wish to instruct their children at home must submit a written request to obtain a copy of the child's curriculum to the Superintendent of Schools through the building principal. Upon receiving the request, the principal and/or superintendent will be in contact with the child's parents.

## HOMEBOUND INSTRUCTION

Pupils who are unable to attend school because of prolonged illness or other medical problems may receive home instruction provided extended absence is ordered by a physician, for a minimum of ten consecutive days. Homebound instruction does not apply in cases of temporary illness.

The parents of pupils determined by a physician to need confinement at their residence for a minimum two-week period of time are required to present a doctor's note to the Building Principal so that arrangements can be made for homebound instruction.

Instruction will be provided for pupils confined to a hospital, convalescent home, or other medical institution for a minimum two-week period of time as long as it has been determined by a physician that the student is capable of instruction. All homebound instructional services must be approved and monitored by the school physician.

## HOMEROOM PARENTS

On-going parent/guardian participation in school is a key component to the success of a student. A homeroom parent is a parent who has signed up through the Home & School Association to assist the classroom teacher throughout the school year in a variety of capacities.

A head homeroom parent is designated to serve as the "key communicator" between the homeroom parent/guardians, the H&SA, and the teacher. The Home & School Association organizes the support structure and holds an annual meeting in September to discuss responsibilities and duties.

## HOMEWORK GUIDELINES

Homework will be given on a regular basis at all grade levels. Long term assignments may extend over weekends and holidays. Students should budget their time accordingly. The following times are suggested guidelines for each grade level:

Kindergarten	up to 10 minutes twice weekly
Grades 1-2	20-30 minutes per night
Grades 3-4	30-45 minutes per night
Grade 5	45-60 minutes per night
Grades 6-8	60-80 minutes per night

## **HONOR ROLL**

Middle school students receiving all A's and B's in all academic and related arts discipline areas are eligible for honor roll. In addition, elementary students must receive an "S" or better in the related arts. Students receiving all A's will be placed on the Principal's List.

## **INTERVENTION AND REFERRAL SERVICE (I&RS)**

The Intervention and Referral Service Committee is a district-based team of teachers and district specialists which assists teachers in the implementation of strategies for educating non-classified pupils who are experiencing difficulties in their classes. The I&RS Committee meets monthly to monitor and/or assist teachers.

## **LOCKERS**

All Middle School students will be issued a locker. The lockers are the possession of the school and are subject to periodic inspection. The school retains a master key in order to facilitate entry into student lockers. Under certain circumstances, lockers searches may be conducted.

## **LOST AND FOUND**

Lost and found articles are taken to the nurse's office. Parents are encouraged to check the lost and found on a regular basis. Articles in the lost and found are displayed throughout the school year. Unclaimed articles are donated to charity twice a year.

## **LUNCH/RECESS**

The Medford Lakes School Home & School Association facilitates the hot lunch program for both Nokomis and Neeta Schools. Students may purchase lunches five days per week at Neeta. The H&SA utilizes an online ordering service called My Food Days.com. A link can be found on the district home page.

**<https://secure.myfooddays.com/>**

If an emergency arises and it is necessary to bring lunch for your child, please make sure that your child's name is on the item(s); all lunch items are to be dropped off to the main office at Nokomis; on the designated table, just inside the front doors, at Neeta.

### **Lunch is not served on early dismissal days**

Parents must sign out any student that goes home for lunch/recess. Upon returning to school a parent must sign the student back into the school.

### **Lunchroom Rules**

1. Students must get permission, sign out, and obtain a pass to leave the lunchroom
2. Students will be allowed to talk quietly

3. Students are expected to be courteous and demonstrate proper dining etiquette at all times
4. Students are expected to walk at all times
5. Students are expected to line up promptly and orderly
6. Students are expected to remain seated throughout the lunch period
7. Students are expected to clean up their lunch table area

### Recess Rules

1. Students must get permission, sign out, and obtain a pass to leave the recess area
2. Students must walk to and from play areas
3. Students are expected to play courteously
4. Students are expected to remain in the designated recess area at all times
5. Student that wish to play "Four Square" must abide by the Neeta School rules and use only soft bouncy balls (basketballs are not to be used for Four Square)
6. Balls and other equipment must be held until students get to play areas
7. Only organized games will be allowed, no "rough housing" or tackling is allowed
8. Students are expected to listen and show respect to lunch assistants and teachers.
9. Sticks and stones are not toys and should not be picked up
10. Inappropriate play during recess will result in temporary loss of recess privilege
11. Students excused from PE **due to illness or injury** are also excused from recess; they will be offered a location in the cafeteria to sit safely. They may bring a book or activity to do at the table.

## MIDDLE SCHOOL MATH COURSE DESCRIPTIONS

The middle school math curriculum is aligned with the New Jersey Learning Standards for Mathematics. Student learning will be focused on understanding when mathematics is used and how to apply mathematical concepts. Specifically, students will make sense of problems and persevere in solving them, reason abstractly and quantitatively, construct viable arguments, model with mathematics, use appropriate tools strategically and use precision when communicating about math.

