



# **MAURICE RIVER TOWNSHIP SCHOOL DISTRICT**

**PARENT/STUDENT HANDBOOK**

**2008/2009 SCHOOL YEAR**

## **OUR MASCOT**

THE EAGLE

## **OUR COLORS**

GREEN AND WHITE

## **SCHOOL TELEPHONE NUMBERS**

MAURICE RIVER TOWNSHIP ELEMENTARY SCHOOL  
(856) 825-7411

CALLING IN STUDENT ABSENCES  
(856) 825-7411 ext. 221

BOARD OF EDUCATION OFFICE  
(856) 825-6921

WEB SITE - [www.mrtschool.com](http://www.mrtschool.com)  
Email Address - Person's First Initial Last Name @mrtschool.com  
(ex. jsaporito@mrtschool.com)

## **EMERGENCY SCHOOL CLOSINGS**

It may become necessary to close the school because of inclement weather or an emergency situation. In addition, schools may begin late due to bad weather. Please listen to the following radio stations for announcement regarding school closings or delays:

WSNJ 12.40 AM  
WFPG 96.9 FM  
WVLT 92.1 FM

Or you can call (856) 825-7411 ext. 302 for weather closings and transportation updates.

September 2008

Dear Parents/Guardians,

Before this next school year begins, I am asking that you take some time to help your child to understand how important it will be for him/her to work to the best of his/her ability in the year ahead. I pledge to you that our faculty will work hard and put forth a great effort to make sure that no child in our school is left behind in as far as achieving the higher levels of education required by law. Every child needs to understand how important it is to attend school on a regular basis, to come to school each day with his/her mind focused on learning, to cooperate with their teachers and classmates, and to put forth the personal effort necessary to improve in all their subjects. We are here to help them learn if they are assigned to teacher support programs

With your support and cooperation, I am confident that our school will meet the ever increasing demands of the **No Child Left Behind Act** and prepare your child to eventually enter high school at a higher level of achievement. Here at school, you can be assured that we, as a faculty, will do our utmost to do the following:

1. We will identify and teach to those grade level objectives defined by the New Jersey Core Content Curriculum Standards for your child's grade.
2. We will frequently measure your child's achievement in a variety of ways and will provide your child with many opportunities to demonstrate success.
3. We will strive to be understanding of your child's needs and we will communicate with your child, with you, and our fellow faculty members in order to help your child's learning.
4. We will work cooperatively as a faculty in developing instructional strategies, methods of measuring our students' growth, and in improving the quality of our work for the good of the entire school.
5. We will involve parents and the community at-large in the learning process by creating shared learning experiences.
6. We will model the self-discipline, self-motivation, and commitment to high quality work that we hope to develop in all our students.
7. We will help to insure an orderly atmosphere within our entire school that promotes learning.
8. We will treat all members of the school community with dignity and respect.

In return, we ask that you accept our belief that your child's success and satisfaction will be increased significantly if he or she:

1. Conducts himself/herself in a manner that contributes to an orderly atmosphere and ensures the rights of others.
2. Is considerate of others – fellow students, teachers, staff, visitors, etc.
3. Becomes involved in the extra programs of the school.
4. Gives his/her best effort to all academic subjects and school activities.

Finally, I am asking that you make a personal pledge for the benefit of your child to:

1. Hold high expectations for your child's learning. Do not accept minimum effort or indifference to quality work.
2. Become knowledgeable about what is expected in each of your child's subjects.
3. Insist on good attendance.
4. Provide a quiet place and time at home for study.
5. Encourage your child to become active in extra program opportunities offered.
6. Be actively involved in our work.
7. Express your appreciation to school staff members who go above and beyond the call of duty.
8. Model for your child the importance of life-long learning.

I look forward to working with you in the next school year on behalf of furthering your child's academic success.

Sincerely,

John J. Saporito  
Chief School Administrator

**MAURICE RIVER TOWNSHIP SCHOOL DISTRICT PHILOSOPHY** - Here in Maurice River Township School District, "everybody is special." This is our philosophy. We believe it and we live it!

Each individual is accepted into the program as he/she is and should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral changes that will effect continuing satisfactory adjustments to life.

The purpose of education is to facilitate the development of the potential of each child to the fullest. The staff seeks to recognize individual differences and to engender achievement and progress not only in basic skills but in the ability to think independently with higher order cognitive skills.

Education involves the caring and individual guidance of the child through learning processes so he/she becomes personally effective in a dynamic society. As each child grows, there is ongoing academic, physical, social and emotional development. Universal principles of character should also be reinforced along with the ability to apply them in daily life.

Our goal is to guide every child's growth toward becoming a self-respecting individual who can effectively function academically and socially in a democratic society.

**MISSION** - The mission of the Maurice River Township School District is twofold. First, we shall provide the means by which a child can learn and endeavor to succeed in today's world. This can be in the form of actualizing our philosophy of providing for individual academic, social, physical, and emotional student needs by members of the staff.

Second, we shall provide significant opportunities for learning suited to the age and abilities of the student by way of our curriculum. In so doing, we shall provide resources to be used with maximum efficiency.

The goals of our mission shall be to create an environment where all children are made to feel unique and special and where staff believe that all children can learn. This environment shall be promoted by high expectations of the staff for all pupils in a goal-oriented atmosphere with students' success as its end.

The Board of Education represents the elected representatives of the community. The Board sets policy for the chief school administrator and school business administrator to administer. Faculty and staff shall execute Board policy and shall be evaluated by the administration. Parents shall be partners in all matters germane to their children's education.

Adopted by the Maurice River Township Board of Education, 12/21/93  
Revised 8/19/03

**ADDENDUM TO MISSION STATEMENT** - The Board of Education strives to foster a common understanding by encouraging all stakeholders to exhibit a model of civility and democracy as they participate and interact in helping shape education in the school district. These stakeholders include the Board of Education, Administration, Faculty, Staff, Students, Parents and Guardians and Community Members.

