

**CHATSWORTH ELEMENTARY SCHOOL
PARENT/STUDENT
HANDBOOK**



Chatsworth, small in size, big in heart.

TABLE OF CONTENTS

Topic	Page
Woodland Township BOE	4
Chatsworth School Staff	5
School Hours	6
Administrative Complaint Procedure	77
Affirmative Action	7
Absences	9
Arrival and Dismissal Procedures	12
Athletics	13
Attendance	15
Bicycle Riders/Walkers	15
Cellular Phones/Electronic Devices	15
Cheating	16
Child Custody Issues/Children of Single or Divorced Parents/Guardians with Custody Decree	16
Children of Single, Separated, or Divorced Parents/Guardians with NO Custody Decree	17
Child Study Team Personnel/Services	18
Code of Conduct	23
Conferences	24
Classroom Parties	24
Dress Code	25
Entrance Requirement	26
Gifted and Talented	26
Field Trips	26
Fire Drills/Security Drills	27
Harassment, Intimidation & Bullying	27
Grading and Report Cards	28
Health Services	29
Home and School Association	31
Home Instruction	31
Homework	31
Honor Roll	31
Lost and Found	32
Lunch Program	32
Middle School Assignment/Detention Procedures	34

Physical Education	35
Pre-School Identification/Early Intervention	35
Pupil Photographs	36
Pupil Records	36
Retention	37
Search and Seizure (Locker/Property)	37
Student Insurance	38
Special Services	38
Teacher Authority/Detention	39
Transfer Procedures	40
Vacation/Trip Procedure	40
Visitors	40
Volunteers	41
Wee Kids Before & After School Program	42
Video Surveillance	42

Woodland Township School District Board of Education

Mr. Dennis Cronin, President
Ms. Amy Davis, Vice President
Mrs. Colleen Jaggard
Mr. Eddie Vincent
Mr. Kirk Harris

2016 Regular Meeting Schedule

September 26, 2016

October 24, 2016

November 28, 2016

December 19, 2016

Woodland Township School Board meetings are typically held on the fourth Monday of the month. Please refer to the district website in January for the newly scheduled dates for 2017.

Chatsworth School Staff

Mrs. Misty Weiss, Superintendent
Mrs. Carolyn Fischl, Supervisor/CST
Mrs. Maria Funches, Business Administrator
Mrs. Debbie Kaufmann, School Secretary, EXT. 0

Classroom Teachers

PF Mrs. Brenda Casano
1st Mrs. Monica Lee
2nd Mrs. Jennifer Bergan
3rd Miss Stacey King
4th Mrs. Tracy Derkas
5th Miss Beth Wedler
6th Mrs. Kate Futia
7th Mrs. Donna Johnson
8th Mrs. Barbara Levy
Special Education Mrs. Jessica Anderson
Special Education Mr. Vince Root
Special Education Mrs. Victoria Eisert
Special Education Mrs. Tara Corsner

Special Class Teachers

School Nurse/Health Education
Physical Education
Music
Art
Spanish
Basic Skills

Bus Drivers

Mrs. Cindy Adams

Teacher Aides

Mrs. Patricia Huber
Mrs. Monica Mallinder
Mrs. Rebecca Kovach
Ms. Jean Fetty
Miss. Heather Fetty
Mrs. Patty Morrill

Cafeteria

Mrs. Dori Herndon
Mrs. Deborah DeGross

Mrs. Christina Peck
Mrs. Andrea George
Miss Gianna Moscatello
Miss Erin Eddy

Miss Erin Eddy

Custodians

Mr. Fred Brown

School Hours

	Grades 6-8	Grades K-5
Time students may enter the building:	7:40am	8:40 am
Start Time:	7:50 am	8:50 am
End Time:	2:10 pm	3:10 pm
Early Dismissal:	12:05 pm	1:05 pm
Delayed Opening:	9:50 am	10:50 am

Depending on the predicted severity of weather conditions, the Woodland Township School District may implement a 2 hour delayed opening schedule or an emergency closing. The district website will display delayed opening and emergency closing information.

Announcements will also be made on channel 19. In addition, Mrs. Weiss will send out any information on delayed openings and emergency closings via text blast. Chatsworth Elementary School uses Remind 101 Text Blasts as an additional way to communicate important messages to families. **To sign up for Mrs. Weiss' text blasts, just text @chatswo to 81010. Once you text @chatswo to that number you will receive confirmation that you are now subscribed.** It's that easy.

In the event of a 2 hour delayed opening, bus students will be picked up at the regular bus stop 2 hours later than the usual time. Lunch will be served, though students are encouraged to bring a bag lunch. In the event that school must close after the school day has begun, every attempt will be made to contact a parent, guardian, or emergency contact person. From past experience, we know that not all parents can be reached during an emergency closing; therefore, we recommend that children be given specific instructions by their parents as to what they should do if they arrive home and find that their parents are not there. In many cases, children could be instructed to go to a neighbor's house and wait. This is a parental decision.

Administrative Complaint Procedure

The district's goal is that in most cases parental complaints can be resolved between the teacher and the parent through direct communication. **If you have a complaint or situation that deals with a teacher, please contact that teacher first to try to resolve the issue.** We look forward to continued positive relationships with all of our parents and students.

The following is the administrative complaint procedure as read during the outset of each Board of Education meeting:

1. If a problem arises, the teacher will notify the administrator. If a parent or guardian calls or comes to see the administrator, the administrator will instruct the parent to meet with the teacher.
2. If the parent-teacher meeting does not resolve the problem, the parent may meet with the teacher and the administrator.
3. If this meeting does not resolve the problem, the parent may go to the School Board at which time the teacher and the administrator may be represented.

****In the event that a parent bypasses this complaint procedure, the School Board will not discuss or take action on the complaint.**

Affirmative Action

The Board of Education of the Woodland Township Public School District fully supports its policy of not discriminating on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status, or handicaps in its educational programs or activities and employment policies, as required by New Jersey laws and regulations. The Affirmative Action Officer for the district is the Superintendent.

Absences

Parents/guardians are required to call the school when a student is going to be absent. Give the following information to the answering machine: name of person calling, child's name, grade, teacher, and reason for being absent. Please make sure you call every day your child is absent.

If you have not notified us, you need to contact the school as soon as possible:

Chatsworth Elementary School
609-726-1230 ext. 200

Please keep in mind that it is the responsibility of the parents/guardians to either send the student to school every day or advise the school of the absence.

Recording Absences:

- For a student in Grades Kindergarten - 8 to be recorded present for one full day, the pupil must be in school for not less than four (4) hours.
- For a student in Grades Kindergarten - 8 to be recorded present for one-half day, the pupil must be in school for not less than two (2) hours.
- Take Your Child to Work Day: Parents must send a note to school signed by their employer for this to be considered an **EXCUSED** absence.