### 6<sup>th</sup> Grade Math

This course is designed to develop and master basic math concepts. Focus areas include understanding ratio concepts, using ratio reasoning to solve problems, extending understanding of rational numbers, understanding statistical variability, solving area, surface area and volume problems and writing, interpreting and using expressions and equations. Classes in 6<sup>th</sup> grade math are not leveled by ability. There are two math placement options for 7<sup>th</sup> grade students.

- Pre-Algebra
- 7<sup>th</sup> Grade Math

## Placement Criteria for 7<sup>th</sup> Grade

<u>6<sup>th</sup> Grade Math Final Average</u>		<u>Pre-Algebra Readiness Assessment</u>		<u>Spring MAP score *</u>
90-100	= 3 pts	90-100	= 3 pts	High = 3 pts
80-89	= 2 pts	80-89	= 2 pts	High Avg. = 2 pts
70-79	= 1 pts	70-79	= 1 pts	Avg. = 1 pts
Below 70	= 0 pts	Below 70	= 0 pts	Low = 0 pts

\* *Operations and Algebraic Thinking*

- Pre-Algebra ( 8 – 9 points)
- 7<sup>th</sup> Grade Math ( 0 – 7 points)

## 7<sup>th</sup> Grade Math

This course is designed to build upon the foundation established in 6<sup>th</sup> grade math and introduce new concepts. Focus areas include understanding and applying proportional relationships, understanding operations with rational numbers, working with expressions and linear equations, solving problems involving scale drawings, working with two- and three- dimensional shapes to solve area, surface area and volume problems, and drawing inferences about populations based on samples. Algebraic language, concepts and skills will also be introduced.

## Pre-Algebra

This course is an advanced course for 7<sup>th</sup> grade students. The course is designed to build upon the foundation established in 6<sup>th</sup> grade math and introduce the structure of algebraic language, concepts and skills. Focus areas include using linear equations and systems of linear equations to represent, analyze and solve problems, using functions to describe quantitative relationships, understanding and applying proportional relationships, understanding and working with two- and three- dimensional shapes to solve area, surface area and volume problems and investigating patterns of association in bivariate data.

There are two math placement options for 8<sup>th</sup> grade students.

- Algebra 1 Honors
- Algebra Survey

## Placement Criteria for 8<sup>th</sup> grade

<u>7<sup>th</sup> Grade Math Final Average</u>		<u>Algebra Readiness Assessment</u>		<u>Spring MAP score *</u>
90-100	= 3 pts	90-100	= 3 pts	High = 3 pts
80-89	= 2 pts	80-89	= 2 pts	High Avg. = 2 pts
70-79	= 1 pts	70-79	= 1 pts	Avg. = 1 pts
Below 70	= 0 pts	Below 70	= 0 pts	Low = 0 pts

\* *Operations and Algebraic Thinking*

- Algebra 1 Honors (8 – 9 points)
- Algebra Survey (0 – 7 points)



## Algebra Survey

This course is designed to build upon the foundation established in 7<sup>th</sup> grade and continue the introduction of the structure of algebraic language, concepts and skills. Focus areas include using linear equations and systems of linear equations to represent, analyze and solve problems, using functions to describe quantitative relationships, understanding congruence and similarity, understanding and applying the Pythagorean Theorem and investigating patterns of association in bivariate data.

## Algebra 1 Honors

This course follows the Lenape Regional High School District's curriculum for Algebra 1 Honors. Algebra 1 Honors lays the groundwork for all mathematics study by establishing the concepts of set theory, axioms and properties of the real number system. Focus areas include using equations and inequalities, transforming verbal statements into mathematical symbols, graphing linear and quadratic equations, using polynomials and rational algebraic expression.

## Probationary Placement in Algebra 1 Honors

Pre-Algebra students earning 6–7 points in the 8<sup>th</sup> grade math placement criteria will be on probationary placement in Algebra 1 Honors.

7<sup>th</sup> Grade Math class students earning 8–9 points in the 8<sup>th</sup> grade math placement criteria will be on probationary placement in Algebra 1 Honors.

In order to remain in the Algebra 1 Honors class, students must maintain an average of no less than 80% in Algebra 1 Honors for the first marking period.

Please note that the first marking period is a review of the 7<sup>th</sup> grade Pre-Algebra program. Averages will be checked midway through the 1<sup>st</sup> marking period and again at the end of the 1<sup>st</sup> marking period. If a probationary student's average falls below 80% at either checkpoint, the student will be moved to an Algebra Survey class.

In order to remain in good standing for the second marking period, students are expected to maintain an average of 83% or above in Algebra 1 Honors. Averages will be checked midway through the 2<sup>nd</sup> marking period and again at the end of the 2<sup>nd</sup> marking period. If a probationary student's average falls below 83% at either checkpoint, the student will be moved to an Algebra Survey class.