The Board of Education ascribes to the following principles to guide discussion that involve school matters. These include:

- Each side in a controversy has a right to be heard and to be taken seriously and to expect that its views will be respected by other parties in the debate. Participants in public debate should promote guiding principles such as respect, listening to others, fostering mutual understanding, and cooperatively agreeing to disagree when agreement isn't possible.
- Most people and particularly parents, are motivated by a desire to achieve what is best for children.
- Vigorous debate is expected in a democratic discussion, however, epithets have no appropriate place in debate over the content and direction of public education
- Debate over public education should be legitimate and motivated by a concern for students and not for personal or partisan interests.
- Recognize that parents and other constituents, such as the community as a whole, have a real and direct stake in public education. These interests are sometimes in conflict.
- Recognition that public schools serve children and parents of a wide variety of perspectives about religion. It is neither the duty or the right of the public schools to inculcate a particular religious view. By the same token, it is neither the duty nor right of public school officials to deliberately undermine particular religious perspectives.
- Agreement that public schools should educate and not engage in narrow ideological indoctrination for the purpose of turning out cadres of identically thinking students. This principle does not prohibit the public schools from teaching character education principles..
- Recognition that some disputes, including many arising under the Establishment, Free Exercise and Free Speech Clauses of the Constitution, have been settled by law, while some questions are as yet unanswered.

The imperative of respect for the rule of law is particularly compelling in the case of school officials and staff who must set an example for the students they are charged with preparing for future citizenship.

The Board of Education also urges stakeholders to model behaviors that support the New Jersey Core Curriculum Standards for students who must demonstrate mastery of self-management skills. The Standard describes that students will be expected to address issues related to personal development, such as accepting responsibility for their own learning and understanding expectations for performance. They are also expected to demonstrate positive work behaviors and ethics, the ability to work individually and cooperatively in groups, and respect for others of diverse cultural and social backgrounds. Specific behaviors include the following:

- Set short and long term goals
- Work cooperatively with others to accomplish a task
- Evaluate their own actions and accomplishments
- Describe constructive responses to criticism
- Provide constructive criticism to others
- Describe actions which demonstrate respect for people of different races, ages, religions, ethnicity and gender
- Describe the roles people play in groups
- Demonstrate refusal skills
- Use time efficiently and effectively
- Apply study skills to expand their own knowledge and skills
- Describe how ability, effort and achievement are interrelated.

While the Board of Education acknowledges that stakeholders may have differences from time to time, the stakeholders should not permit these differences to obscure the large areas of agreement and mutual understandings they have reached.

The Board of Education recognizes that there will be cases in which conflict is unavoidable, perhaps even desirable, but the number of these issues can and should be reduced as far as possible. Conflict may sometimes be necessary and healthy, but it should not be created unnecessarily. And when conflict occurs, how it is handled is almost as important as the substance of the disputes.

Our nation's present and future well-being depend on the health of its education system. There is much that is admirable in public education; there is much room for reform and improvement. There are as well genuine disagreements about its future course. The stakeholders should discuss how best to solve these problems and resolve disagreements. The stakeholders should not allow debate to become an end to themselves or an obstacle to effective public education. Public education is too important to be ignored and too important to be reduced to nothing more than a battlefield.

Approved January 21, 1997

Revised 8/19/03

**GOALS AND OBJECTIVES** - The board accepts the responsibility for coordinating the available resources of home, school and community in a mutual effort to guide every pupil's growth towards becoming a self-respecting individual who can effectively function academically and socially in a democratic society.

The Maurice River Township Board of Education shall be consistent with State educational goals and standards and shall adopt these State educational goals as the district goals. The following goals are applicable to Maurice River Township School District.

1. All children in Maurice River Township start school ready to learn. Quality preschool opportunities be provided for all children. Parent education programs be designed and implemented to assist parents in providing readiness experiences for their preschool children. The Maurice River Township Board of Education shall strive to achieve a graduation rate of at least 90 percent; to provide the least restrictive program for those students with disabilities; and, to provide dropout prevention programs for pupils at risk.
2. Maurice River Township pupils exit grades Pre-K to 8 having demonstrated proficiency in challenging subject matter including reading, writing, mathematics, science, and social studies (civics, history, and geography), health, physical education, and fine, practical and performing arts. Maurice River Township shall teach to implement state-approved curriculum content standards and assess student achievement in relation to state grade-level standards. Maurice River Township shall provide staff development opportunities to ensure that teachers are adequately equipped to teach challenging and up-to-date subject matter and to implement effective teaching techniques.

3. All pupils learn to use their minds well, so that they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy. Maurice River Township shall provide students with authentic literacy experiences to promote higher level thinking, information processing, and the responsibilities of citizenship. Maurice River Township pupils shall demonstrate competency in the subject areas of health, physical education, fine, practical and performing arts, and career education. Maurice River Township pupils shall demonstrate respect for racial, cultural, ethnic and religious diversity.
4. Maurice River Township shall increase pupils' achievement levels in science and mathematics to contribute to our country's ability to compete academically with all other countries of the world. Maurice River Township shall revise their curriculum offerings in science and mathematics according to State standards as they are developed. Maurice River Township School District provides staff training in the teaching of mathematics and science at grades PK-8 to increase teachers' understanding of and ability to teach these subjects.
5. Maurice River Township shall strive to be free of drugs and violence and offer a safe, disciplined environment conducive to learning. Maurice River Township shall develop partnerships with parents to establish the responsibilities of each to create and maintain safe and healthy educational environments for all pupils. Maurice River Township shall provide programs and staffing to deal with pupils at risk. Maurice River Township shall expand their cooperative efforts to create drug and violence-free environments. All students shall develop a positive view of self and learn to use effective interpersonal skills.

The Maurice River Township Board of Education shall comply with the State educational standards set forth in NJAC 6:8-4.3 through 4.10 which shall be used for the implementation of a thorough and efficient system of free public schools in accordance with NJSA 18A:7A-1 et seq. and the New Jersey Constitution.

In order to achieve these broad educational goals, the board will endeavor to provide:

- A. Instruction in study skills necessary to achieve mastery of subject matter;
- B. Specialized and individualized kinds of educational experiences to meet the needs of each pupil;
- C. Instruction which bears a meaningful relationship to the present and future needs and/or interests of pupils;
- D. Teaching staff members of high quality;
- E. Resources for education, to be used with maximum efficiency;
- F. Comprehensive guidance services;
- G. An environment in which any competition among pupils is positive;
- H. Opportunities for teaching staff members and pupils to make recommendations concerning the operation of the schools;
- I. Significant opportunities, suited to the age of the pupil, for helping the pupil to determine the nature of his/her educational experiences;
- J. Diverse forms of constructive cooperation with parents/guardians and community groups.