Notice to School of a Student's Absence:

1. The parent/guardian is requested to call the school office before the start of the student's school day.
2. The parent/guardian who anticipates that an absence will be prolonged should notify the school to arrange make-up work.
3. **A student returning from an absence of any length in time must provide a written statement that is dated and signed by the parent/guardian listing the reason for the absence.**
4. A note explaining a student's absence for a noncommunicable illness for a period of more than five school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
5. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

Unexcused absence of five consecutive School Days:

In compliance with Senate Bill 1523, if any child has an unexcused absence of five consecutive school days, the attendance officer will investigate the absence and notify the district superintendent of the absence. If the investigation leads the district superintendent to believe the child has been abused or neglected, he or

she is to notify the Department of Child Protection & Permanency (DCP&P). Absences of five consecutive days will require medical/legal documentation explaining the absence (doctor's note, court orders, etc.). **Board Policy #'s 5200, 5230, 5240**

Arrival and Dismissal Procedures

Arrival process for students in grades 6-8:

1. **Students arriving by bus:**
 - Students will enter the school from the middle school end of the building.
 - Students will go directly to their homeroom to begin their day.
2. **Students arriving by car:**
 - Parents may drop off students to enter the building **no earlier than 7:40am**
 - Students will enter the building through the main entrance of the school
3. **Walkers:**
 - Students may enter the building no earlier than **7:40am**
4. **Students arriving late:**
 - Students who arrive after 7:50 am will be counted as late/tardy. Late/tardy students need to report with their parent guardian to the main office and be signed in.

Dismissal procedure for students in grades 6-8:

1. **Students departing by bus:**
 - Students will leave the school from the middle school end of the building
 - Students will be dismissed at 2:10
2. **Students departing by car:**

- Parents may pick-up students at the main entrance at 2:10. Students will be dismissed to the main entrance at 2:10, with the ring of the first bell, to be picked up. **Parents/Guardians are required to come to the main entrance door at 2:10 and initial the sign-out sheet when their child is there and ready to leave.** A school employee will be at the main entrance to dismiss students at 2:10
 - Parents/Guardians are to write a note for the day or an extended period of time to let the school know that they will be picking their child up at dismissal time.
 - **Parents/Guardians are not to come into the building at this time. This will ensure that each child is dismissed with the proper adult. This will be the procedure during cold and inclement weather as well.**
 - **If another person other than the Parent/Guardian is picking the child up they will be required to show a form of identification to the school employee (Driver's license, Military ID, etc.)**

3. Walkers:

- Students may leave the building after all buses have departed the school yard.

4. Students being picked up early:

- Parents should send a note in with their child that will be sent down to the main office.
- In the event that a note has not been sent in with a child, please come to the main entrance and state your reason at that time.

Arrival process for students in grades K-5:

1. Students arriving by bus:

- Students will enter the school from the middle school end of the building
- Students will go directly to their homeroom to begin their day

2. Students arriving by car:

- Parents may drop off students to enter the building **no earlier than 8:40am**
- Students will enter the building through the main entrance of the

school

3. Walkers:

- Students may enter the building no earlier than **8:40am**

4. Students arriving late:

- Students who arrive after 8:50 am will be counted as late/tardy. Late/tardy students need to report with their parent guardian to the main office and be signed in.

Dismissal procedure for students in grades K-5:

1. Students departing by bus:

- Students will leave the school from the middle school end of the building
- Students will be dismissed at 3:10

2. Students departing by car:

- Parents may pick-up students at the main entrance at 3:10. Students will be dismissed to the main entrance at 3:10, with the ring of the first bell, to be picked up. **Parents/Guardians are required to come to the main entrance door at 2:10 and initial the sign-out sheet when their child is there and ready to leave.** A school employee will be at the main entrance to dismiss students at 2:10/
 - Parents/Guardians are to write a note for the day or an extended period of time to let the school know that they will be picking their child up at dismissal time.
 - **Parents/Guardians are not to come into the building at this time. This will ensure that each child is dismissed with the proper adult. This will be the procedure during cold and inclement weather as well.**
 - **If another person other than the Parent/Guardian is picking the child up they will be required to show a form of identification to the school employee (Driver's license, Military ID, etc.)**

3. Walkers:

- Students may leave the building after all buses have departed the school yard.

4. Students being picked up early:

- Parents should send a note in with their child that will be sent down to the main office.

- In the event that a note has not been sent in with a child, please come to the main entrance and state your reason at that time.

Athletics

The Board of Education authorizes inter-scholastic athletic competition for both boys and girls. Participation in athletics requires the completion of the state mandated sports physical examination. Cross country and track are available to all students in grades six through eight. Everyone who adheres to the rules will be a member of the team. Students will compete against other schools.

Academic Standing for Athletics: Any student receiving an F on his/her report card or interim report will be placed on a two (2) week probation. If at the end of the two (2) week period his/her work is passing, that student will be taken off probation. If at the end of the two (2) week period he/she is still failing, that student will be removed from the team for a two (2) week period. During that time the student will not be allowed to practice or to participate in any games. If at the end of the two (2) week period he/she is passing, that student will be eligible to participate. If he/she is still failing, that student will be dismissed from the team for the remainder of the season.

A student may be removed by any of his/her teachers and/or the Superintendent/designee if that student is not doing well in school or is continually disruptive. If a student is removed by a teacher, the Superintendent will conduct a meeting with the student, his/her parent, and the teacher to address the situation.

Misconduct: Students are expected to exhibit good sportsmanship at all times. They are expected to support all team members. Ridicule or mocking of other team members or other teams will not be tolerated.

Misconduct at a game may result in immediate and permanent suspension from a team. A student may be subject to further disciplinary action by the Superintendent/designee. Misconduct at practice may result in suspension from practice and games for one (1) to three (3) days. Repeated misconduct may result in permanent suspension from a team.

Practice Attendance: Practice attendance is mandatory on a daily basis. Notification of an excused absence from practice should take place prior to the date of practice that will be missed. Failure to attend practice the day before a game could cause the student to miss the next game. An out of school suspension will result in permanent suspension from the team. Students need written permission from their parents to allow them to be picked up at school by anyone other than the parent. This written permission will be kept on file.

Uniforms: The Board of Education and staff members make great efforts to provide appropriate uniforms for all activities. Team issued uniforms are required to be returned at the end of the season. Students are expected to wear uniforms to all games, to maintain uniforms in a clean and tidy manner, and to pay for any uniforms lost or damaged.

Intramurals: Intramural programs may be offered throughout the school year. Students compete against other students within the school and do not travel to other schools. Students participating in these programs are expected to adhere to the same policies as the inter-scholastic teams.