## MEDICATIONS AND FEMININE HYGIENE PRODUCTS AT SCHOOL

Students requiring medication at school must have a written statement from the doctor, which identifies the type, dosage and purpose of the medication, which must be taken during the school day. A written statement from the parents giving permission to administer medication prescribed by the family physician is required. All medications notes and instructions concerning the above must be directed to the school nurse. If you anticipate a doctor's visit where medication will be ordered, an authorization form can be obtained from the school nurse for this purpose. In addition, the physician can fax these orders to the attention of the school nurse.

The only medications that can be given by the school nurses without a prescription from student family doctor are ibuprofen, Chloraseptic throat spray, Tums, Benadryl, Tylenol and Solarcaine. As of September, 2005 the above medications are allowed by a standing medication order from

our school Doctor, Dr. Burger. **Parents must give the nurse written permission and bring individual student medications labeled with student name to the school nurse.**

In accordance with state law, district boards of education may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses under specific conditions. If your child has a life-threatening illness (any situation which could result in loss of life if medication was not given immediately), please see the school nurse to obtain necessary permission forms and to learn about our protocol for self-administration of medication.

**All medication shall be brought to the school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. Medication must be in the original pharmacy container.**

**Feminine Hygiene Products for our young women are provided in the nurse’s office, however, if a girl wants to bring her own supplies from home, she may do so. A small case, the size of a pencil case, is acceptable for carrying these products.**

**MILK PROGRAM**

Milk is available on days in which lunch is served. Students may choose from either low fat white or low fat chocolate milk. The cost is \$.40 per milk.

**MISSING CHILDREN PROCEDURE**

The Board of Education recognizes its responsibility to play a preventative role in the problem of children missing from the educational system. The Board of Education directs the superintendent to continue already established procedures in the area of custody and attendance. In addition, the board directs the administration to notify the Medford Lakes Police Department of suspected cases of missing children. In reporting the names of such children to the police, the administration is also authorized to give the following information:

<b>Full name</b> <b>Home address</b> <b>Chronological Age</b> <b>Sex</b>	<b>Description</b> <b>Parent/guardian names(s)</b> <b>Parent/guardian workplace</b> <b>Phone</b>
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In all instances where doubt exists, the matter shall be resolved in favor of the well-being of the child.

## **MONEY AND VALUABLES**

Parents should remind their children not to bring any items of value to school. The school is not responsible for the loss of such items. Students should be instructed not to leave money or valuable objects in their desks. Students should report cases of theft immediately to their teacher. The school is not responsible for lost items. Electronic items such as video games, CD players, and iPads/iPods are not permitted in school for any reason.

## **NATIONAL JUNIOR HONOR SOCIETY**

The purpose of the National Junior Honor Society is to recognize students for high academic achievement, positive character traits, and community involvement. During the year, members will be involved in various activities for the betterment of themselves, their school and community.

Seventh and eighth grade students may be eligible for inclusion into the middle school chapter of the National Junior Honor Society by meeting the following criteria by the end of the second marking period:

- 1. Scholarship** – A candidate must achieve a grade of 90 or above for all academic courses within five consecutive marking periods. These courses include: Reading, English, Science, Social Studies, and Math. Students must not have any “unsatisfactory” grades in enrichment courses rated “O”, “S” or “U”.
- 2. Character/Leadership** – Students must obtain a combined average of 92% on the faculty rating scale questionnaire, which will be completed by 5 of the student’s current teachers.

## **NUTRITION POLICY**

**NOT LATER THAN SEPTEMBER 2007 THE DISTRICT WILL IMPLEMENT THE FOLLOWING REQUIREMENTS:**

### **All Schools**

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

- A.** Foods of minimal nutritional value as defined by the United States Department of Agriculture
- B.** All food and beverage items listing sugar, in any form as the first ingredient
- C.** All forms of candy

Schools shall reduce the purchase of any products containing trans fats. All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

- A.** Based on manufacturers nutritional data or nutrient facts labels:
  1. No more than eight grams of total fat per serving, with the exception of nuts and seeds.

2. No more than two grams of saturated fat per serving.
- B.** All beverages shall not exceed 12 ounces, with the following exceptions:
1. Water.
  2. Milk containing two percent or less fat.
  3. Whole milk shall not exceed eight ounces.

### **Elementary Schools**

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

### **Middle and High Schools**

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

### **General School District Requirements**

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

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

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The board recommends that physical education or recess be scheduled before lunch whenever possible.

The district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Student Learning Standards

The Superintendent will specifically address the issue of biosecurity for the school food service. Biosecurity may be part of the plans, procedures and mechanism for school safety.

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

The Superintendent shall develop regulations consistent with this policy, including a process for measuring the effectiveness of its implementation, and designating personnel within each school with operational responsibility for ensuring the school is complying with the policy.

Date Reviewed: June 7, 2006 June 28, 2006; June 8, 2011

Adopted: August 16, 2006.; August 10, 2011

## PARENT/ TEACHER CONFERENCES

We ask the parents to come prepared to discuss their child's progress. Fall & Spring Parent/Teacher Conferences for ALL grades are scheduled online through the Realtime Parent Portal under Teachers Pages. Additional details and directions for scheduling conferences will be available on the Parent Portal under Documents.