MAURICE RIVER TOWNSHIP BOARD OF EDUCATION - The Maurice River Township Board of Education meets for the regular meeting on the third Tuesday of the month. The meeting begins at 7:00 p.m. and is held in the Maurice River Township Elementary School Library.

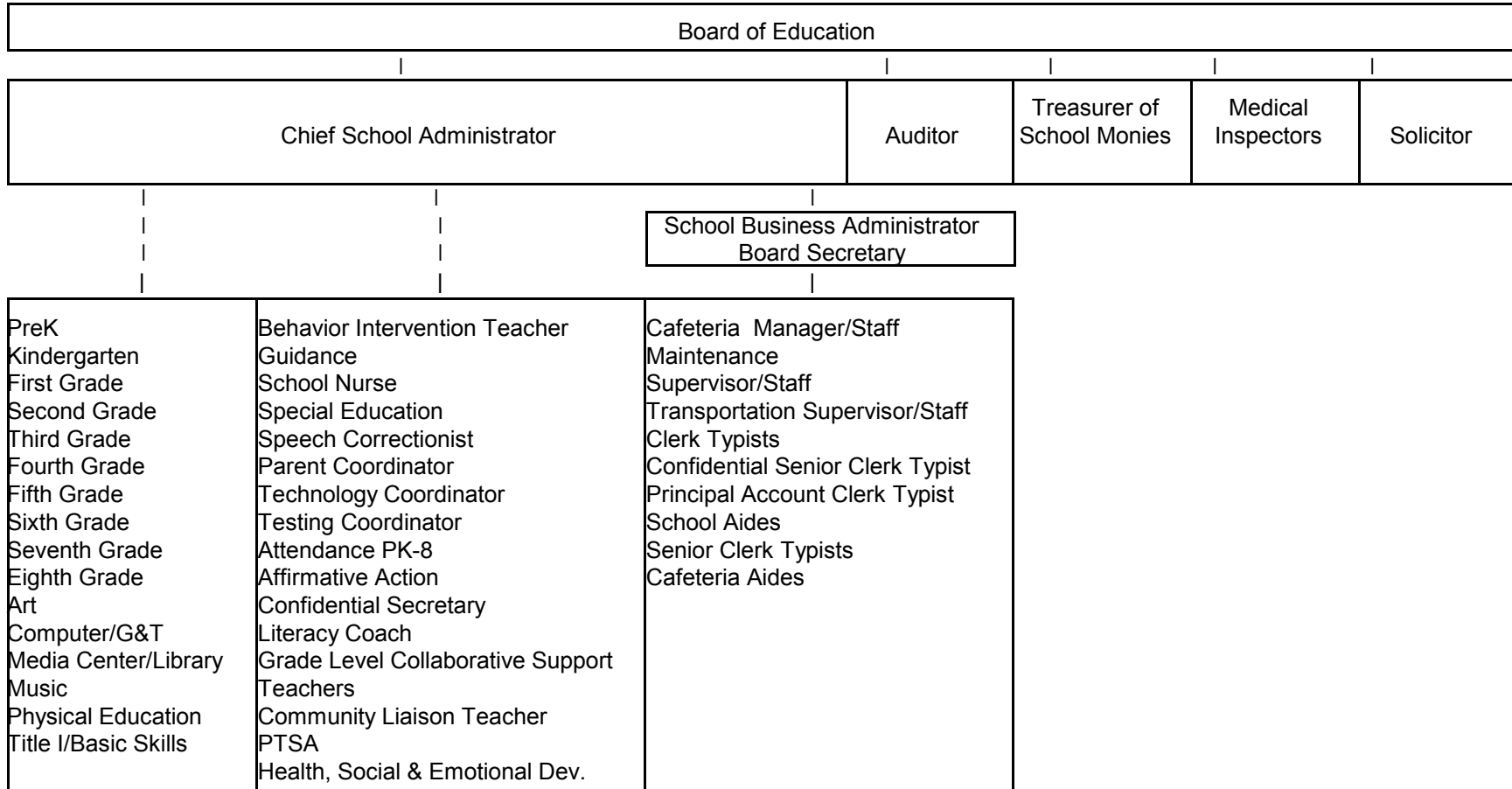
Board of Education Members

Kathy Ireland, President  
 Linda Costello, Vice President  
 James E. Bailey                      Robert Chard  
 Charles Ciaurelli                      Glenn Ewan  
 Virginia Hess                      Heather Hughes  
 Donna Justis

Administration

John J. Saporito, Chief School Administrator  
 Patricia A. Powell, Business Administrator/Board Secretary

Maurice River Township Board of Education  
Exhibit to Policy 2120



PROFESSIONAL STAFF

Preschool	Kathleen McGlynn
Kindergarten	Jennifer Fawcett Linda Johnson
Grade One	Sara Clemenson Kathleen Whilden
Grade Two	Cynthia D'Emilio Lindsey Kleiner
Grade Three	Dianne Norris Eileen Whittington
Grade Four	Victoria Freeto Ruth Jenkins
Grade Five/Six	Stephanie Ayars Karen Cassady Thomas Humphries Deborah Jablonski Allison Pessolano Leah Zirpoli
Grades Seven/Eight	Neils Clemenson Renee Cornish Robert Johnson Coleen Gouza Linda Halligan Matthew Olsen
Special Ed. Self-Contained - Middle School	Raymond Hocker
Art	Liliane Milburn
Behavior Intervention Teacher/Attendance Officer	Michael Camac
Computer Lab Instruction/Community Liaison Teacher	Susan Bornhardt
Literacy Skills Coach	Leia Ellis
Grade Level Collaborative Support Teachers	Gina Endres
Music	Robert Gross
Physical Education	William Hayes
Health, Social & Emotional Development Teacher	Kriste Decker
School Nurse	Leslie Daigle
Spanish	Joseph VanDerwerken
Special Education Teaching Staff	Michelle Chamings Debra Ford Delores Glogau Annette Lare
Speech/Language Specialist	Shirley Marcus
Technology Coordinator	Matthew Olsen