Attendance

The Board of Education requires that the students enrolled in the district attend school regularly in accordance with the laws of the State. A pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

The educational program offered by this district is dependent on the presence of the student and requires continuity of instruction and classroom participation. Please be advised that:

1. A student who is absent without legal or special excuse receives no credit for work missed. He/she may make up major tests and may be required to make up class time;
2. When a student has been absent, arrangements should be made to make up his/her work as soon as possible;
3. Pupils may not leave school before dismissal unless a note is brought from home and approved by the superintendent. Only listed names on the emergency form will

be called if parents/guardians are unavailable to pick up a child who is ill or has missed the bus. If someone else is to pick up the child, a note must be given to the office from the parent or guardian;

4. Students' absences will be checked each marking period. A letter will be sent to the parent/guardian of a **student missing eight (8) days of school if absences** are affecting classroom performance.

5. **Letters will be sent for excessive absenteeism**, and if absences continue, another letter will be sent to the parents/guardians that legal action will be taken if attendance does not improve. This does not apply if the student has a medical problem.

6. A child who has missed twenty (20) or more days of school during the year shall have the question of promotion reviewed. **Board Policy #'s 5200, 5410**

7. Some religious holidays are exempt as being counted as absent. Written notification signed by the parent/guardian must be sent to the school office prior to the holiday. In this case the absence will be excused;

8. Parents should make every effort to make **appointments for students after school hours**. However, if an appointment is necessary during the school day, the student is required to present a note to the superintendent's office that morning requesting an early dismissal. The parent or adult must come to the school at the designated time and sign the appropriate register before the student will be released. Anyone picking up a student from school will be required to present some form of picture identification. Students are encouraged to report back to school after appointments;

9. All students who are late (Start Times: Elementary School 8:50/Middle School 7:50) must be signed in at the front office. If a student exhibits a pattern of unexcused tardiness, the student and parents will be notified that the student will be required to stay after school. For truancy or cutting classes a student will be required to make up time missed.

Notes from the parent/guardian are required for EVERY absence even if you have notified the school by phone of your child's absence.

If a student has perfect attendance for the marking period, they will be rewarded with a breakfast with the Superintendent that will take place at the end of that marking period. All students that have earned perfect attendance will be invited to attend this breakfast with the Superintendent.

Bicycle Riders/Walkers

Pupils walking or riding bicycles to and from school are subject to the same rules and regulations that they would be if they were on school property. Walkers and bike riders are dismissed after the school buses have departed from the school. **Legally, all bicycle riders must wear safety helmets.** A written note indicating permission to walk or ride a bicycle is required.

Books/Equipment

The Board of Education provides textbooks, workbooks, and library books which are owned by the Board of Education. Students are expected to exercise care in the handling of these materials. If books or equipment are lost or destroyed, they are to be paid for by the student.

Cellular Phones/Electronic Devices

Cellular phones/electronic devices (IPads, Ipods, games systems, etc.) are prohibited to be used on the bus or during school hours. Devices should be turned off and in back pack at all times while in school or on the bus.

Cheating

The Chatsworth Elementary School does not tolerate cheating in any school situation. The school has in place a strict policy that disciplines students who attempt to cheat, or students who assist others in cheating.

The following definitions constitute cheating:

1. Copying from another student (i.e.: a teacher observes a student copying another student's answers; copying is physically evident by duplicate answer sheets from students).
2. Deliberately allowing another student to copy work (i.e.: homework, tests).
3. Using any material to acquire answers.
4. Plagiarizing (i.e.: students using someone else's ideas or phrasing and representing those ideas or phrasing as their own, either intentionally or unintentionally).
5. Communicating with other students during testing (i.e.: talking, note writing, sign language).
6. Deliberately obtaining and/or distributing test information prior to,

during, or subsequent to the testing situation (i.e.: passing on tests from previous classes or years).

If a student is caught copying a homework assignment, the following will occur at the first offense: The student will receive a zero for the assignment and the parent will be notified.

The school has adopted a zero tolerance policy on cheating - beginning with the first offense.

Child Custody Issues/Children of Single or Divorced Parents/Guardians with Custody Decree

At registration time, the parent/guardian must present any existing custody document so that the school district can adhere to the terms of the custody decree where applicable. A copy of the document will be maintained in the child's school file. If there are changes to the decree, please provide the school with the most current and updated copy.

Children of Single, Separated or Divorced Parents/Guardians With No Custody Decree

Both parents/guardians will be allowed access to the child as well as to all data pertaining to the child: report cards, educational and health records, the right to attend parent/guardian conferences and school activities. The parent/guardian with whom the child is living will routinely receive all report cards and other communications regarding their child. The nonresident parent/guardian may request in writing the same information. This request should be addressed to the building principal. Parents/guardians will be notified and urged to attend meetings pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions or other serious disciplinary matters. Therefore, it will be the parents'/guardians' responsibility to keep the school information of their current addresses and phone numbers up to date. The parent/guardian with whom the child is living will be notified in the event of a serious accident. If this parent/guardian is not available, the person(s) listed on the health emergency card will be contacted. If these contact persons are not available, the nonresident parent/guardian will be contacted. The nonresident parent/guardian may request in

writing that he/she be notified in the event of a serious accident. The district will make reasonable efforts to comply with such requests. **Board Policy #9240**

Child Study Team Personnel/Services

In addition to the regular classroom teachers who are the backbone of the school's instructional program, there are a number of specialized personnel available to assist parents, classroom teachers, and school administration in providing a sound and well-balanced educational program. Professional psychological and learning disability services are available to parents free of charge. Children who are having learning difficulties, emotional problems, social problems, or neurological problems are likely candidates for these services. If a parent wishes to discuss these services, please contact the child's classroom teacher or the Superintendent/designee. The Child Study Team personnel include a school psychologist, a learning disability teacher consultant, a school social worker, and a speech specialist. These staff members will gladly meet with any parent to discuss his/her child. Parents are asked to call the school to make an appointment since these team members are scheduled in the District on a part-time basis.

As the parent of a student who is or may be determined eligible for special education services, you have rights regarding identification, evaluation, classification, the development of an IEP, placement and provision of a free, appropriate public education under the New Jersey Administrative Code for Special Education, N.J.A.C. 6A:14. A description of these rights, which are called procedural safeguards, is contained in the document called Parental Rights in Special Education, (PRISE). This document is published by the New Jersey Department of Education and is available by calling the Child Study Team at (609) 726-1230 ext. 224.

Code of Conduct

The Woodland Township Board of Education (BOE) believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of its students.

The BOE expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The BOE also 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 misbehavior. The following factors are considered when determining consequences for inappropriate conduct: age; developmental and maturity levels of the students involved; degrees of harm; surrounding circumstances; nature and severity of the behaviors; incidences of past or continuing patterns of behavior; relationships between the parties involved; and the context in which the alleged incidents occurred.