Middle School Fall Parent/Teacher conferences are both Teacher and Parents requests. It is important to note that there are limited number of conference time slots at the middle school level therefore they are designated for "at-risk" learners. An "at-risk" learner is a student that is currently receiving a "D" or below in a subject(s). Teacher requests take priority in scheduling based upon the "at risk" status. The Main Office will contact you to schedule a conference. The Realtime Parent Portal scheduler will then be made available to parents who wish to schedule a conference.

Middle School Spring Parent/Teacher conferences are based upon Teacher's request ONLY. The Main Office will contact you to schedule a conference. Two formal opportunities for conferencing with your child's teacher are scheduled during the school year, one in the fall and another in the spring.

- Fall Parent/Teacher Conferences – October 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup>, 2017.
- Spring Parent/Teacher Conferences – March 21<sup>st</sup> and 22<sup>nd</sup>, 2018.

Parents are encouraged to maintain contact with their child's teacher throughout the school year via email and/or telephone.

## PARTIES

- |                   |           |                                  |
|-------------------|-----------|----------------------------------|
| • Halloween       | Tuesday   | October 31 <sup>st</sup> , 2017  |
| • Winter Break    | Friday    | December 22 <sup>nd</sup> , 2017 |
| • Valentine's Day | Wednesday | February 14 <sup>th</sup> , 2018 |
| • End of Year     | Wednesday | June 13 <sup>th</sup> , 2018*    |

\*Tentative pending adjustment of school calendar because of inclement weather/emergency closing

## PHONE USAGE

The safety of our students is priority. **"Students are not permitted to use the main office/classroom phones."**

The staff does not look upon the following situations as emergencies:

1. Calling someone to arrange for a ride home on an inclement weather day or when the student was forewarned about the after school event.
2. Calling someone to have homework, projects, instruments, permission slips, and/or equipment brought to school.
3. Calling home to report incidents that have occurred at school.

The underlying philosophy of these rules is to teach students to become responsible by planning ahead. Please assist your child by encouraging them to plan ahead.

Please note that when it is deemed necessary for a student to contact a parent from school a school staff member will dial the phone and will speak with the parent/guardian directly to make the communication.

### **Cell phones:**

**Student cell phones are expected to be kept in lockers/book bags during the school day. Cell phones will be confiscated if used during the school day.**

(see Discipline Code/Student Code of Conduct for consequences)

## **PHYSICAL EDUCATION**

An organized physical education program is provided for all students. A full program of recreation, games, and individual sports is offered by a teacher of physical education. Students are expected to be appropriately dressed for physical activity, i.e. shorts or slacks and sneakers that tie. No student will be excluded from physical education class without an order signed by a physician.

## **PHYSICAL EXAMINATION**

The law and rules of the NJ State Board of Education and the NJ Department of Health and Senior Services require that each district board of education adopt policies regarding the content and procedures for the administration of student medical examinations. In order to insure that the learning potential of each student is not diminished by a remediable physical disability, that the student is able to participate in the school program, and that the school community is protected from the spread of communicable disease, certain physical examinations are required.

All students entering 6<sup>th</sup> grade must have a current physical examination on file in the school nurse's office.

Each student medical examination must be conducted by a healthcare provider or advanced practice nurse chosen by the student's parent/guardian at the provider's facility (the student's "medical home"), and a full report of the examination—documented on an approved school district form, dated, and signed by the medical provider - must be presented to the school. If your child does not have medical insurance. More information regarding health care options can be found at [www.njfamilycare.org](http://www.njfamilycare.org).

## **PROMOTION/GRADUATION**

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in the district shall be moved forward in a continuous program of learning in harmony with his or her own development.

In general, pupils shall be placed at the grade level to which they are best adjusted academically, socially and emotionally. The educational program shall provide for

the continuous progress of pupils from grade to grade with pupils spending one year in each grade. A small number of pupils, however, may have a reasonable chance of benefiting by staying a second year in the same grade. The final decision to retain a student will be made by the District Promotion/Retention Committee.

Extremely disruptive behavior during the last month of school may result in an eighth grade student having his/her privilege of participating in the 8<sup>th</sup> grade activities revoked.

### RELIGIOUS HOLIDAYS

No student will be penalized in any way for absences due to religious observances. Follow procedures under student absences as to school notification.

### REPORT CARDS AND PROGRESS REPORTS

Report cards will be issued for all students Kindergarten to 8<sup>th</sup> grade at the end of each of the three semesters. If a student is "not making adequate academic progress" (meaning that they have a grade of 69% or lower) a progress report will be sent home at the mid-way point of the marking period." **Parents are expected to review their child's report card/progress report, to sign the report card envelope/progress report, and return the envelope/document within one week\* of receiving.**

**Report cards will be withheld if milk money, library fines/books, field trip payments, or charges for damaged/missing textbooks are not paid.**

Additional information about student progress can be gathered by periodically checking their child's progress through the *Realtime Parent Portal*. To access the portal parents will use the portal code, username, and password. If at any time during the school year you need assistance accessing the portal please don't hesitate to contact the main office.