CHILD STUDY TEAM STAFF

Supervisor	Irvn Simpkins
LDTC	Tracey Andersen
Occupational Therapist	Christine Pantalione
Psychologist	Eileen Culver
Social Worker	Jennifer Crowell
Secretary	Valerie LaMarro

SUPPORT STAFF

Bus Attendants	Laurence Buzby Madeline Lafferty Georgeanna Treen
Bus Drivers	Joann Dever Barbara Errickson Marlyn Goff Mary Ellen Langley Margaret Lupperger Luther McDonald Maryann Noblett Karen Ritchie Dolly Warfle Beulah Whildin Eleanor Whildin - Supervisor
Food Services	Carol Hickman Donna Jackson Ann Melvin - Supervisor Joy Robinson Mary Ann Snyder Rosemary Vasquez
Maintenance/Custodial	Thomas Buffa Douglas Hall John McHugh - Supervisor Edwin Simpkins Walter Treen Leonard Whilden
School Aides	Debbie Adams Tammy Downam Karen Gunzenhauser Marjorie Reeves Betty Schooley Pat Sheldon Denise Walukiewicz Susan Zeger
Secretarial Staff	Patricia Eisele Robyn Long Sandra Nash Barbara Oliver Judi Ware Alice Williams

EMPLOYEE NAME	EXT/RM	EMPLOYEE NAME	EXT/RM	EMPLOYEE NAME	EXT/RM
Auditorium/Gym	288/70	Ford, Debra	269/26	Marcus, Deborah	236/13
Ayars, Stephanie	254/24	Francisco, Mary Jane	221/1	McGlynn, Kathleen	281/62
Bornhardt, Susan	243/39	Freeto, Victoria	258/7	McHugh, John	264/Annex
Cafeteria	238/17	Glogau, Delores	284/51	Melvin, Ann	229/18
Camac, Michael	222/1	Gouza, Coleen	252/27	Milburn, Liliane	268/74
Cassady, Karen	245/37	Gross, Robert	267/73	Music/Extension Room	270/47
Chammings, Michelle	239/9	Gym/Auditorium	288/70	Norris, Dianne	240/45
Child Study Team	237/10	Hall, Douglas	264/Annex	Oliver, Barbara	232/Annex
Clemenson, Neils	255/23	Halligan, Linda	251/28	Olsen, Matthew	263/25B 292/270
Clemenson, Sara	279/60	Hayes, William	285/49	Pessolano, Allison	244/38
Copy Room - Office	272/1	Heater Room	234/19	Powell, Patricia	230/Annex
Cornish, Renee	249/33	Hocker, Raymond	242/43	PTSA - Voice Mail	601
Crowell, Jennifer (SW)	294/10	Humphries, Thomas	246/36	Saporito, John	225/1
Culver, Eileen (PSY.)	289/10	Jablonski, Deborah	247/35	Simpkins, Irvn	237/10
Daigle, Leslie	227/4	Jenkins, Ruth	259/6	Storage	280/59
Decker, Kriste	286/50	Johnson, Linda	278/61	VanDerwerken, Joseph	257/8
D'Emilio, Cynthia	261/3	Johnson, Robert	250/29	Ware, Judi	226/Annex
Eisele, Patricia	223/1	Kleiner, Lindsey	260/5	Whilden, Kathleen	283/53
Ellis, Leia	224/1	LaMarro, Valerie (CST)	237/10 - 825-4650	Whildin, Eleanor	228/1
Endres, Gina	280/59	Lare, Annette	256/22	Whittington, Eileen	241/44
Extension/Music Room	270/47	Library	253/25	Zirpoli, Leah	248/34
Fawcett, Jennifer	282/52	Lounge	262/41		

August 26, 2008

**MAURICE RIVER TOWNSHIP SCHOOL DISTRICT**

**PARENT/TEACHER/STUDENT ASSOCIATION**

The Maurice River Township Parent/Teacher/Student Association (PTSA) is a local PTSA unit organized under the authority of the New Jersey PTA, a branch of the National PTA.

**Objects of the PTA**

The Objects of the Association, in common with the Objects of the National PTA are:

- To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

**PTA Mission**

The mission of the PTA is three-fold:

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

**MAURICE RIVER TOWNSHIP SCHOOL DISTRICT  
2008-2009 SCHOOL CALENDAR**

Month	Date	
July	4	Holiday-Independence Day
August		No Holidays
September	1 2 3 3, 4, 5	Holiday - Labor Day Staff Report-Inservice Students' Report-1:20 p.m. dismissal 1:20 p.m. dismissal-Inservice
October	10 13	No School - Staff Inservice Holiday-Columbus Day
November	6 7 To be announced 26 27, 28	No School - NJEA Convention No School - NJEA Convention 1:20 p.m. dismissal - Parent Teacher Conferences 1:20 p.m. dismissal Holiday - Thanksgiving
December	23 24 25 26, 29 24 to 31	1:20 p.m. dismissal Holiday - Christmas Eve Holiday - Christmas Day Alternate Holiday for 12-month staff (for Election Day/Veterans Day) No School-Winter Recess
January	1, 2 5 19	Holiday - New Year's Day (12 month employees report on 1/2) Classes Resume Holiday-M. L. King's Birthday
February	16	Holiday - President's Day
March		No Holidays
April	9 10 13 10-17 28, 29, 30, May 1	1:20 p.m. dismissal - Spring Break begins Holiday - Good Friday Alternate Holiday for Lincoln's Birthday (12 month staff) No School - Spring Recess NJ ASK8 - Grade 8 Testing/NJ ASK7 - Grade 7 Testing
May	4, 5, 6, 7  4, 5, 6, 7, 8 11, 12, 13, 14 11, 12, 13, 14, 15 18, 19, 20 21 25	NJ ASK8 - Grade 8 Testing - Make-up/NJ ASK7 - Grade 7 Testing - Make-up NJ ASK3 - Grade 4 Testing NJ ASK4 - Grade 4 Testing NJ ASK6 - Grade 6 Testing/NJ ASK5 - Grade 5 Testing NJ ASK4 - Grade 4 Testing - Make-up/NJ ASK3 - Grade 4 Testing - Make-up NJ ASK6 - Grade 6 Testing - Make-up/NJ ASK5 - Grade 5 Testing - Make-up Holiday - Memorial Day
June	19	Tentative Last Day of School-1:20 p.m. dismissal (five emergency days included)
	Last Three Days	1:20 p.m. dismissal - Inservice

*Students are required to attend 180 days. Faculty shall work no more than 184 days per contract.*

*Parents, students and staff should not plan vacation, trips, summer school or other activities that call for deposits, non-refundable fees, etc., during spring recess or until last day is confirmed.*

*Every effort will be made to maintain the Spring recess; however, severe winter weather may necessitate using make-up days during this time.*

Official calendar adopted 4/29/08 Maurice River Township BOE

Daily School Hours: 8:35 a.m. - 3:25 p.m.