Board policy #5600 defines inappropriate behaviors which may result in suspension or expulsion as: posing a danger to persons or property; acts of harassment, intimidation and bullying (see HIB entry on page 11, 12); ongoing threat of disrupting the academic process; assault; possession, distribution, or use of drugs; possession or use of a firearm/weapon on school property.

Complete Code of Conduct Policy is located on the Woodland Township School District's website: www.woodlandboe.org

Bus Code of Conduct

The bus driver is in full charge of the bus at all times and shall be responsible for order. Bus drivers will enforce all the regulations below governing the conduct of pupils when being transported in buses. Drivers have the right to assign pupils to certain seats, if necessary, to promote order on the bus.

Students must cooperate with the drivers by observing the following guidelines:

1. Pupils shall be on time at the designated bus stop. Buses cannot wait.
2. Pupils should stay off the roadway at all times while waiting for the bus.
3. Pupils should wait until the bus has come to a complete stop before attempting to leave or enter.
4. There should be no moving around or changing of seats on the bus.

5. There should be no loud talking. Normal conversation is permissible.
6. Pupils should keep their hands and heads inside the bus at all times.
7. Throwing articles of any kind will not be tolerated.
8. Any damage to the bus is to be reported to the driver immediately. Parents of any student who damages the bus shall be liable for the cost to repair the damage.
9. Pupils should help keep the bus clean, sanitary, and orderly.
10. No eating or smoking or gum chewing on the bus at any time.
11. Headphones are not permissible on the bus.
12. Fighting or using obscene language or signs on the buses will not be tolerated.
13. When crossing the highway after leaving the bus, pupils should cross in front of the bus after first looking in both directions.
14. Drivers are not permitted to stop at places other than the regular bus stop.
15. If parents wish their child to be dropped off or picked up at another location, **a written request** must be sent to the school Superintendent/designee. Telephone permission is not acceptable for changing a pick-up or drop-off location.
16. Students must also have written permission to ride a school bus to another child's home.
 - a. A signed note from **BOTH** parents is required.
 - b. (Sending parent) state that child may go to another child's home.
 - c. (Receiving parent) state this child may come to his/her home.
 - d. Date of visitation.

The bus driver shall never exclude a student from the bus, but, if unable to manage any pupil, shall report the unmanageable student to the Superintendent/designee. A student may be excluded from the bus for disciplinary reasons by the Superintendent/designee and his/her parent shall be responsible for providing transportation to and from school during the period of such exclusion.

**Woodland Township School District
Guidelines Governing Student Conduct on School Buses**

PARENT/LEGAL GUARDIAN RESPONSIBILITY

1. Read and discuss with your child/children the responsibilities, behavior expectations and consequences.
2. Inform your child/children of the location of bus stop, time and to wait

appropriately.

3. Require your child/children to arrive at least 10 minutes prior to the scheduled time.

4. Support the school officials in their efforts to operate a safe and efficient transportation system.

According to Woodland Township School District Policy, and New Jersey statutes governing schools, any student riding a Woodland Township School District bus is under the supervision of the school district just as if he or she was actually in a school building and is subject to all of the disciplinary policies of the district.

Therefore, appropriate behavior required in the classroom also is required while a student is waiting at a bus stop and is en route to and from school.

An orderly bus is essential for safety. It is important that the driver be able to focus on the road and changing conditions. Parents, please discuss the following information with your child/children. Please be sure to sign and have your child sign before returning to the main office.

STUDENT BEHAVIOR EXPECTATIONS ON SCHOOL BUSES

For the safety of everyone, please:

1. Respect yourself, others and bus property.
2. Cooperate with the bus driver and others.
3. Enter and exit the bus one student at a time.
4. Stay in your assigned seat, until you have reached your designated bus stop.
5. Always keep your hands, head, and feet inside the bus at all times.
6. Do not drop or throw objects inside or outside the bus.
7. Do not eat or drink ANYTHING on the bus.
8. Do not litter on the bus.
9. No inappropriate language (name calling or cursing in any language).
10. Never bring or keep weapons, alcohol, or drugs including tobacco for yourself or anyone.
11. No physical or verbal altercations (screaming at each other, hitting with hands or any other objects).
12. No electronic devices should be used while on the bus (i.e. cell phones, iPods, etc.)

Statute 18A:25-2: Authority over Pupils

"A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the

playgrounds of the school and on the way to and from school.

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion."

IMPORTANT MESSAGE

When a student has been suspended from riding a school bus, it is the responsibility of the parent to see that the student gets to and from school safely. Please note that a suspension from the bus does not mean that the student is suspended from school (the classroom). If a student misses school because they were suspended from the bus the absence is unexcused.

If any of the above student behavior expectations are violated, the bus driver will make a referral of the violation to the school administration and the following disciplinary actions will be taken:

CONSEQUENCES FOR VIOLATIONS

1st Violation:

- Teacher-in-Charge will conference with student. Teacher will report to the superintendent if necessary.
 - Warning may be given to student about reported behavior.
 - After school detention may be administered.
 - Suspension from the bus may occur with this violation from one to three days.
- Parents or guardians will be notified.

2nd Violation:

- Teacher-in-charge will report the violation to the Superintendent.
 - After school detention may be administered.
 - Student will be suspended from the bus for one to three school days.
- Parents or guardian will be notified.

3rd Violation:

- Superintendent will be notified of the violation.
 - After two violations, the student may be excluded from the school buses for three to five days.
 - Depending on severity of the violation, the student may be excluded from the bus for the rest of the school year or a portion thereof.
- Parents or guardian will be notified and perhaps an agreement can be reached between parents, guardians, principal, bus driver, transportation supervisor, and/or student.

HOME SCHOOL CONNECTION

The Woodland Township School District feels that any effective discipline program must begin with the students. The principals, bus drivers, and parents should share the responsibility for explaining to the students that riding a school bus is a privilege, that standards for behavior on buses are similar to those for classrooms, and that they can expect verifiable complaints of misbehavior to lead to temporary suspension from buses.

Thank you for your cooperation.

Cafeteria Code of Conduct

Cafeteria Aides will be in charge of the cafeteria at all times and be responsible for order. All students are to follow directions of the Cafeteria Aides. They have full authority as any faculty member would have when giving directions to students.

Students must cooperate with the aides by observing the following guidelines:

1. Remain in line and do not break into line or allow others in front of you.
2. Walk at all times.
3. Speak in a soft voice using appropriate language.
4. Observe table etiquette with good table manners.
5. Do not throw food.
6. Do not take anyone else's food.
7. Do not touch others or their belongings.
8. Leave all food and drinks in the cafeteria.
9. Keep your area clean and wipe up any spills from the table or the floor.

9. Dispose of trash, dishes, eating utensils, and trays appropriately.
10. After lunch, wait quietly at the table, and follow dismissal directions.