Parents are strongly recommended to check the portal on no more than a weekly basis – checking the portal daily can cause stress and may result in increased anxiety for both parents and students. Teachers have up to 10 calendar days to enter grades into the parent portal. If you have specific questions or concerns about your child's progress, please contact your child's teacher directly. Teachers can best be reached via email (Andrew Smith = [asmith@medford-lakes.k12.nj.us](mailto:asmith@medford-lakes.k12.nj.us)) or through the district phone system by following the prompts.

\*A "**reasonable return time**" for report card envelopes and progress reports is **one calendar week**. If report cards/progress reports were sent home on a Tuesday then it is "reasonable" that all envelopes be signed and returned to the homeroom teacher by the following Wednesday.

If a student has not returned a signed report card envelope/signed progress report within one calendar week then that student be expected to serve a "study hall" during their recess until the report card envelope is returned. As soon as the signed report card envelope/signed progress report is returned then they will not have to serve the "study hall". This consequence is NOT associated with any points

but serves the purpose of a “friendly reminder” to return important school communications.

## **SCIENCE LAB**

### **New Jersey Statute 18A:35-4.25 Refusal to participate in certain school activities related to animal dissection, etc.**

- a** A public school pupil from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction.
- b** A school shall notify pupils and their parents or guardians at the beginning of each school year of the right to decline to participate in the activities enumerated in subsection a. of this section and shall authorize parents or guardians to assert the right of their children to refuse to participate in these activities. Within two weeks of the receipt of the notice, the pupils, parents or guardians shall notify the school if the right to decline participation in the enumerated activities will be exercised.
- c** Any pupil who chooses to refrain from participation in or observation of a portion of a course of instruction in accordance with this section shall be offered an alternative education project for the purpose of providing the pupil with the factual knowledge, information or experience required by the course of study. A pupil may refuse to participate in an alternative education project which involves or necessitates any harmful use of animal or animal parts.
- d** A pupil shall not be discriminated against, in grading or in any other manner, based upon a decision to exercise the rights afforded pursuant to this act.

## **SPECIAL EDUCATION**

### **(see also “Child Study Team” )**

The programs and services for special education students are administered and monitored through the Child Study Team (CST) office. If a child is thought to have special academic needs, parents or school personnel may request an evaluation in writing to the building principal or Child Study Team director.

Parents of special education students are guaranteed by federal law and state regulation the right to be involved in planning their child’s individual education program (P.L. 94-142)—The Education for All Handicapped Children Act of 1975, (P.L.108-146)—Individual with Disabilities Education Improvement Act, the regulations implementing section 504 of the Rehabilitation Act of 1973, and New Jersey State Code. Parents have the right to request an evaluation and placement of their child and to participate in the development of their child’s Individualized Program (IEP).

## **SPEECH/LANGUAGE**

The Medford Lakes Speech and Language Program is based on the philosophy that oral and receptive language skills are essential to the academic and personal success of our students. The speech/language specialists are certified by the State of New Jersey to remediate articulation, receptive and expressive language, auditory perception, voice, hearing and fluency problems.



Upon teacher request, all kindergarten students and students who are new to the district are screened for speech and language proficiency. As a result of the screening, some students are selected for further testing. When problems are discerned, classroom teachers are provided with strategies for speech/language intervention in the classroom. If the problem is one that cannot be addressed in the classroom, the teacher will notify parents and request further evaluation by the speech/language specialist.

In addition, parents and other professional staff may refer students for evaluations. Prior to testing, parental permission is obtained and parents are given copies of Parental Rights in Special Education and N.J.A.C.1:6A in accordance with New Jersey statutes.

## **STUDENT COUNCIL**

The student council is comprised of student representatives and alternates in grades 6, 7, and 8. Student Council elections for officers are held in the spring of each school year so the newly elected officers may assume their duties as soon as possible in September. Candidates elected to student council must demonstrate good citizenship and leadership qualities during their elected term.

### **Student Council Election Requirements:**

#### **President / Vice**

- Prospective 8th grader
- 1 year experience as a Student council officer or two years as a representative
- Minimum of B average in last 3 marking periods
- Written essay that includes goals, community projects, leadership skills, etc.
- Proof of community service

#### **Secretary / Treasurer**

- Prospective 7th grader
- 1 year experience as representative
- Minimum of B average in last 3 marking periods
- Written essay that includes goals, community projects, leadership skills, etc.

#### **Representatives**

- 6th, 7th, and 8th graders
- Minimum C average from prior year
- Written essay that includes goals, community projects, leadership skills, etc.

#### **The purposes of this organization are to:**

- Develop a better understanding between the administration, teachers and students
- Improve relationship
- Promote cooperation among students
- Develop the power of self-control
- Strive to better conditions in the school
- Give students the necessary training for good citizenship

Each year student council hosts dances for such occasions as Halloween, Winter, Valentine's Day, and End of Year. The dances are limited to those students who attend Neeta School. Students must have rides to and from the dances. Once a student arrives at a dance, he/she will not be permitted to leave the building until the end of the dance unless a note from a parent/guardian is presented giving approval. All students must be picked up no later than 15 minutes after the end of the dance.