**PROGRESS REPORT DISTRIBUTION**

Marking Period/Days	Dates*	Progress Report Distribution	Report Card Distribution	Honor Roll/Restricted List
1/45	9/03/08 - 11/10/08	10/03/08	11/13/08	11/14/08
2/45	11/11/08 - 1/27/09	12/15/08	1/30/09	2/02/09
3/45	1/28/09 - 4/01/09	3/02/09	4/06/09	4/07/09
4/45	4/02/09 - 6/12/09	5/07/09	Last Day	Three school days prior to end of year

\* Tentative pending amount of emergency days.

**DISTRICT TESTING**

Test Name	Dates	Make-up Dates
ASK8 - GRADE 8	April 28, 29, 30, May 1	May 4, 5, 6, 7
ASK7 - GRADE 7	April 28, 29, 30, May 1	May 4, 5, 6, 7
NJ ASK3 - GRADE 3	May 4, 5, 6, 7	May 11, 12, 13, 14, 15
NJ ASK4 - GRADE 4	May 4, 5, 6, 7, 8	May 11, 12, 13, 14, 15
NJ ASK5-6 - Grades 5, 6	May 11, 12, 13, 14	May 18, 19, 20 21
Terra Nova - Grades 1 and 2		

\* dates may change, subject to State mandate

**BOARD OF EDUCATION MEETINGS**

Month	Reg Meeting	Work Session*	Packet Delivery
July	15	8	11
August	19	12	15
September	16	9	12
October	21	14	17
November	18	11	14
December	16	9	12
January	20	13	16
February	17	10	13
March	17	10	13
April	21	14	17
May	19	12	15
June	16	9	12

\* Work Session will be held only if needed, and will be a non-action session.  
 \*\* The June meeting may need to be rescheduled to accommodate Grade 12 Commencement & Grade 8 Closing Exercises

The year 2009 Budget Work Session, Budget Public Hearing and Reorganization Meeting will be scheduled according to the election calendar issued by the NJ Department of Education.

**ACCIDENT INSURANCE** - The Board of Education purchases a student insurance policy that covers school-related incidents during school time. This insurance is not considered primary coverage. The family's insurance is primary and the school insurance is secondary. Claim forms are in the Business Office. Parent/Guardian may purchase extended coverage for beyond the school day. Forms will be sent home with the students in September. The district insurance broker can assist with claims.

**ADMISSION**

**Kindergarten** - Any child residing in the District shall be admitted to Kindergarten provided the child will have attained the age of five years on or before October 1 of that school year.

**Grades Two through Eight** - Pupils who would be entering grades two through eight whose parents/guardians become residents of the District must:

- A. Present a transfer card and, if available, a copy of most recent report card or other information pertaining to grades and attendance from previous school;
- B. Present a copy of the pupil's health and immunization record;
- C. Proof of residency (i.e. copy of a utility bill or lease with the correct 911 address, no post office box addresses can be accepted);
- D. Custody papers, when applicable.

When the supporting documents are not available and the pupil has been admitted to a grade, the Board of Education reserves the right to test the pupil and place the pupil in the grade best suited for the pupil as indicated by the tests.

**Pupils Completing School Year in this School District** - The Board of Education Policy #5111 states: Children of parents/guardians giving up residence in the District during a school year may complete that school year in this School District provided:

- A. The Board of Education agrees;
- B. Residency is terminated after the third marking period;
- C. There is no cost for transportation involving this District.

The mere owning of any property whatsoever does not qualify a parent/guardian to send children to school in this School District.

Pupils who establish residency during the school year may be permitted to complete that year in their former school if:

- A. The Board of Education of that school agrees;
- B. There is no cost for tuition involving the Maurice River Township Board of Education;
- C. There is no transportation cost involving the Maurice River Township Board of Education.

**Immunization and Physical Examinations** - Proof of immunization must be presented at the time of registration. All children entering the District for the first time shall undergo a physical examination. All regular and sports physicals will be done at the medical home (personal physician) of the student. Your child's personal physician or clinic will now be responsible for doing a sports physical. This physical will be good for a period of one (1) year from the date given for all school sports taking place in that time frame. This physical must be done by your physician prior to any participation in school sports. If you do not have a personal physician or clinic, please inform the school nurse so the we may assist you.

**AFFIRMATIVE ACTION** - The Maurice River Township School District is an Equal Opportunity School District committed to equality of opportunity for all persons within the district. The district operates under an Affirmative Action Plan and maintains a policy of nondiscrimination as to educational and/or employment opportunities. A copy of the Affirmative Action Plan may be obtained from the Affirmative Action Officer. As outlined in the Board of Education Policy, the grievance procedure for discrimination complaints begins with the Affirmative Action Officer. Grievance forms and copies of the grievance procedure are available from the Affirmative Action Officer. See attached Policy #2224.

**ARRIVAL AND DISMISSAL** - The Board recognizes that from time to time compelling circumstances will require that a pupil be late for school or dismissed before the end of the school day.

A student who arrives after 11:00 a.m. is absent half a day. A student who arrives at/after 1:00 p.m. is considered absent for the entire day. A student who leaves before 10:00 a.m. is absent for the entire day. A student who leaves between 10:00 a.m. and 1:00 p.m. is absent half a day. A student who leaves after 1:00 p.m. is to be marked present for the entire day.