Playground Code of Conduct

Playground Aides will be in charge of the playground at all times and be responsible for order. All students are to follow directions of the Playground Aides. They have full authority as any faculty member would have when giving directions to students.

Students must cooperate with the Playground Aide by observing the following guidelines:

1. No tackle football or any kind of contact sport.
2. No games involving being pegged by a ball (i.e.: dodge ball, wall ball).
3. No jumping off swings.
4. No playing on equipment in such a way as the Playground Aide deems unsafe.
5. All equipment is to be used on an age-appropriate basis at the discretion of the Playground Aide.
6. No more than three (3) young students (K- 5th) and no more than two (2) older students (6th-8th) on a tire swing at a time.
7. No fighting, pulling on someone else's clothing, pushing, or shoving.
8. Throwing of anything, other than balls is not permitted.
9. Foul language is prohibited.
10. ****Consequences for disobeying playground rules will result in loss of recess time.**

Conferences

Parent-teacher conferences afford an opportunity for the teacher and the parent/guardians to discuss a child's progress. Conferences will be held twice this year (Nov. 21 & 22 and April 11 & 12).

Every effort will be made to accommodate all parents/guardians at conference time. Parents/guardians should feel free to contact the school for a conference at any time during the year if questions arise concerning their child's work. Please call your child's teacher, and they will arrange with you a time that is convenient for each of you.

Classroom Parties

Classroom parties shall be arranged through the class room parent and the classroom teacher. Room parent shall advise teacher and main office what parents may be assisting them with the planned party. Only those parents will be allowed to enter and participate on that day. Parents are not to bring any other children with them to the party. Volunteers shall not be moving from one room to another. They should remain in the classroom to which they were originally assigned.

Dress Code

The attire of a student in school helps set the academic atmosphere. The purpose of these guidelines is to provide a healthy environment conducive to learning. In certain circumstances, the student may be asked to change attire when it is deemed to be inappropriate. The administration requests the cooperation of parents in the event that they are called and requested to bring appropriate clothing for a student to change.

1. **All school attire shall be neat and clean, not ragged or torn, and reflect an appearance of modesty.**
2. Apparel shall not be tight-fitting, sheer, brief, low-cut, or revealing.
3. Undergarments are not to be visible. Articles of clothing intended to be worn as undergarments are not permissible attire for outer wear (i.e.: boxer shorts, sleeveless undershirts, and "muscle" shirts).
4. Tank tops, tube tops, halter tops, and spaghetti straps are not to be worn.
5. Clothing that reveals a bare midriff and/or back when arms are raised is prohibited.
6. Graphics that are suggestively obscene, indecent, suggestive, or offensive on any garments are prohibited (i.e.: alcohol, drugs, tobacco, obscenities, or words with double meanings).
7. Shorts, skirts, and dresses are to be of adequate length and need to cover the upper leg (i.e.: where the fingers fall when the arms are at the sides).
8. Spandex-type shorts, tops, pants, or skirts and cut-off shorts are not permitted.
9. All pants and shorts must be worn at the waist.
10. For safety reasons, pants that are fringed or too long are not to be

worn.

11. Outdoor jackets or coats, hats, and bandanas are not to be worn in school.
12. Footwear must be worn at all times.
13. For safety reasons, beach, shower type, flip-flops, or high platform soled shoes are not permissible.
14. Non-prescription, glazed, and/or tinted glasses are not to be worn unless required for medical reasons.
15. Students may not wear rings which encompass several fingers or large necklaces which are safety hazards. Students are encouraged not to wear expensive jewelry to school.
16. Because of students/staff with allergies, students are not to wear perfumes, perfumed hair sprays, perfumed cologne, or perfumed after-shave lotion.
17. The classroom is not a place for grooming (i.e.: brushing hair, applying makeup, etc.).
18. The staff and Superintendent/designee retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school attire or distracting to the classroom environment as per Policy 5511.

If students are deemed inappropriately dressed by a staff member, they will have a chance to modify their outfit with clothing lent to them or to call home for parents to bring appropriate clothing. Parental and student understanding and cooperation are necessary in order to develop attitudes and habits of appropriate dress.

Entrance Requirement

It is the policy of the Woodland Township BOE that a child must be five years of age by October 1 to be eligible for enrollment in kindergarten in September. Each spring the district holds kindergarten registration. Requirements include: birth certificate or baptismal certificate; record of immunizations as required by State Law; a recent physical examination; and four proofs of residency. Check with the school nurse for medial questions, or the main office if you have questions.

Children must be six on or before October 1 to gain admission to the first grade program. A child who has had previous kindergarten experience, but who does not meet the age requirement, may be considered for first grade entrance. The

parent/guardian must submit a written request for an evaluation to determine if the child is ready for first grade.

Gifted and Talented Program

Identified students in K-8 may receive enrichment opportunities within and outside the classroom. Activity resources are available to classroom teachers that are designed to enhance a student's curiosity and interest and challenge them to progress beyond the grade level curricula. Students who excel in reading and mathematics and meet the district's enrichment criteria are involved in group activities designed to stimulate higher order thinking, problem solving and creativity.

Field Trips

Educational field trips are planned for all classes. Each trip is related to a part of the school curriculum. Children may be asked to contribute to the fee of the trip.

All rules and standards for proper behavior shall be followed on field trips. If a student cannot conduct him/herself appropriately in school or on a field trip, that student may be prohibited from attending future trips, or may be removed from the trip immediately, in which case parents will be required to provide transportation home from the trip for their child. Parents must complete a permission slip in order for their child to attend. **Telephone confirmation cannot be accepted.**

Overnight field trips are provided for some students as part of the District environmental education programs. Students will be allowed on these trips as long as their academic standing and social behavior have been acceptable as determined by the staff and Superintendent/designee during the year. Students may be excluded if either their academic performance or their social performance is deemed not acceptable. The same criteria apply for all one-day field trips.

Students must be present in school the day immediately prior to any field trip in order to participate on the trip. Extenuating circumstances must be appealed to the Superintendent in such circumstances.

Fire Drills/School Security Drills

Fire drills, evacuation, and security drills are held two times per month to prepare all students and teachers to leave the building as quickly as possible should an emergency occur. Silence is to be maintained at all times when students are entering or leaving the building. Teachers will guide their pupils out of the building according to the prescribed evacuation drill plan.

In the event that there is a true emergency, the district will utilize the Remind app to relay an important information to parents as needed.

Harassment, Intimidation & Bullying

It is the policy of the Board of Education that harassment, intimidation and bullying are inconsistent with the educational process and will be prohibited at all times.

"Harassment, intimidation and bullying" are defined as any gesture, written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory handicap, or by any other distinguishing characteristic, that has the effect of insulting or demeaning any student or group of students, causes the student(s) harm, or places the student(s) in reasonable fear of damage to self or personal property.