### **STUDENT PLACEMENT/TEACHER ASSIGNMENT**

The educational placement of students is a very important task, and administration, classroom teachers, special education teachers, specialists and itinerant staff members are all involved in the process. Parents cannot request a particular teacher. Consideration is given with regard to each child's social, emotional and academic level(s) before a placement is made. If a parent has had a negative experience in the past (through a sibling or other special/extenuating circumstance) with a particular staff member, a written letter requesting non-placement with that teacher should be sent to the superintendent. **Written notification to the superintendent is required no later than May 15<sup>th</sup>.**

### **STUDENT RECORDS**

Parents have a right to view their child(ren)'s record(s) (Board Policy #5125). If you would like to do so, please contact the Principal. *IN ORDER TO HAVE A STUDENTS RECORDS RELEASED TO ANY OTHER PERSON, AGENCY OR EDUCATIONAL INSTITUTION, THE PARENT MUST SEND WRITTEN PERMISSION OR THE RELEASE TO EITHER THE BUILDING PRINCIPAL OR COUNSELOR.* For a release of special education records the request must go to the Child Study Team Director.

#### **Reproduction of Records**

Parents requesting copies of student records will be charged the following fees:

- \$.75 per page for pages 1 – 10
- \$.50 per page for pages 11 – 20
- \$.25 per page for pages over 20

Student records are confidential and protected under FERPA.

#### **Notification of Rights under FERPA For Elementary and Secondary Schools**

"The Family Educational Rights and Privacy Act (FERPA) afford parents and students over the age of 18 certain rights with respect to the student's education records."

The parental rights are as follows:

- Inspect and review their children's education records
- Seek amendment of inaccurate or misleading information in their children's education records
- Consent to most disclosures of personally identifiable information from education records.

Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. A school official will make arrangements for access and notify the parent or eligible student of the time and place where the record may be inspected. If a parent identifies inaccuracies a written request is to be submitted to the principal requesting the changes, and specifying why the information is inaccurate.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without parental consent to officials of another school district in which a student seeks or intends to enroll.

If you do not want any directory student information released to the Home and School Association et. al., a written request must be submitted to the superintendent by October 1<sup>st</sup>, stating that you do not want the school to release the above information.

### **Complaints of Alleged Violations:**

#### **Complaints of alleged violations may be addressed to:**

**Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

Complaints must:

- a** Be timely submitted, not later than 180 days from the date you learned of the circumstances of the alleged violation
- b** Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
- c** Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;
- d** Names and titles of those school officials and other third parties involved;
- e** A specific description of the education record around which the alleged violation occurred;
- f** A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of

- any correspondence exchanged between the parent and the school regarding the matter;
- g The name and address of the school, school district, and superintendent of the district; any additional evidence that would be helpful in the consideration of the complaint.

### **STUDENT SUSPENSION**

As per the Student Discipline Code/Code of Conduct a student may be suspended as a result of disciplinary action. Suspension is served out of school for a period of up to 10 days depending upon the severity of the incident. A conference including parents/guardians and administration may be scheduled before the student returns from suspension.

Students under suspension are prohibited from participation in or attending any school regulated activity during the period of their suspension. Students are required to make up all assignments missed during their suspension and will be given opportunity to make up this work.

### **TARDINESS AND EARLY DISMISSAL**

Excused reasons for tardiness or early dismissal include: medical or dental appointments, medical disability, family emergency, and court appearance. Any student who is tardy or wishes an early dismissal must bring in a note from his/her parent/guardian.

**As per the Student Code of Conduct/Discipline Code, upon the third unexcused lateness students in grades 5-8 will receive lunch/recess detention. (see pg. 13)**

In the case of illness at school, approval for early dismissal is provided by the school nurse.

If your child arrives at school after 8:30a.m. for Neeta School and 8:40a.m. for Nokomis an adult must enter the building and sign the child in at the main office

### **TEXTBOOKS/LIBRARY BOOKS**

Students are personally responsible for the books they use. Each student should place his/her name in issued textbooks as directed by his/her teacher. It is important to check each book carefully when it is issued and report any damage to the teacher immediately upon receipt of the book. All textbooks are to be covered for the duration of the school year (book socks are recommended) and handled properly. A replacement fee will be assessed for loss or damage to books. If a student has not returned a textbook/library book at the end of the school year he/she may miss end of year activities including "field day" and/or classroom parties. **Final report cards will also be withheld. (see pg. 47)**

## TRAVEL TO AND FROM SCHOOL

### Bicycles

Students may use their bicycles for travel to and from school. It is their responsibility to observe rules governing care of property, courtesy and consideration toward others, and bicycle safety. Bicycles must be parked and locked in designated bicycle parking areas. Bicycles in unauthorized areas will be removed. Since so many students ride bicycles, it is important the school establish an orderly way to park bicycles. Bicycle parking will be restricted to the side lot of the Neeta School. Bicycle parking at the Nokomis School will be behind the school at the end of the 1<sup>st</sup> – 2<sup>nd</sup> grade hallway. The Medford Lakes Police Department, in conjunction with the Home and School Association, conducts a bicycle safety and inspection program each year in October. The police will patrol the courtesy trails and roads and issue warnings to students for unsafe acts. Students under 17 years of age are required to wear a properly fitted and fastened bicycle helmet when operating a bicycle, in accordance with state law.

