

DENNIS TOWNSHIP PUBLIC SCHOOL DISTRICT

PRIMARY SCHOOL

**PARENT - STUDENT
HANDBOOK**

2017 - 2018

www.dtschools.org

The administration of the Dennis Township School District has created this booklet in an effort to assist you in your child's education. It contains almost everything that you will need to know to assist you during your child's enrollment in our district. **Please take the time to read this booklet.**

Of special note is the district's new Harassment, Intimidation and Bullying Policy. This policy can be found on the district's website, www.dtschools.org. You will find a link to the policy on the home page. You will also find the names and contact information for the three important people if you wish to discuss or report anything in regard to the policy.

Although at times specific services are shared, there are three separate and distinct schools located in our two school buildings. This handbook covers information needed for the Dennis Township Primary School, grades kindergarten through third.

Thank you.

Jamie L. VanArtsdalen
Principal

SCHOOL HOURS

***Students should arrive at school no *earlier* than 8:50 a.m.**

Students arriving prior to 8:50a.m. will be sent to latchkey and the parent will be responsible for any costs incurred.

SCHOOL HOURS - 8:50am – 3:25 pm

HALF DAY DISMISSAL – 1:25pm

Students are considered tardy after 9:00am

PLEASE DO NOT DROP STUDENTS OFF IN BUS AREA. STUDENTS BEING DROPPED AT SCHOOL SHOULD BE DROPPED ON THE SIDE OF THE BUILDING NEAR PLAYGROUND.

- **Tardy students must be signed in at the front office. Park in the lot on side of building and escort your student to the front office for tardy sign-in.**

- **FRONT OF BUILDING IS RESERVED ALL DAY FOR BUSES ONLY**

DAILY PICK UP AREA WILL BE ON THE SIDE OF THE BUILDING NEAR PLAYGROUND.

Important Contacts for the District

Phone: (609) 861-2821

Website: www.dtschools.org

Dennis Township Primary School Grades Pre- K through 3

Principal:	Jamie L. VanArstdalen	School Secretary:	Donna
Konczyk			
Attendance	ext. 102		
Principal	ext. 102		
e-mail	JVanArtsdalen@DTschools.org		
Nurse	ext. 104		
Guidance	ext. 401		

Dennis Township Elementary/ Middle School Grades 4 through 8

Principal:	Jamie L. VanArtsdalen	School Secretary:	Betteann Kerr
Attendance	ext. 500		
Principal	ext. 500		
Nurse	ext. 707		
Guidance	ext. 510		

Additional Important Extensions

Board of Education	ext. 112	Business Office	ext.112
Superintendent	ext. 116	Child Study Team	ext.522
Hawklet's Nest/LatchKey	ext. 110	504 Offices	ext. 401&510

BOARD OF EDUCATION MEMBERS

Nicole Hoff	President
Jennifer Hand	Vice President
Jamie Burrows	Member
Claudia Miller	Member
Renee Pettit	Member
Jeffrey Trout	Member
Jeanne Donohue	Member
Mary Kate Garry	Member

DISTRICT ADMINISTRATION

Mark B. Miller	Superintendent
Paige Sharpe-Rumaker	Business Administrator/Board Secretary
Jamie L. VanArtsdalen	Principal, grades Pre-K-8
Joann Shilinsky	Director of Child Study Team

SECRETARIAL STAFF ADMINISTRATIVE/BOARD OFFICE

Jennifer Hunter	Administrative Assistant to the Superintendent
Mia DelCorio	Executive Secretary to Business Administrator
Lynda Blank	Accounts Payable/ Payroll Clerk
Donna Konczyk	Principal's Secretary, Pre- K-3
Betteann Kerr	Principal's Secretary, 4-8
Lisa Salimbene	Secretary – Child Study Team

CHILD STUDY TEAM

Ashley Paisley	School Psychologist
Melanie Handler	LDT-C
Kathy Pittaluga	Social Worker
Kellilyn M. Turner	Speech Therapist
Elizabeth Romano	Speech Pathologist

GUIDANCE

Monica DiVito	Counselor Elementary/Middle School
Jillian Bassetti	Counselor Primary School

HEALTH OFFICE

Janice Tice	School Nurse Gr. 4-8 ext 707
Courtney Herlihy	School Nurse Gr. K-3 ext 104

ACADEMIC POLICIES AND PROCEDURES

HARASSMENT, INTIMIDATION AND BULLYING

The district has implemented a new Harassment, Intimidation and Bullying Policy. This policy can be found on the district's website, www.dennistwpschools.org. You will find a link to the policy on the home page. You will also find the names and contact information for the three important people if you wish to discuss or report anything in regard to the policy.