Acts of harassment, intimidation, and/or bullying activities are disruptive to the orderly operation of the schools and will not be encouraged, permitted, condoned or tolerated on school property, at any school-sponsored function, or on a school bus.

Consequences and appropriate remedial actions for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Since some acts of harassment, intimidation or bullying may be bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern.

Acts of harassment, intimidation or bullying that occur on or off school grounds involving communication by means of an electronic device including, but not limited to, a telephone, a cellular phone, computer or pager (cyber-bullying) may be subject to consequences when it is reasonably necessary for the offending student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students and staff on school grounds. Policy details are available on the Woodland Township District Website (www.woodlandboe.org).

Board Policy #5512

Grading and Report Cards

Report cards are issued to all grades four times a year. Each marking period is approximately forty-five (45) days. Students are encouraged to discuss their progress with their teacher. Students have the right to know what grades are recorded and the teacher's interpretation of these grades. Parents are also encouraged to discuss their child's progress with his/her teacher(s). An appointment may be made by calling the school at (609) 726-1230.

Kindergarten, first and second grade report cards use a standards/skills based evaluation to comment on progress in reading, language arts, social studies, mathematics, science, art, music, health, physical education, and speech as well as conduct and personal development characteristics.

Grades K-2 implement the following scale:

E - Established
P - Making Progress
N - Need Improvement
N/A - Not Assessed

Grades three to eight report cards implement the following scale:

A = 90 - 100	Excellent.
B = 80 - 89	Good
C = 70 - 79	Average
D = 60 - 69	Poor
F = 0 - 59	Failure

Interim reports will also be sent home to students in grades 3-8 in the middle of each marking period.

Health Services

First Aid and Illness: The school makes every effort to provide a safe school environment. If a child is hurt in an accident, some first aid may be administered and the child's parents notified. The school interprets first aid as being the immediate temporary care given to an injured person before professional help arrives.

If a child is ill, or shows signs of such at school, the parents will be contacted by the school and may be asked to come for the child. For this reason, it is important that the school office has parents' up-to-date home/work/cell telephone numbers or the numbers of persons to contact in case of emergency.

If a child is ill, please keep him/her home. Some symptoms of illness are: fever, headache, sore throat, excessive coughing and sneezing, yellowish/greenish nasal discharge, vomiting, diarrhea, or any other sign indicative of illness that can be transmitted to others.

Students should remain at home until they are fever free for at least twenty-four (24) hours and their symptoms subside. If a physician prescribes an antibiotic for a child, the child may return to school after he/she has taken the medicine for twenty-four (24) hours and is medically cleared to return to school. Please remember to notify the school if a child is going to be absent.

Health Instruction: Health education will be the responsibility of the school nurse. Classroom teachers are expected to reinforce these teachings. All students receive formal health education once a week. Students are required to do homework, to take exams, and to do work as in every other subject taught, for which the student will receive a grade on the report card at each marking period.

Immunizations: The Board of Education requires that children be vaccinated according to the most current laws of the New Jersey Department of Health. Students are required to have all required immunizations within thirty (30) days of entrance to school. Students without proper immunizations will be excluded from school.

Medication: The Board of Education policy states that all medication must be prescribed to the child by the child's certified medical doctor and that the parents shall present the doctor's written order, their own request in writing, and the medication in the original container to the school nurse. The Commissioner of Education has ordered that only a school nurse is certified to dispense medication. If it becomes necessary for a child to take medication, that it be administered just before he/she comes to school and/or upon his/her return home after school. **No medication may be in a child's possession at any time, including but not limited to, on the bus.** This is a policy of the school district and is also a safety precaution for the well being of the child. No medication may be taken in school except as outlined above.

Physicals: All students entering pre-school, kindergarten and new admissions in all other grades are required to have a physical conducted by their family physician and a full report sent to the school.

It is important that students have at least one physical in each of the following stages of development: childhood (grades pre-school to three), pre-adolescence (grades four to six), and adolescence (grades seven to twelve) by their family physician. Physical forms are available in the health office.

Additionally, all students participating in an interscholastic sport must have a sports physical completed and turned in to the school nurse before the beginning of that sports season. Students will not be permitted to practice for a sport without a current physical provided on the school sports physical form. No other forms will be accepted. The school physician must review and approve each completed sports physical form prior to the first practice session. Notification will be sent home stating a child's approval/disapproval of participation in the athletic program.

Scoliosis Screening: Scoliosis screening is conducted for pupils in grades five and seven. Scoliosis is a condition of the spine in which the spine may curve to the left or to the right. It is most commonly found during the period of rapid growth and may progress if not treated. The purpose of the screening is to recognize scoliosis in its earliest stages. If a parent does not want a child to be screened for scoliosis, a request must be submitted in writing to the school nurse. If a child has already been diagnosed with scoliosis by the family physician, please notify the school nurse.

Screenings: All students will have an annual growth survey and vision and hearing screening. Any deviation from the norm will be reported to parents.

Home and School Association

This parent organization is a positive and active part of our school community. The Association elects officers and meets regularly for the purpose of strengthening the relationship between parents and teachers. It is actively involved in fund raising activities and in providing additional services to the children of the school. Information on planned activities is included on the monthly lunch menu or hand-carried home by the pupils as a special announcement. Volunteers are always welcomed. For more information please contact Donna Johnson at djohnson@woodlandboe.org.

Home Instruction

Home instruction may be provided for those students who are unable to attend regular classes. A physician's note is required before home instruction is approved. In most cases, the student must be out of school (or anticipated) for more than a two-week period of time. Instructors will be provided by the Board of Education. Parents should apply for this service in writing through the Superintendent/designee. Board of Education affirmation is required at the next regular meeting, based upon the Superintendent's timely approval and recommendation.

Homework

The purpose of homework is to help students become self-directing, independent learners and to provide teachers with a means of evaluating a student's ability to independently use the skills taught in the classroom. Students and parents should be advised that homework and/or educational time (reading, creative writing, etc.) will be assigned on a regular basis and is expected to be completed.

Honor Roll

Recognition is given each marking period to those pupils from grades three through

eight who demonstrate high academic achievement. Students recognized will receive a certificate of excellence from the school each marking period they earn Honor Roll. The following criteria are used to qualify for the School Honor Roll:

1. Distinguished - All A's
2. Honors - All A's and B's
3. A "U" or unsatisfactory in conduct will prohibit a student from being included on the Honor Roll.

If a student is awarded Distinguished Honor Roll, they will be rewarded with a breakfast with the Superintendent that will take place at the end of that marking period. All students that have earned Distinguished Honor Roll will be invited to attend this breakfast with the Superintendent.

Lost and Found

Students are discouraged from bringing personal belongings and items of value to school. The school administrators and staff cannot be responsible for items students bring to school. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items may be safeguarded by registering them and leaving them in the main office or with the classroom teacher.