A student is tardy when he/she is not in his/her homeroom by the start of the school day (8:50 a.m.). When a student arrives after 8:50 a.m., he/she must report to the Main Office to receive a Tardy Slip before proceeding to class or may be marked absent. Parents/Guardians will be informed in writing and/or phone contact when their child is late excessively by the attendance officer.

The following consequences are in place for students who are excessively late for school:

- Teacher/Student conference/Parent contact
- Administrative/Student conference/Parent contact - After school detention
- Administrative/Student/Parent Conference - In school suspension

As the agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- Medical or dental appointments which cannot be scheduled outside of school hours
- Medical disability
- Family emergency
- Court appearance
- Such good cause as may be acceptable to an Administrator.

No student shall be permitted to leave the school before the close of the school 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 in his/her behalf. Identification may be requested.

#### **Arrival at School**

- Arrive at school no later than 8:50 a.m. and no sooner than 8:35 a.m.
- If tardy, present a note from home, explaining the tardiness to the office. The note is to be approved by the office staff and a pass is issued. No student is to be admitted into the classroom without a late pass.
- Upon returning to school from an absence, present a written excuse to the teacher.
- Enter only by main entrance if tardy.

#### **Early Dismissal from School**

- In the morning the student must present a note from the parent/guardian to the office for review/approval.
- Office personnel will send the note to the teacher, and will retain a copy for office use.
- Parent/guardian must come into the office to pick up the student and sign him/her out in the log provided.
- Students will be summoned from class when the parent/guardian arrives.

**PARENTS ARE REQUESTED TO REFRAIN FROM PICKING UP THEIR CHILD/REN PRIOR TO DISMISSAL SO AS NOT TO INTERRUPT THE INSTRUCTIONAL DAY. YOUR COOPERATION IS REQUESTED.**

#### **Departure from School**

1. Leave school at dismissal time, 3:15, unless attending a scheduled activity.
2. Present a note to office if an early dismissal is required.

Please note: All students who are assigned to a bus will be placed on a bus at dismissal unless

1. they are signed out through the main office prior to 3:10 and will be called at 3:12 unless it is an emergency;
2. a note has been approved explaining alternate arrangements; or,
3. in an emergency situation, the office is notified by phone of different arrangements.

**STUDENTS MAY NOT REMAIN AT SCHOOL FOLLOWING BUS DEPARTURE IF THIS CRITERIA IS NOT MET.**

**ASSISTANCE PROGRAM, STUDENT** - The purpose of the program is to provide counseling and training to help students and parents/guardians deal with contemporary youth problems. Areas of instruction will include how to “Say No” to drugs and alcohol, making and keeping good friends and expressing feelings along with teaching refusal skills and learning how to make “healthy” choices. Parent workshops will also be provided throughout the school year.

**ATTENDANCE AND ABSENCE** - Board of Education Policy #5113 requires that the pupils enrolled in the schools of this District attend school regularly in accordance with the laws of the state. The educational program offered by this District is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. Please ask to have your child excused from school only when it is absolutely necessary. If your child is going to be absent, parents are required to call the Voice Mail for Attendance 825-7411 ext. 221 to report the absence. When you call, please state the student’s name, teacher, grade, and reason for absence. Upon returning to school, a note from a parent or guardian explaining absence is required. When a child is absent from school for five (5) or more consecutive days, a physician’s certificate of good health is required for readmission to school. If a child is ill and unable to complete the school day, he/she will be excluded by the Chief School Administrator with Nurse’s recommendation. In the event of exclusion, the parent/guardian or designee will be contacted to transport the child. If unable to be sent home with the parents, the pupil may be sent home on the bus with the Chief School Administrator’s approval. Once students arrive at school they are to remain on school property until dismissal. Request for early dismissal should be made only when absolutely necessary and are to be made in writing to the building principal. Students must be signed out by a parent/guardian or designated adult.

A review of individual student attendance will be made monthly. Parents of students who accrue five (5) unexcused absences will receive a letter from the Chief School Administrator . This letter will act as a reminder to the parents of current attendance expectations. After ten (10) unexcused absences, a parent/guardian conference is required. If the parent/guardian does not attend the conference, they will be notified of an intended legal action. They will be given five days to respond to set up another in-person or phone conference. If the parent/guardian fails to respond, or the parent/child conference is unsuccessful, the matter will be referred to municipal court for action against the parent/guardian.

**Students who are excessively absent may be assigned to the After School Attendance Make-Up Program, Summer School, and/or face retention at that grade level.** For a pupil to successfully complete the instructional program requirements of the grade/course to which he/she is assigned, attendance of 170 or more school days is mandatory. A waiver of these attendance requirements may be granted for good cause by the chief school administrator upon recommendation of an appointed review committee consisting of representative staff, including pupil service personnel and classroom teachers.

Legislation establishing Family Court became effective January 1, 1984. Under that law, status offenses, including truancy, must be filed on Juvenile Family Crisis Petitions which can only be initiated by an Intake Officer. After the District has exhausted all reasonable efforts to correct the problem, truancy violations must be referred to the Family Crisis Intervention Unit. A counselor will attempt to resolve and document the exhaustion of all school, community and family counseling resources prior to a court referral.

**Clarification on Student Absences:**

**Example:** Sally is sick on Monday and Tuesday. Parent/guardian takes Sally to the doctor on Wednesday and obtains a doctor’s note which she sends into school. The doctor states Sally may return to school on Thursday. Sally returns on Thursday and will have excused absences on Monday, Tuesday, and Wednesday.

**Example:** Sally is sick on Monday and Tuesday. Parent/guardian takes Sally to the doctor on Wednesday and obtains a doctor’s note which she sends into school. The doctor states Sally may return to school on Thursday. Sally does not return to school until Friday. Sally will have excused absences on Monday, Tuesday and Wednesday. Sally will have an unexcused absence for Thursday.

**Solution:** Call the doctor and advise him that Sally was not able to return to school on Thursday, but did return on Friday. In most cases, the doctor will update the doctor’s note. The doctor’s office may FAX the note to our school nurse, Mrs. DiPrima at 856-825-1248.