Report Cards and Progress Reports

Report cards and mid-term progress reports will be distributed as listed below. Progress reports will be sent home on a quarterly basis. If you are concerned about your student's performance at anytime, please contact his or her teacher.

Parent /Teacher Conferences

Scheduled parent/teacher conferences will be held near the time of issuance of report cards for the first and third marking periods. Certain dates have been set aside to provide time for parents to discuss their child's report card and educational progress. Notices to schedule the conferences will be brought home by your child. All parents are urged to participate. Conferences during the third marking period will be scheduled by request only. Parents as well as teachers may initiate the conference. **Parents/guardians are welcome to make an appointment to discuss their child's progress at any time during the school year.**

Promotion/Retention

Proficiency standards relative to the promotion/retention of pupils will include but not be limited to report card grades, standardized test results, teacher observations and recommendations, formal and informal test scores, and Child Study Team recommendations.

Parents of any pupil under consideration for retention will be notified by mail. The principal will schedule a conference with all involved parties. After a review of all available information, the Principal shall make the pupil's grade assignment for the following year. Any parent/guardian who disagrees with the Principal's decision shall be notified of their right to appeal to the Superintendent. However, in accordance with district policy, the administration's decision is final. The district policy contains additional information and is available through the Office of the Superintendent.

AFFIRMATIVE ACTION STATEMENT

The Dennis Township School District is committed to equality of opportunity for all persons in all areas. We operate under an Affirmative Action Program and Policy.

Copies of the Affirmative Action Plan and grievance procedure are located in the Superintendent's Office. They are available for your perusal by making an appointment.

If you feel your rights have been denied or you have been discriminated against, you can file a complaint with the Office for Civil Rights, U.S. Department of Education, Region II, Federal Building, 26 Federal Plaza, New York, NY 10278.

The Affirmative Action Officer for the Dennis Township School District is Ms. Joann Shilinsky ext. 522.

AFTER SCHOOL ACTIVITIES

Children at school must be supervised at all times. If a child chooses to attend an after school athletic or extra-curricular event, he/she MUST follow regular dismissal procedures and go home before attending activities. Children are NOT permitted to stay at school while waiting for the event to begin.

ATTENDANCE

Parents are responsible for children to attend school according to state law. If a student must be absent or late, a note from a parent or guardian stating the reason and the dates is to be turned in to the classroom or homeroom teacher upon the student's return. **A doctor's note is required for a student absent five or more consecutive days or following a communicable disease.**

Continual, unexcused absences, for any reason, will result in the filing of a court complaint and possible retention of a student, as per Board Policy. Students who accumulate absences or tardies that exceed state statute will be referred to the judicial system as required by state law. Please see the district's attendance policy for additional information.

A student who is absent from the regular school program may not participate in an extracurricular activity on that day.

The Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The education program offered by the district is predicated on the presence of the student and requires continuity of instruction and

classroom participation. The regular contact of students with one another in a classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher is vital to this purpose.

Attendance at school may be excused at the Superintendent's discretion when the demonstrated mental or physical condition of the pupil is such as to interfere with learning or prevent attendance, or by the observance of the pupil's religion on a day approved by the Board as a religious holiday, or by such circumstances as the building Principal may determine constitute good cause. No pupil, staff member, or visitor may attend or visit school if he or she has an uncoverable or uncovered weeping skin lesion, whether or not the person has been screened for HIV. **Limits may be set on the number of excused absences granted to a child during the school year.** All other absences are unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed due to their absence. Students will be allowed one day to make up missed work for each day they are absent from school. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences and lateness, **excused or unexcused**, from school or from class, deprive the pupil of classroom experience deemed essential to learning and may result in retention at grade level in accordance with policies of this board. A warning notice shall be given to any pupil, and to the parent or legal guardian of any minor pupil, who has been excessively absent or late, excluding any absence attributable to disciplinary suspension.

The total of excused absences or lateness, for any reason, shall not exceed 18 during the school year, or 9 during any semester. Absences or lateness in excess of these numbers will be grounds for legal action to be instituted by the District to ensure student attendance in school. Unexcused absences from school or from classes within the school day constitute trancies and shall be subject to the disciplinary rules of the Board. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or exclusion of any pupil from the course of study during which absences have occurred or the suspension or expulsion from school of a pupil over 16 years of age, in accordance with Board policy. Before any such action is taken, every effort shall be made to identify the habitual truant, investigate the cause or causes of the pupil's behavior, and consider the modification of the pupil's educational program.