### Courtesy Routes

Courtesy routes are the safe routes to school as designated by the school and the Medford Lakes Police Departments and are marked accordingly. Motorists are asked to try to avoid the use of courtesy routes during the hours when children are likely to be on their way to or from school. These routes are called “Courtesy Routes” in order to emphasize that both motorists and school children must be courteous to each other when traveling these routes. The routes are designed so that children can cross major trails and roadways at locations which are protected by a crossing guard.

### Courtesy Route Pledge

- I will register my bicycle. (ML Ordinance 102)
- I will wear my helmet when I ride my bicycle. (NJ 39:4-10.1)
- I will ride one person per bicycle. (NJ 39:4-12)
- I will ride my bicycle on the right hand side of the road. (NJ 39:4-14.3)
- I will ride no more than two abreast or single file when necessary. (NJ 39:4-14.2)
- I will follow the proper route for my zone. I have looked at the Zone Map and know which route I am required to take to school.
- I will yield right-of-way to younger children.
- I will treat all people I meet with respect.
- I will dispose of trash properly. (ML Ord. 127)
- I will not loiter. (ML Ord. 99.2)

### Safety

Bicycle courtesy roads have been carefully located for your child’s protection. When in your car, please avoid the courtesy roads when the children are going to and from school. Insist that your child use the prescribed route to and from school. In traveling across main roads such as: Lenape, Stokes, Tuckerton and Tabernacle, the school strongly recommends that all students use those intersections protected by crossing guards. Students who live on Tabernacle Road must use the bike trail

provided. The school does not approve of students crossing these roads at any other point. If your child repeatedly violated safety procedures, you will be contacted. For his/her sake and for the safety of other students, please recognize the seriousness of such infractions.

### **Crossing Guards will be posted at the following intersections:**

- Dixontown Road at Chickasaw Trail
- Powhatan Trail at Tabernacle Road
- Tabernacle Road & Trading Post
- Stokes Road at Minnetonka Trail
- Beach 3 at Hiawatha Trail
- Kihade Trail at Tuckerton Road
- Lenape Trail at Hiawatha Trail
- Stokes at Bowker Trail

Please note that crossing guards are on duty from

7:45 am - 8:30 am

3:00 pm - 3:45 pm on regular school days.

On early dismissal days crossing guards will be on duty from

12:00 pm - 12:45 pm

## **TRAFFIC**

Automobile traffic at both schools is of concern because of potential safety hazards for the students. Students waiting to be picked up must stand well back from the line of traffic and not approach a car until the car comes to a complete stop. Parents picking up students must stay in line and move only as traffic moves. Please do not load or unload bicycles in line; this may be done in the appropriate parking area for each school. The roads near both schools are not adequate for a high volume of traffic; therefore, your cooperation is essential during inclement weather. Please car pool whenever possible.

All traffic must proceed at 5 miles per hour at entrance and dismissal time. Students will not be permitted to cross lines of traffic to enter or leave school. Your cooperation is greatly appreciated. Students and adults should respect and obey all traffic rules as they are to insure the safety of all students and adults.

### **Neeta School Traffic**

Motorists traveling to Neeta School must follow **the school traffic signs, traveling Powhatan Trail, past Brooks's field.** The carline drop-off and pick-up area is marked by the yellow painted curb. Please help keep the carline flowing during drop-off by having your child ready to exit your car. When picking up your child at dismissal please move forward in the carline and your child will walk to meet your car.

**\*If your child is delayed after school, please move out of the pickup line and park in the parking lot to wait for your child.**

### **Nokomis School Traffic**

Nokomis students should be dropped off via the car line every morning\*. The drop off car line is available daily from 8:00 a.m. until 8:20 a.m.. All cars are asked to please follow the signs and enter the school grounds by way of Mudjekeewis Trail. To ensure that the car line traffic flows at a steady pace please make sure that your child is ready to exit your car with his/her book bag. It is important to note that the Nokomis staff will assist with opening your car door but are not able to remove any child from a car and/or car seat – students are expected to exit their vehicle independently. If your child is experiencing a difficult morning and he/she will not exit your car willingly we ask that you please pull into one of the parking spaces located in front of the building. On these occasions we ask that you assist your child in entering the building. If exiting your car independently presents a challenge for your child on a consistent basis we ask that you please contact the main office so that a plan can be developed to assist you and your child.