**Make-up Work After Absence From School** - Students are required to make up any work missed because of absence from school. If a student is going to miss school for an extended period of time, parents/guardians should notify the school office and ask that a "Homework Request Form" be completed by the respective teacher(s). (This request must be made to the office before 9:00 a.m. to enable the teacher(s) to have it ready by the end of the school day.) The teacher(s) will complete the form and return it along with any necessary books to the office. The parent/guardian or designated person (it may be another student or family member in school) will then pick up the assignment sheet and necessary materials from the office at the end of the school day.

Students will be allowed sufficient time for each day absent to make up assignments. This time period may be extended under special circumstances. Please discuss a reasonable time limit with the teacher(s). If there are any questions, please call the Chief School Administrator. When assignments are completed, they should be turned into the respective teacher(s).

**IT IS THE RESPONSIBILITY OF STUDENTS IN GRADES 3-8 TO MAKE SURE ALL MAKE-UP WORK IS COMPLETED. IF WORK IS NOT SUBMITTED, A GRADE OF "F" WILL BE NOTED.**

Parents/Guardians should check to be sure the missed homework has been completed. A Parent/Guardian is to sign the bottom portion of the homework form and ensure it is returned with the completed work to the teacher.

**BEFORE AND AFTER SCHOOL PROGRAM - EAGLES NEST PROGRAM** - This program provides a before and after school care program for students. Students enrolled in the morning program can be dropped off at the school at 7:15 a.m. The afternoon program runs from 3:25 - 5:30 p.m. Monday through Friday excluding holidays and early dismissal due to inclement weather. The half day program is available from 1:30 - 5:30 p.m.

Snacks are available in the afternoon at the cafeteria prices. Parents/Guardians can pick up their children in the Library. Students will be released only to those persons authorized on the Student Data Sheet.

Cost for the program is \$3.50 per hour. If a student receives Reduced Lunch, it costs \$2.00 per hour. There is no charge if a student receives Free Lunch. Please contact the Eagle's Nest Director for more information at 825-7411 ext. 223.

**BICYCLES, PUPIL** - The Board of Education regards the use of bicycles for travel to and from school by pupils as an assumption of responsibility on the part of those pupils; responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others. Helmets are required by law (NJSA 39:4-10.1). Pupils will be denied the right to ride their bikes to school if they do not wear a helmet.

**BREAKFAST AND LUNCH PROGRAM** - Breakfast will be served at 8:35 a.m. through 8:50 a.m. Lunch is provided daily. However, they are not an alternative to lunch. They are an “extra” if parents/guardians so choose to permit their children to purchase them. Menus are sent home each month with the students. Payment for breakfast and/or lunch may be made daily or weekly.

Item	Price
Student Breakfast	\$1.25
Student Breakfast - Reduced Price	\$0.30
Student Lunch	\$2.00
Student Lunch - Reduced Price	\$.40
Student Lunch Entree w/purchase of lunch	\$1.00
Weekly Lunch Ticket - Full Price (5 days @ \$2.00)	\$10.00
Weekly Lunch Ticket - Reduced Price (5 days @ \$.40)	\$2.00
Weekly Breakfast Ticket - Full Price (5 days @ \$1.25)	\$6.26
Weekly Breakfast Ticket - Reduced Price (5 days @ \$.30)	\$1.50

Milk	\$.60	Sunny D	\$.80	Bottled Water	\$.60
Iced Tea	\$.75	Fresh Fruit	\$.60	Assorted Ice Cream	\$1.00
Assorted Chips	\$.80	Teddy Graham P/C	\$.25	Fruit of the Day	\$.60
Goldfish P/C	\$.25	Gatorade	\$1.00	Additional Snack Items Based on Availability	\$.25-\$1.00

**Application for Free or Reduced Meals** - At the beginning of each school year parents/guardians are required to fill out an application for free or reduced meals. These applications are received and processed for qualifying students. It is the responsibility of the parents/guardians to inform the school should a change in their financial status occur. The eligibility list runs from October 1st through September 30th. It is very important for the applications to be submitted early in September to continue your child's eligibility. Your child will continue to be free or reduced in September only if he/she was free or reduced in June 2007.

**Student Lunch/Credit Slip Procedures**

- If a student has lost his/her lunch or breakfast money or left it at home, he/she may obtain a credit slip from the Food Services Department. It is the responsibility of the student to ask for this credit slip upon arrival in the morning or at the cash register. A copy of the credit slip is placed in the teacher's mail box to be sent home with the student the next day after it is charged. Students are expected to present the credit slip to the parent/guardian at home. Note: credit slips are not given for snack items (ice cream, potato chips, etc.) Credit slips are not issued during June. A sandwich and drink will be provided if necessary.
- The School Business Administrator, through the Food Services Manager, will send home a letter indicating the total amount due for credit slips when report cards are sent home with students. This record will be filled out by the Food Services Manager and signed by the School Business Administrator. If a student has charges over \$10.00, the Food Service Manager will call the parent/guardian before report cards are sent home.
- If the bill remains unpaid and the amount due the cafeteria accumulates to \$15.00, the parent/guardian will be sent a letter by certified mail. The parent/guardian will be asked to contact the Food Services Manager to arrange for payment and to discuss future lunch arrangements for the student. It will be suggested that a lunch from home be sent for the student until the credit slips are paid. It will also be suggested that the parent/guardian contact the School Business Administrator to discuss eligibility for the free/reduced lunch and breakfast program. The School Business Administrator will be notified by the Food Services Manager in a confidential manner if there appears to be a need to update free/reduced application forms.
- If there appears to be no resolution to the amount owed, despite the above procedures and contacts by the School Business Administrator, and if there are any outstanding credits owed to the cafeteria at the end of the school year, report cards may be held.
- It is the purpose of the Food Services Department to provide a nutritious lunch and breakfast program at reasonable costs to its students. The above procedures will enable families to plan for timely payments of all amounts due the department.

**CHARACTER EDUCATION** - The Maurice River Township School District is committed to helping each child develop the fundamentals of good character. In collaboration with the NJ State Department of Education the District has come to a consensus that the following principles of character will be fostered at all times:

Caring  
Fairness  
Responsibility

Citizenship  
Respect  
Trustworthiness

**CLASS ASSIGNMENTS FOR STUDENTS** - Students are assigned to a specific teacher's homeroom only after carefully considering all aspects of the student (i.e. role factors, student learning styles, boy/girl ratios, academic records, behavior, and peer relationships). It is done in conjunction with teaching staff members. Parental input is welcome, but requests for a particular teacher may not always be able to be honored. If you feel you have valuable input, please submit this in writing **PRIOR** to **June 1**.