Reporting Student Absences

Parents are requested to call the office before 9:15 AM to report that their child will not be in school for that day. The phone number is 861-2821, ext.500..

An answering machine will also be available from 4:15 PM each afternoon until 8:15AM the following morning to report absences. Reporting an absence, however, does not legally *excuse* the absence, it must be followed up in writing.

Tardiness

Students are expected to be in school and ready for class at the appropriate school start time. Parents of students late for school must “sign-in” the student at the front office. If a student’s lateness causes him/her to be present less than four hours of the day, the student will be marked a half day absent. Excessive tardiness shall be dealt with in the same manner as excessive absence. Please refer to the section entitled “Attendance”.

Transportation by Parents/Guardians

Transportation is provided by the school district and should be utilized by students. However, if parents/guardians must transport a student, **students should not be dropped off in the morning prior to 8:35 AM. STUDENTS DROPPED PRIOR TO 8:50 WILL GO TO LATCHKEY. PARENTS WILL BE RESPONSIBLE FOR ANY COSTS INCURRED.** Student drop off for the Primary School children is the side driveway near the playground equipment.

- **There is a new student pick-up procedure at the end of the day.** The parking spots closest to the playground area are for drop off/pick-up use only. DO NOT PARK ALONG THE CURB. YOU WILL NEED TO WALK UP TO THE PLAYGROUND AREA TO MEET YOUR CHILD. **Students must not be picked up or dropped off in the school bus area at the front of the building. Children are not to be dropped off in school bus areas.**

Late Arrival and Early Dismissal of Students

Although we realize that it is sometimes necessary for students to be dismissed from school early for medical appointments, we discourage this practice. We encourage the parents of our students to make every effort to schedule medical and dental appointments after school hours.

Parents may not call school during the day to arrange a student pick up. Only students with a note in the morning will be kept off the bus. Front office staff is not permitted to accept verbal phone requests for student pick up.

If a child arrives in school after a session begins, he/she shall be marked tardy. The Board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the day.

As agents responsible for the education of the students of this district, the Board requests that the school be notified in advance of such late arrival or early dismissal by written request of the pupil’s parent/guardian, which shall state the reason for the tardiness or early dismissal. No pupil in grades kindergarten through eighth grade shall be permitted to leave school before the close of day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act on their behalf.

Parents may not remove their children from buses.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTICE

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), the district performed an inspection of the school building for asbestos-containing building materials. The inspection findings and asbestos management plans are on file in the school office.

The EPA requires the district to perform re-inspection of the asbestos materials every three years and annual inspections each year, to ensure that all asbestos material is contained in good condition.

The inspection of the school found all asbestos contained material to be in good condition and will continue to be managed in place as recommended by the district accredited management planner.

The management plans are available for inspection at the school office. Interested persons are invited to call the school to review or discuss the management plans.

BICYCLES

Primary School students are not permitted to ride bicycles to school.

SPECIAL NOTE: Mopeds, skateboards and go-carts are not allowed on school grounds at anytime.

BOOKS

All students are loaned books from the classroom for use during the school year. Costs for lost or damaged books and all other fines must be paid for before final report cards are released.

CAFETERIA

Students may bring breakfast or lunch to school or purchase food in the cafeteria. Milk, ice-cream, pretzels, popcorn, potato chips, orange juice, apple juice, frozen yogurt and cookies are also for sale. Prices vary slightly.

Complete Breakfast	\$1.50	reduced - .30
Complete Lunch	\$2.75	reduced - .40
Milk	\$0.65	

Students may not leave school for lunch. Please encourage your children to make sound nutritional food choices. Please be advised that due to time constraints, it is not possible for cafeteria staff to heat or microwave children's box lunches from home. Please remember this when packing lunches. A variety of hot, wholesome food is served daily in the cafeteria.

CAFETERIA RULES

Students are expected to obey cafeteria supervisors and follow the procedures of the cafeteria program.

CAFETERIA SERVICE POLICY

Your child is allowed to have 3 lunch charges. After the 3rd charge, your child will be allowed to charge a cheese sandwich. Students may charge 3 breakfasts. After the 3rd breakfast charge your child will be allowed to charge cereal and milk.

CHAPERONES/ROOM PARENTS

The Dennis Township School District welcomes all parents and guardians who volunteer their time to serve as event chaperones and room parents. Administrative approval is required. Your assistance allows the school to give the children many opportunities that they would not normally have. As a chaperone or a room parent, you will be helping your child's teacher during extraordinary learning experiences. Please remember:

- No smoking is allowed on school property, or during any field trip or assembly.
- Hats are not to be worn indoors. Please remove all headgear when entering buildings, museums, restaurants etc.
- Please restrict your use of cellular telephones to essential messages only.
- Your primary responsibility is to assist the teacher. Please follow his or her directions on how you can be of assistance.