Articles of value which are found will be kept in the office. All other articles are placed in the lost and found box located in the main entrance hallway. In order to save time, avoid confusion or embarrassment, it is suggested that the children's possessions such as lunch bags, lunch boxes, book bags, overshoes, coats, hats, gloves, and mittens be plainly marked showing ownership, especially in the primary grades.

Lunch Program

School cafeterias are required by the USDA to offer students five components to each lunch based off of the newly designed "MyPlate" nutrition model. These components include: a milk, fruit, vegetable, protein and whole grains. School lunches must meet the following additional standards:

- Age-appropriate calorie minimums and maximums

- larger servings of vegetables and fruits (students must take a least one serving of a fruit or a vegetable)
- a wider variety of vegetables, including dark green and red/orange vegetables and legumes each week
- Fat-free or 1% milk (flavored milks must be fat-free)
- Whole grains (at least 51%) with maximum servings set by grade group per week.
- Protein servings will be a maximum of 2 ounces for Grades K-8 and 2.4 ounces for Grades 9-12
- Maximum 10% Saturated Fat
- less Sodium

We encourage all parents/guardians to take advantage of our Point of Sale System by putting money on account for your student; you can deposit any dollar amount by sending in cash or check made payable to Chatsworth Elementary School in an envelope with your student's name on it. We thank you in advance; this always helps us to speed up service so your student can enjoy lunch. Parents can monitor their student's purchase and fund balances through the Parent Portal which can be accessed through our school website www.woodlandboe.org.

Charges: In the event your child forgets lunch or their lunch money, he/she will be permitted to charge lunch. All charged lunches are expected to be paid the following day. Parents' cooperation in paying all lunch charges in an efficient manner will be greatly appreciated.

Food Allergies: Students with food allergies must have a current doctor's note on file with the school nurse. Upon notification of a specific food allergy, we will work in partnership with the parent and the school nurse to provide alternatives.

Early in the school year, free/reduced price lunch application forms and instructions for applying are hand-carried home by the pupils, for use if parents choose. These applications will be confidentially reviewed by the school secretary. Verification of income level may be requested in accordance with Federal regulations. Failure to submit these records when requested, will result in loss of free/reduced lunch services.

Parents are invited to eat in the school lunchroom from time to time during the school year. This is an opportunity to see and eat the food that is prepared daily for students and adults. Please notify the office by 9:30 a.m., so a lunch can be

prepared. We look forward to seeing you for lunch.

Student lunch:	\$ 2.60
Reduced lunch:	\$.40
Milk/Orange juice:	\$.50
Water Bottle:	\$ 1.00
Gogurt:	\$.50
Adult lunch:	\$ 3.50
Breakfast:	\$ 1.25
Reduced Breakfast:	\$.30

*Breakfast is offered every day to any student

Middle School Assignment/Detention Procedures

Middle School Assignment Procedure:

Assignment received by the due date:	Full credit
Assignment received late:	Partial credit/teacher discretion
Assignment received more than 5 days late:	No credit

You will not be notified the first time your child does not turn in an assignment. However, if your child misses 2 or more assignments, you will be contacted by the appropriate teacher to be informed of subsequent discipline actions. Parents are encouraged to contact the teacher with questions or concerns.

Detention Procedures:

1. Students may receive a lunch detention the day of the offense.
2. After 2 lunch detentions, parents will be notified by email providing the nature of the lunch detentions.
3. After 3 lunch detentions, all subsequent detentions will be held afterschool by a teacher until 3:10pm.
 - After school detentions will be served the day after the offense, or at the teacher's convenience.
 - Parents/guardians will be notified of the detention date at least 1 day prior via email and/or phone.

- Parents/guardians are expected to arrange transportation.
 - Students will be expected to complete missing work, reflect on the cause of the detention, or any other activity that the teacher deems appropriate.
4. If the student is absent the day of the assigned detention they will be expected to attend the next scheduled detention with parent/guardian notified of the new date.
 5. In the event an after school activity falls on the same day and time as a detention, the child will miss that activity to attend the detention. (i.e. practice, game, Art Club, etc.)
 6. If a child has to serve three after school detentions a parent meeting will be requested. The teacher, student, parent and administration will be present in the meeting.
 7. Parents are welcome to request a meeting at any time with the teacher.
 8. In order to give students an opportunity to demonstrate improved responsibility, each marking period, the students will start over with a "clean slate". If any offenses occur in the new marking period, the lunch detention/after school detention process will begin again.

Physical Education

Physical education classes meet twice a week on Thursday and Friday. Sneakers must be worn.

Pre-School Identification/Early Intervention

If you have a child whom you believe may have difficulty with developmental progress (cognitive, communication, motor, social/emotional, adaptive and/or learning); they may be eligible for special education and related services.

The Woodland Township Public School's Child Study Team is responsible for evaluating children between 3 to 14 (or up to grade 8) to determine eligibility for

services. If you suspect your son/daughter has a disability and wish to meet to determine the need for an evaluation, please contact the Child Study Team at 609-726-1230 ext. 224.

If you suspect your child under the age of 3 may qualify for services, please contact the Southern New Jersey Regional Early Intervention Collaborative at 856-768-6747. For high school aged children, please contact Seneca High School Child Study Team at 609-268-4600.

Pupil Photographs

Each year, an outside photographer is contracted by the Board of Education to take individual pupil photographs in all grades. Parents may purchase these photographs if they so desire. It is not mandatory to purchase these photographs.

During the school year school personnel may take pictures that could be used for the district in various ways. In an effort to obtain parental permission for the use of student pictures for the district, please complete the permission form and return it at the beginning of the school year. This form must be completed each year and your consent may be rescinded at any time by sending a letter to the school requesting a change in permission. If you have any questions please call 609-726-1230 ext. 200.

Pupil Records

Under the Family Educational Rights and Privacy Act (FERPA) parents and eligible students have the right to inspect and review education records; request amendment to education records and file a complaint with the Family Policy Compliance Office regarding education records.

Pupil records shall only contain information which is relevant to the education of the pupil and is objectively based on the personal observation or knowledge of the originator of the record. The local school district may not compile any other records except mandated and permitted records.

Mandated Pupil Records are those directed by NJ Statute, regulation or

authorized administrative directive. Examples include: identifying data, pupil's name, address, date of birth, name of parents and/or guardians, citizenship and sex of the pupil; record of daily attendance; description of pupil progress; history and status of physical health compiled in accordance with state regulation; and all educational records on handicapped pupils.

Permitted Pupil Records are those which our local Board of Education has authorized the district to collect by resolution adopted at a public board meeting to promote the educational welfare of the students. Examples included: group achievement and intelligence tests, aptitude tests, interest inventories, systematically gathered teacher or counselor ratings and observations and varied reports of serious or recurrent behavior patterns. Districts are obligated by State law to provide copies of discipline records when transmitting pupil records to another school district.