**\*The only exception to this is the first day of school each year. On the first day of school parents and students are asked to report to the back of the building near the bike racks to line-up in their teacher's class line.**

### **TUTORING POLICY 4138.2**

Teachers are **not permitted** to provide paid tutoring services to students that they are scheduled to have in their classroom nor are teachers permitted to tutor students that they have just had in their classroom. We ask for your cooperation to not request tutoring services of your child's present teacher(s).

#### **Private Tutoring Medford Lakes BOE Policy # 4138.2**

The board recognizes that the discharge of its responsibility to provide a thorough and efficient system of education for each child in the district may require special help for some pupils beyond the regular classroom program. Tutorial instruction shall be interpreted to mean individualized instruction additional to, and in support of, regular classroom instruction.

Wherever possible within the working day, each teaching staff member shall assist assigned pupils in the remediation of individual learning difficulties.

In certain cases where extra help is desirable and the parents/guardians request such assistance, a teacher or administrator may recommend that the parents/guardians secure tutorial services for the student.

To avoid placing a teacher in a position where he/she may have a conflict of interest, teachers shall not tutor, for a fee, pupils enrolled in their classes or the immediate summer thereafter, or upon whose evaluation or assignment they may be called upon to pass. Nor shall any employee of the board make a commitment to perform services for extra pay when he/she has been instrumental in recommending the need for those services.

Teachers shall not tutor any pupil for pay during regular working hours. Teachers shall obtain permission from the Superintendent/Principal to tutor

on school premises. The superintendent shall develop a regulation to support this policy.

Date: Reviewed: November 14, 2013, December 12, 2013  
Adopted: January 7, 2014

### **VISITORS POLICY 1250**

All visitors must report to the school office and sign in using the Lobby Guard kiosk. Lobby guard requires a visitor to present his/her driver's license. All school visitors must wear a visitor's badge while in the school buildings. Visitors are expected to swipe their visitor's badge at the Lobby Guard kiosk prior to exiting the building.

For safety reasons and to insure the instructional program, visitors are not permitted to go to classrooms without prior arrangements with the teacher.

### **PUPIL SAFETY POLICY 5142**

**Electronic Portable Communication Devices (EPCD):** Students in grades 5-8 may possess, display and use Electronic Portable Communication Devices only as set forth in this policy and accompanying administrative regulations.

Electronic Portable Communication Devices, or "EPCD"s, are defined as any portable two-way telecommunication devices, including but not limited to cellular telephones, walkie-talkies, personal digital assistants (PDAs), iPods, iPads, smart tablets, Mp3 and CD players, and any other hand held computing devices (when such is being used as a communication device). This definition will also include any new technology developed for similar purposes. "Use" shall be defined for the purpose of this policy as having or placing the device in the "ON" position.

To avoid disruption of the instructional process, except as provided below, students shall not display, use, activate or permit "EPCD" to be activated in any school building during the instructional day. The instructional day includes, but is not limited to, study halls, lunch/recess breaks, class changes, and any other structured or non-structured instructional activity, on or off school grounds, that occurs during the normal school day. Students are responsible to ensure that their "EPCD"s are turned off and out of sight.

"EPCD"s may be used during the school day only if the device is provided in the student's IEP, or permission is granted by the student's teacher.

"EPCD"s may be activated, displayed or used before or after the end of the instructional day or at after school activities by students in grades 5-8 provided they do not interfere with any before or after school activity and their use conforms to the directives of the school administration and/or staff member(s) overseeing such activity. Evidence of unlawful or disruptive use will result in disciplinary action according to the discipline guidelines as specified in the school district's Parent/Student Handbook and/or reports to local law enforcement authorities. In addition, under no circumstances should a student use his/her "EPCD" in a way that violates the acceptable use policy or the harassment, intimidation and bullying policy. Disciplinary action shall be commensurate to the student's infraction of the board's policies. Students shall be mindful of the disruptive effect to others when making or receiving calls/messages on "EPCD"s during a before or after school



activity (i.e. indoor/outdoor sporting event, club meetings, etc.) and endeavor to use reasonable efforts to minimize inconvenience and discourtesy to others. "ECPD"s may be carried on Board of Education (BOE) leased/rented school bus or vehicle by students in grades 5-8 while they are being transported to/from school or a school sponsored activity. While the "ECPD"s may be carried, they must be concealed in a backpack, purse/pocketbook, or other container. The use, activation or display of any such "ECPD" on a bus is prohibited without the consent of the staff member(s) in charge of the activity/experience. Evidence of unlawful or unauthorized use will result in disciplinary action in accordance with the school district's Student Code of Conduct as outlined in the Parent/Student Handbook. The Medford Lakes Board of Education (MLBOE) will assume no responsibility in any circumstance for the loss, destruction, damage or theft of the "ECPD" or for any communication bill associated with the authorized or unauthorized use of said devices. Students who bring their privately owned "ECPD"s do so at their own risk and will be responsible for locating such lost/stolen items. While the school district assumes no responsibility for stolen devices, if a student has reason to believe his/her device has been stolen, it should be reported to the building principal in the same manner as the theft of any other allegedly stolen article. It will be investigated accordingly.