CHILD ABUSE

All staff members are legally required to report all suspected child abuse. Failure to report suspected child abuse may result in their loss of state certification and employment.

CURRICULUM

The Dennis Township Board of Education provides all students with a thorough and efficient education in an environment conducive to learning. All teaching staff members are professionals with extensive training and are certified by the State of New Jersey. The courses listed below are presented:

Art, Music, Media/Technology, Foreign Language,, Physical Education/Health & Wellness, Language Arts Literacy, Science, Mathematics, Social Studies. Modifications are made to the general curriculum in special education resource room settings and accommodations are made for special education students to meet the regular education curriculum in in-class resource room settings. Enrichment programs are available in grades K-8.

Remedial education is provided through Chapter I, State Compensatory Education, and local Board of Education funds.

If you have any questions, please call Mr. Mark Miller, Superintendent at ext. 116

DIRECTORY INFORMATION

The Dennis Township School District will use student's names on lists, etc. that may be published in newspapers or on the Internet. If you do not want your child's name released, please inform the principal of this in writing.

ELECTRONIC AND COMMUNICATION DEVICES

Electric games, audio, and video equipment are not permitted on school property or on the school bus for any reason.

Cell phones are not permitted for student use during the school day or during school sponsored events. Further, they are not permitted to be used on school buses. If a student opts to bring a cell phone to school, the phone must be secured during the school day and the student assumes responsibility if it is lost/stolen. Finally, a student who brings a cell phone onto school grounds agrees that the phone may be searched if there is reasonable suspicion that administration should do so.

The loss of this equipment, *for any reason*, is the sole responsibility of the student. Any electronic items found on the student's possession during the school day, during a school sponsored event, or while on school transportation will be confiscated by administration. These items will be returned to the student on the last day of school in June or at a parental conference. However, items may remain in the possession of the administration if there is a disciplinary and/or legal action pending.

FIELD TRIPS

Field trips are an excellent opportunity to enhance the students' educational experience outside the classroom. All children are entitled to transportation to and from all field trips. If a child takes school transportation to a field trip, **the student must also return to school by the transportation provided.**

FIRE AND SAFETY DRILLS

New Jersey law requires all schools in the State to hold a minimum of two drills per month. The Dennis Township School District complies with this statute. All drills are treated as if they were an actual emergency.

During fire drills children are to leave and return to their classrooms in a quiet and orderly manner. Failure to do so is a serious student offense and will be handled in accordance the District's discipline policy.

Safety drills will be performed in an attempt to secure our buildings and protect our students against unexpected intrusions or weather emergencies. These drills may be unannounced, and will be treated as if they are a real event.

GENERAL CODE OF CONDUCT

Students are reminded of the following:

- Students must remain on the school grounds at all times during the school day. Students may not leave the school grounds under any circumstances without approval from the main office.
- This school is located in a “Drug Free” school zone. Possession of cigarettes, chewing tobacco, alcohol, or drugs of any type including drug paraphernalia is prohibited on school grounds. Devices and cell phones on which there is a suspicion of information related to harmful or illegal activities may be seized and searched. Proper legal authorities will be notified.
- The possession of matches, knives, guns including toy guns, or any other dangerous materials are not allowed.
- Students are not to be in the faculty lounge at any time. This includes before and after the school day.
- Chewing gum is prohibited at all times.
- Hats are not to be worn in the building at any time.
- Toys, baseball bats, water pistols, toy guns, pen knives, radios, walkmen, tape recorders, video recorders, electronic games and other potentially disruptive or harmful items are not allowed on school property or buses. These items will be taken from students and returned at a later date. In rare circumstances, the principal may authorize use of such items for a specific limited time. Such authorization will be in writing.

“Zero Tolerance for Guns Act.”

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school’s regular education program pending a hearing before the local board of education to remove the pupil from the regular education program for a period of not less than one calendar year subject to modification on a case-by-case basis by the Superintendent.

Detention

A student may be assigned after-school detention by the classroom teacher. Parents will be responsible for transportation.

Suspension and Expulsion

While positive approaches to acceptable behavior are more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school, and to teach them the consequences of disruptive behavior.