Retention

If a student fails two academic subjects (English, mathematics, social studies, science, reading) or one academic subject and two non-academic subjects (physical education, art, music, health) for the year, that student may be retained. It is important for all students to continually work hard and to place a priority on their studies. Parent emphasis on this priority benefits the entire educational process.

Search and Seizure (Locker/Property)

Inspections/searches of student desks, lockers, and other storage facilities on school district property may be conducted as a result of reasonable suspicion. The Superintendent/designee may conduct searches without further notice and with or without the student present. Lockers are subject to this search in the interests of school safety, sanitation, discipline, and enforcement of school regulations. Law enforcement officials may also perform a search on presentation of a proper warrant

Student Insurance

All students of Chatsworth Elementary School are insured by the Board of Education on a secondary insurance coverage. The coverage of the parent is expected to be used as the first and primary carrier in the event of an accident. If the parent's insurance does not pay the complete medical bill, the parent may then submit the remaining amount of the bill due to the Board of Education for payment. Students participating in school activities and athletics shall be covered in the same manner. Students and parents will not have to pay for the school insurance described above. Please make certain students report any school-related injury to the nurse or to the main office staff immediately.

Special Services

Local school districts have a responsibility to educate all students between the ages of 3 and 21. If you have or know of a preschool or school-age child who is experiencing difficulty with language development; physical, social, and/or emotional development; or academic progress and is not in an educational program, please contact the Child Study Team office at 609-726-1230 ext. 224.

The Intervention and Referral Services (I&RS) Team is a school-based team of certified staff members. This Team meets regularly to develop strategies for teachers to implement when working with children experiencing difficulty in the classroom. Students may be referred to the I&RS Team by parents or teachers.

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities. The educational application of this Act ensures individuals with a physical or mental impairment which substantially limits one or more of his/her life activities (including: walking, seeing, hearing, speaking, breathing, working, caring for one's self, performing manual tasks, and learning) receive an education that is comparable to that received by a non-disabled child. To receive information regarding the 504 process, parents may call the district's 504 Coordinator at 609-726-1230 ext. 224.

The Child Study Team (CST) is a state mandated service which all school districts must provide to potentially disabled students. The CST works with parents and teachers to identify students who may be disabled and evaluates these students to determine if a significant disability exists. Should the evaluation process reflect the need for special education services, the CST, regular education teacher, special education teacher and parents create an Individual Education Plan (IEP) to

meet the student's needs. This process is mandated by Federal and State law.

Counseling services are available in the district as well. Individual counseling, crisis intervention, and student support groups are formed, by our School Psychologist and School Psychologist Intern, as needed throughout the year to address social and behavioral issues.

Teacher Authority/Detention

By law, the teacher is the sole authority in the classroom (NJSA 18A:37-1). When necessary, the teacher is authorized to detain a student for a reasonable length of time. Teachers may request that students report before/after school for conferences, to make up work, to receive extra help, or for disciplinary reasons. Parents are responsible for transportation arrangements. Students must realize that substitute teachers have the same authority as their assigned teachers.

Resolving Concerns with Principal or Teachers: You may have concerns about the policies and/or operations of the schools. Often parents/guardians experience confusion as to the proper person to contact for assistance. The following procedure should be used to resolve concerns: **Step 1.** The classroom teacher is the initial contact in situations concerning your child.

Step 2. The principal should be contacted if the parent/guardian cannot resolve the concern with the classroom teacher or in matters dealing with general school policies.

Contacting Classroom Teachers: The school urges parents/guardians to be in touch with their child's teacher if questions about school arise. Do not wait too long to discuss concerns. Please call or e-mail the teacher to set up a time to ask questions or discuss concerns. Unscheduled meetings in the classroom or in halls are not appropriate for serious discussions. Privacy is important in order to provide you and your child undivided and professional attention.

Contacting the Principal: If you have a question or concern that warrants administrative attention, please contact the building principal by phone or e-mail to set a time to discuss the matter.

Transfer Procedures

Parents of students (K-8) transferring to a new school must complete transfer and release forms in the main office prior to withdrawal from Chatsworth Elementary School. For further information contact Debbie Kaufmann at 609-726-1230 ext. 0.

Senate Bill 1523 places the responsibility of notifying the district to which a student is transferring on the sending district. Please be aware that the attendance monitor will follow-up with the receiving district in five days to confirm your child's enrollment. If the enrollment cannot be confirmed, it is our responsibility to report this information to the Department of Child Protection & Permanency (DCP&P).

Vacation/Trip Procedure

Parents/guardians are encouraged to plan vacations around the school calendar. However, if a family vacation is scheduled during the school year these days are considered unexcused absences please refer to the attendance policy. If the absence will exceed four (4) school days, arrangements must be made between the teacher and parents concerning provisions for academic materials and the completion of assignments. Parents/guardians will be responsible for any required tutorial services. Please note that:

1. Parents/guardians should notify their child's teacher and the front office staff one week prior to a scheduled vacation date;
2. If a child is away for five (5) days, all work must be handed in within five (5) days of his/her return;
3. When a child returns to school, it is his/her responsibility to obtain assignments from the teacher or another student;
4. Make-up tests may be scheduled after school;
5. Teachers may assign work to be completed on vacation. If you request this, please make it a priority to have the assignments completed.

Visitors

Entrance Procedure

All visitors must enter through the front door of each building. Activate the buzzer located at the front door and the secretary will allow entrance. The visitor must report to the main office to sign-in and obtain a visitor's badge. If the visitor is not recognized by the office staff, they

will be asked to show identification. Before exiting the building, the visitor is required to sign-out at the office where they signed in.

Teachers and students are not to open any door for a visitor and should direct those attempting to enter the building to the front of the building.

Volunteers

The Board of Education recognizes the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The Board authorizes a program for the utilization of volunteer services in the school(s) of the school district.

A school volunteer shall be required to complete a criminal history record check. The Board of Education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2. A volunteer must be approved by the Board upon the recommendation of the Superintendent.

The Principal shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.

Each school volunteer shall be given a copy of Policy # 9180 on School Volunteers as well as Regulation # 9180 covering the rules of conduct of school volunteers.

Anyone wishing to serve as a school volunteer should submit their intent in writing or on the appropriately approved form to the main office.

Wee Kids Before and After School Program:

Wee Kids Learning Center will offer their Extended Hour Enrichment Program for before and after school care. Before care may begin as early as 7:30 am and after care may be as late as 6:00pm. If this is something that you are interested in please contact Wee Kids at 609-518-PLAY (7529).

Video Surveillance

The Board of Education authorizes the use of electronic surveillance monitoring devices in the school building and on school grounds. Therefore the school building and school grounds within this school district may be monitored using such devices in accordance with Board Policy.