In accordance with Board of Education policy and NJSA 18:37-2, pupils who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

1. Disobedience and/or disruption.
2. Open defiance of the authority of any teacher or person having authority over a pupil
3. Actions that constitute a danger to the physical well-being of other pupils
4. Physical assault or threatening physical assault (as defined by NJSA 2C:12-1) upon another pupil, teacher, visitor, or school employee
5. Taking, or attempting to take, personal property, money or school property
6. Willfully causing, or attempting to cause, substantial damage to school property
7. Verbal or physical threats/harassment toward other students or staff
8. Truancy and class cutting; leaving school property without permission
9. Use or possession of unsafe/illegal articles or substances on school property
10. Use of, possession or sale of a controlled dangerous substance or misrepresenting any substance as a controlled dangerous substance
11. Use of profanity or abusive language
12. Turning in a false alarm
13. Tampering with or damaging property of other pupils (includes lockers) or staff members
14. Unwanted or unwelcome sexual comments or advances
15. Use of racial slurs or epithets
16. Inappropriate behavior (bus, school; cafeteria), violation of Internet usage contract.
17. Off-campus events (N.J.A.C.6A:16-7.6)
18. Cutting assigned detention or inappropriate behavior while in detention.
19. Cheating on tests/quizzes.
20. Trespassing restricted areas of the building.
21. Inappropriate behavior with substitute teachers.

22. Possession of a cell phone or electronic device.

In order for suspension or expulsion to occur all students are entitled to and must receive procedures of due process.

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the Building Principal.

Prior to return to school, a parent conference with an administrator and or other appropriate personnel must occur.

Children who receive out-of-school suspension are the responsibility of their parents or guardians. They are to be supervised at all times. Children are not to be out in the community unsupervised while under suspension.

Excessive Disciplinary Referrals

Students who receive an excessive number of discipline referrals, can, at the principal's discretion be excluded from school-related activities, including field trips, assemblies and classroom activities. Students may also receive out of school suspension for excessive referrals. Notification will be provided in advance of any such decisions.

Making-up Missed Work

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work. It is recommended that parents make arrangements with classroom teachers to pick up work during the suspension period.

Upon their re-admission, failure to complete the make-up assignments with the same grace period as suspension period will result in failure for the assignments.

General Playground Safety Rules

The playground is the fenced-in area by the parking lot. Children are not permitted in the parking lot.

- Use of hard balls is not permitted. Safety equipment will be required as appropriate.
- Throwing snowballs is not permitted.
- Students must be escorted from the cafeteria to the playground by the playground supervisor. No food may leave the cafeteria. After a student has gone outside for recess he/she is not permitted to re-enter the building without being accompanied by a teacher or teacher aide unless otherwise directed. Students must be picked up by their homeroom teacher and escorted back to their room in an orderly fashion.
- Rough-housing, pushing, or fighting is not permitted.
- Tackle football or other physical contact sports are not permitted.

- Students playing on the playground equipment must use the safety rules for that piece of equipment.
- Students cannot leave the school grounds without permission, and must be supervised at all times.

GUIDANCE

Counseling services are available to all students. Students may come to the guidance office to get information, to ask questions, or to discuss concerns.

HAWKLET'S NEST

The Board of Education offers before and after school child care. The objective of the program is to keep elementary and primary youth safe by providing a safe environment and to help make the transition to school easier for children and their parents. Our Hawklet's Nest program begins at 7:00 AM and is available until 6:00 PM every day that the Dennis Township Schools are open. You may bring your children on your way to work and/or have them remain at school until you pick them up on your way home. This alleviates the worry about children's travel time as well as the need to find reliable child care. **The Hawklet's Nest program is supervised and administered by the program coordinator.** All questions or concerns regarding the program should be directed to the program bookkeeper, Lynda Blank. **Call 861-2821 ext. 110**

HEALTH SERVICES

Our nurse is fully certified and is available during the school day to answer any questions regarding health services and immunizations. Call 861-2821 ext. 104

ALL medication must be administered by the nurses. NO student is permitted to self-administer medication or have it in his/her possession unless a medical release form is signed by the parent and physician for the self-administration of medication for a life threatening condition only.

Medication must be accompanied by a signed order from the physician and parent/guardian stating the name of the child, name and dose of the medication, and the time it is to be given. This applies to all medication including over the counter drugs. A medical emergency form must be signed on the appropriate line if your child is to receive Tylenol for pain or headache.

For the health of all students, as per school health policy: **Students will be excluded from school for "a temperature of 100 degrees or greater by oral thermometer...students should remain home for 24 hours after last elevated temperature."**

Injuries sustained at home should be treated by parents at home and not during the school day.

Should a student be suspected of taking an unknown substance or displaying symptoms of an emergency medical concern, a call to a custodial adult will be made. Child may be referred to emergency services personnel in addition to parental notification.

HOMEWORK

Homework is a valuable tool in reinforcing or extending lessons that are being taught in the classroom. Homework serves a valid purpose when it...

- Provides essential practice in needed skills
- Trains pupils in good work habits
- Extends pupil skills and/or knowledge
- Remains designed to minimize the temptation to merely copy information
- Remains designed to be done without the assistance of parents or others
- Remains designed to be evaluated and used in the daily program

It is expected that homework assignments will be completed. Failure to complete homework will be reflected in the student's grade.

In the Primary Building, students who do not submit a homework assignment on the due date will have a one day grace period. After such time, the student will lose a portion of recess to work on the assignment.

INCLEMENT WEATHER / EMERGENCY CLOSING / LATE OPENING

For all closings and late opening a voice call will be sent to parents/guardians. Please be sure your correct phone number is on file with the district. In some instances during inclement weather, the district may announce a late opening. At this time schools will open 90 minutes later than normal. **Please listen carefully to the announcement!**

Transportation will be provided when there is a delayed opening.

Dismissal will be at the usual time! 3:30pm.

INSURANCE

The Dennis Township Board of Education provides each student with an accident insurance policy. Student insurance is secondary to other insurance held by parents. In the event of injury, and subsequent claim, notify the school nurse as soon as possible.

INTERNET / EMAIL POLICY

The Dennis Township Board of Education considers a computer network to be a valuable tool for education and encourages the use of computer-related technology in district classrooms. Student users of this technology have the responsibility to use this educational opportunity properly in accordance with the rules of the district. All students must comply with the following:

1. All use of the network and the Internet must be in support of education and consistent with the purpose of the Dennis Township School District.
2. Be respectful of the rights, ideas, the information and privacy of others.

3. Neither send nor receive information that can be hurtful or harmful to others. This includes discrimination by race, religion, ethnic origin, or sex which includes the sending or receiving of sexually explicit material.
4. The student should report any violations of the use of the network and the Internet to the teacher in charge.
5. The teacher in charge must approve the use of personal disks if compatible with the network computers, consistent with licensing laws.
6. Personal information about oneself should not be shared over the Internet such as last name, home address, phone number.
7. Use of the network to access or process inappropriate materials or to download files dangerous to the integrity of the network is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state or local law is prohibited.
8. Network users identifying a security problem on the district system must notify the teacher in charge. Do not demonstrate the problem to anyone.
9. Network users may download materials other than software programs for their own classroom use. Copyrighted materials must be used in accordance with district policy and applicable law.
10. Vandalism or improper use of software will result in cancellation or suspension of system use privileges. Vandalism is defined as a “malicious attempt to harm, or destroy, district equipment, or materials, that of another user, or of the district system, or the Internet system.
11. **Please see the district policy on Internet and computer use in the Superintendent’s Office.**

INTERRUPTION OF CLASSES

Informing children of last minute changes in after school plans are not the responsibility of the school district. Classes will not be interrupted to inform children about after school appointments, meetings or changes in babysitters, etc. Please inform children of these changes after they are off of the school bus.

LIVE ANIMALS IN THE CLASSROOM

No animals are permitted in the classroom.

LOCKERS / STORAGE SPACE / DESKS

All lockers, storage areas, and “cubby holes”, in the school are property of the school, not the student. **There is to be no expectation of privacy on the part of the student regarding lockers, storage space, and desks or “cubby holes”.** As such, they are subject to searches by designated school officials. Searches will be conducted on a regular basis. This notice is provided in accordance with NJSA 18A:36-19.2.

LOST OR DAMAGED LIBRARY BOOKS

All library books checked out in the fall must be returned to the library before the start of winter recess. Any student not returning his/her book(s) may not check out any additional books until the overdue book(s) are returned. Library books that have been checked out after the new year must be returned or paid for before the end of the school year. Any student who has not satisfied this requirement will not receive a report card until the matter is resolved. The price of the book will be based on the initial cost of the book or replacement cost as necessary.

In addition, any student transferring from Dennis Township School to another school must return all library books before his/her transcript is sent to the new school.

A fee will also be collected from the student for the repair necessary for any book returned in a damaged condition.

PARENTAL VISITS

Parents are not permitted to “drop in” and visit with their child during instruction, lunch, or play. For compelling reasons, a parent may schedule a school visit, pending availability of supervision, with the building principal. At least one-week notification is required.

PHYSICAL EDUCATION

All students must wear sneakers for Physical Education classes. Physical Education is a required subject for ALL children in New Jersey. **A note from a physician is necessary for a child to be excused from Physical Education class.**

PRIVACY

All students are entitled to privacy regarding their affairs. Administration will not share information regarding your child, including that related to discipline situations with others. Conversely, you are not entitled to information regarding other students including during discipline situations.

PUPIL RECORDS

All students attending Dennis Township Schools have cumulative folders containing their academic records, test scores, report cards and skill cards. Parents who wish to review their child’s cumulative folder should contact the Principal’s office to arrange for a conference. In accordance with New Jersey State law, discipline records will be sent along with the child to any to any new school where the students may transfer. All discipline records are part of the child’s permanent files.

RECESS

Students will go outside for recess everyday with the exception of rain or severe weather conditions. Please send your child to school dressed appropriately to go outside.

SEXUAL HARRASSMANT

Sexual harassment will not be tolerated either adult to student or student to student. Please report any suspected harassment immediately to the classroom teacher, guidance counselor, principal or other authorities.

The affirmative Action Officer for the Dennis Township School District is Mrs. Joann Shilinsky. She can be reached at ext. 522

SHOW & TELL

Many of the classrooms have devoted academic time to show and tell. Children are encouraged to bring items to school that are special to them, and share the items with their classmates. Please remember to use your judgment when sending an item into school with your child. Toy guns, pen knives and the likes are never permitted in the school.

SMOKING

In accordance with Board of Education policy, smoking by any person is prohibited at all times on school property.

STUDENT ASSISTANCE COUNSELOR

Student assistance services are available to students who are experiencing a wide variety of difficulty or concern. Further information is available from the school. If you need to reach the student assistance counselor you may call 861-2821 ext. 510

STUDENT DRESS

The student and his/her parents must accept the responsibility of ensuring that students dress appropriately for all school occasions. **A high degree of personal hygiene is to be stressed to students.**

Extreme styles of dress (tank-tops, see-through clothes, short-shorts, etc.) will not be permitted. Distasteful lettering or messages on clothing using profanity, vulgarities, alluding to profanity or promoting alcohol, tobacco, drugs, or violence is inappropriate for school wear. Please ensure that children are sending the correct message with their clothing, and that all clothes fit properly. This includes footwear. **Flip-flops are NOT allowed.**

Teachers and administrators will have the prerogative to take appropriate action in any situation in which attire is judged to be indecent, dangerous or which distracts or interferes with the learning process. Students who are deemed inappropriately dressed by the principal will be asked to contact parents for other attire or will be asked to change into school issued clothing.

Both boys and girls are not permitted to wear hats in the building. Shorts are not permitted from December 1 through March 31st. Shorts may be worn starting April 1st.

TELEPHONES

Responsibility for musical instruments, homework, gym clothes, etc. will be reinforced through parent conferences and/or disciplinary measures if necessary.

TRANSFER/ENTRANCE REQUIREMENTS

It may become necessary for you to transfer your children to another school district. If this becomes necessary we ask that you inform our school in writing several days prior to your anticipated departure. This will allow you to return the books and materials necessary so that the proper paper work may be completed. A student who leaves our district must have a transfer card for his/her new district.

Students moving into our school district must present the following at registration:

- Transfer card
- Immunization records
- Report card from previous school and standardized test scores
- Proof of residency (2 forms)

TRANSPORTATION

The Dennis Township School District does not honor requests for daily, weekly or monthly bus stop changes. Parents are not permitted to board the school bus.

To ensure safe student transportation, the pupil shall...

- Follow directions of the driver the first time given.
- Arrive at the bus stop before the bus arrives.
- Wait in a safe place, away from traffic.
- Cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
- Go directly to an available or assigned seat when entering the bus.
- Remain seated and keep aisles and exits clear.
- Exhibit classroom conduct at all times.
- Refrain from throwing or passing objects on, from, or into the bus.
- Carry only objects that can be held on his/her lap.
- Refrain from the use of profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the bus.
- Refrain from eating and drinking on the bus.
- Refrain from carrying hazardous materials, nuisance items, and animals on the bus.
- Respect the rights and safety of others.
- Refrain from leaving or boarding the bus at locations other than the assigned stops at home or school.
- Refrain from extending head, arms, or objects out of the bus windows.

Inappropriate Bus Behavior

Inappropriate behavior by students compromises the bus driver's skill, concentration, and overall ability to transport the students in a safe manner. The Dennis Township School District's focus is on the safe transportation of our students to and from school. Because safety is non-negotiable bus disciplinary guidelines are strictly enforced. Dennis Township School District reserves the right to audio or video tape students riding the bus.

Bus Disciplinary Guidelines

Any behavior which compromises a drivers' ability to safely operate his/her vehicle **may** result in:

- 1st Offense Warning, detention and/or 3 to 5 days bus exclusion
- 2nd Offense 5 to 10 day bus exclusion
- 3rd Offense 10 days bus exclusion with a possible referral to the superintendent for additional days off the bus.
- Additional Offenses Immediate suspension from the bus with referral to the superintendent for long-term suspension of bus riding privileges and/or suspension from school.

All disciplinary measures are at the discretion of School Administration. Severe rule infractions may result in immediate bus exclusion or termination of bus privilege.

Procedures While Waiting at the Bus Stop

Most accidents involving students occur either at the bus stop or while the student is crossing the road to board the bus.

- Students will wait for the bus on the side of the road on which they reside. They should not wait on the shoulder of the road but in a location where they are visible to all drivers.
- Students should not be allowed to play ball or any other activity that may cause them to run into the street.
- Students should not start approaching the bus until it has come to a complete stop and the driver has signaled that it is safe to board the bus. Small children board first.
- Once the driver has signaled that it is clear, students should enter the bus single file, without pushing or shoving, crossing in the front of the bus in clear view of the driver.
- At no time should students run to catch a bus. We ask the cooperation of all parents to ensure their children are at the bus stop 5-10 minutes prior to the normal arrival time.
- If any student is habitually late for the bus, a conference will be set up with the parents to resolve this issue.

Procedures for Exiting the School Bus

- Prior to their arrival at the bus stop students should have all of their belongings ready.
- Students cannot stand until the bus has come to a complete stop.

- If students must cross the street, they will walk on the shoulder of the road to a location in front of the bus where they can clearly see the driver. They will wait for the driver to signal that all traffic has stopped and that it is safe to cross the road.
- If students reside on the side of the road on which they are dropped off, they should not walk along the shoulder of the road but along the grass.
- If at any time a student drops an object after exiting the bus he/she should notify the driver before trying to recover it. There have been a number of incidents throughout the country where students are injured because they try to get objects that fall under a bus and the driver cannot see them.
- If at any time a child feels uneasy exiting a bus because of a suspicious vehicle or person at a bus stop he/she should immediately notify the driver.
- If at any time a child is not sure if anyone is home he/she should notify the driver who will then contact the school via radio.

Concerns about Transportation

If you have concerns or issues dealing with transportation, the proper chain of command is as follows:

1. Transportation Department: 861-2821 ext. 602
2. Business Administrator: 861-2821 ext.112
3. Superintendent; 861-2821 ext. 116
4. Board of Education

Disciplinary issues on the bus will be handled by each building Principal.

VACATIONS

Families are strongly encouraged to take vacations during times of the year when school is not in session. Although outside of classroom experiences are at times rich and rewarding, there can be no substitute for what a child misses in his or her classroom while away from school. The school calendar is designed with the needs of families in mind, and ample time is given for vacations over the Winter, Spring, and Summer breaks. Please keep this in mind when scheduling time off. **Vacations are considered unexcused absences.**

VISITORS

For the safety and security of your children, it is important that all parents and visitors sign in and out at the front office and obtain a visitor's pass. This will help the faculty and administration ensure that all people in the building are supposed to be here. Your help and cooperation with this effort is appreciated.

For the safety and security of our students and staff:

- All parents and visitors **must** sign in and out of front offices;
- Arrangements for tours of the building or visits to classrooms should be made in advance;
- Smoking is strictly forbidden on school grounds;
- All students are to be picked up by parents or guardians only from the appropriate school office.

WEBSITE

The Dennis Township School District web site has been modernized. It is now a useful tool in assisting your child's education. Please visit <http://dennistwpschools.org> to obtain information including homework and district activities. The site is continually updated. Please take a few moments to visit the site.

In compliance with the No Child Left Behind legislation, the Dennis Township School District is required to provide notice to parents that they may request information about the qualifications of their children's teachers and paraprofessionals.

The No Child Left Behind Act (Title 1, Section 111 (h)(6)) says parents have a right to request the following information regarding the professional qualifications of their child's teacher:

- *whether the teacher has met the state qualifications and has a license for the grade level and subject area he/she teaches;**
- *whether the teacher has an emergency or provisional license;**
- *what degree the teacher holds and the field of discipline of his or her certification or degree; and**
- *whether the child is being provided services by paraprofessionals and, if so, their qualification.**

Requests for this information should be made in writing. Requests should be forwarded to the principal. The school must reply in a timely fashion.

Thank you for taking the time to read our parent/student handbook.