**COMMUNICATIONS** - Messages may be left for teachers on their voice mail. This is also their Homework Hotline. To bypass the teacher's homework, press the star ( \* ) button and after the beep, leave your message. The teacher will get back to you at their earliest convenience.

**CONFERENCES, PARENT - TEACHER** - Parent-Teacher Conferences are scheduled at the conclusion of the First Marking period. It may be necessary to schedule additional conferences if a student's progress needs to be discussed.

Parents will be advised by grade level teams as to specific dates and time of parent/teacher conferences in the spring if deemed necessary.

**CUSTODY, LEGAL** - In the event there are custody arrangements of students, a record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Board of any change in the pupil's custodian. A copy of legal custody will be filed with the school office. Parents/Guardians are to provide a list of persons permitted to take their child from school if there is a legal alert on the child.

Children of estranged parents/guardians may be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is the parent/guardian registered on the school record. The schools shall not be a party to other arrangements with estranged parents/guardians.

If legal documents are not on file in the school office, the school is obliged to release the student to a parent. The school cannot be held responsible for releasing a child to a parent if the parent is legally permitted to take the child. It is of the utmost importance that a copy of ALL legal custody papers be given to the school for our records.

It is the responsibility of the custodial parent/guardian to notify the school if the court has terminated a natural parent's parental rights. The Chief School Administrator may take such steps as deemed necessary to ensure that the child is released only to proper custody. No pupil shall be released without verification.

**DRESS CODE** - All pupils are expected to dress in a manner that is appropriate for a school setting. The school may exclude any one whose appearance creates a distraction to others or disrupts the normal school routine. This also includes children who dress in poor taste while representing the school.

The board of education recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of pupils and their parents/guardians to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

The following is considered inappropriate dress for school:

- |                       |                     |   |
|-----------------------|---------------------|---|
| Attire with cut-outs  | Strapless wear      | Tank tops with straps less than three inches wide     |
| See-through apparel   | Sandals             | Shirts/tops with spaghetti straps                     |
| Midriffs, half-shirts | Pants without belts | Clothes/buttons with inappropriate remarks or sayings |
| Mini-skirts *         | Short - shorts *    | Distastefully patched shirts or pants                 |
| Wheelies              | Wallet chains       | Shoes with cleats                                     |

\* We ask parents to use common sense in terms of having children only wear shorts/skirts to school that are below finger-tip length when arms are held naturally at the child's side.

**EARLY INTERVENTION PROGRAMS FOR CHILDREN WITH DISABILITIES** - If you think your child could benefit from an Early Intervention Program, call or write Cumberland County Special Child Health Services (Case Management Unit), 790 E. Commerce Street, Bridgeton, New Jersey 08302, or call (609) 451-8000, ext. 371 or 383.

Any “special” child (regardless of financial status or SSI) can be registered with the Program and can have Case Management Services. A “special” child is someone with a disease, defect or condition that interferes with normal growth, development; an infant born with a birth defect, a serious illness, or at high risk; a toddler who has trouble walking, talking, playing or understanding.

**FIELD TRIPS** - The Board of Education recognizes that field trips, when used as a device for teaching and learning are integral to the curriculum and are an educationally sound and important ingredient in the instructional program of the schools.

Permission slips will be sent home prior to each trip. These must be signed and returned to the child’s teacher in order for the child to go on the field trip. A student may be denied participation in a trip if there has been a demonstrated disregard for school rules, excessive absence, or debts to the school. Parents/Guardians will be notified in advance if their child is to be excluded. Students not permitted on field trips are expected to report to school for the regular school hours.

**FRIDAY FOLDERS** - Every Friday (or the last school day of the week) school folders will be sent home with all students. Inside, each folder may contain school communications, PTSA notes, test papers, newsletters, and other information. Please be sure to review the contents of the folder with your child, sign and date the numbered inside pockets to verify that you have received and reviewed the materials. School papers will be limited to coming home on Fridays only, except in urgent situations. Folders should be returned to school the first school day of the following week.

**GAMES** - We would like to remind all parents/guardians that neither “Pokemon” items nor any electronic games are permitted in school. Please be sure your child leaves his/her collection at home. The school cannot be responsible for the safe keeping of these items.

**GRADING SYSTEM AND RECOGNITION** - It is the pleasure of the faculty and administration to recognize a job well done by each student who has distinguished himself or herself. The grading system for this District is:

<u>Preschool</u>	<u>Kindergarten</u>	<u>Grade 1</u>
1 Not Yet Demonstrated	N Needs Improvement	1 Not Yet Demonstrated
2 In Progress	I Improvement	2 In Progress
3 Consistently Demonstrated	S Satisfactory	3 Consistently Demonstrated
\ Not Assessed	\ Not Assessed	\ Not Assessed

<u>Grade 2 - 8</u>		
A/E	93 - 100	Excellent
B/VG	85 - 92	Very Good
C/S	77 - 84	Satisfactory
D/I	70 - 76	Improvement Needed
F/U	69 - Below	Course Requirements Not Met
I		Incomplete
P	70 - 100	Met Course Requirements

No incomplete marks shall be carried over beyond seven school days after the close of the Marking Period without the approval of the chief school administrator. At the end of the seven day period, scores/marks will be averaged and recorded on the report card accordingly. (Incomplete work would count as an “F.”) (Board Policy #6154)

**HOLIDAYS, RELIGIOUS** - According to NJSA 18A:36-14-16 and NJAC 6:20-1.3(k), regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law.

The law provides that:

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

**HOLIDAYS, SCHOOL - PLEASE SEE SCHOOL CALENDAR (page 11)**

**HOME SCHOOLING** - Parents requesting to educate their children at home as an alternative to sending them to public school must inform the chief school administrator in writing.

**HOMEWORK POLICY** - Homework is an effective instructional technique. It can have positive effects on achievement and character development and can serve as a vital link between the school and family. Homework should have different purposes at different grades. For younger students, it should foster positive attitudes, habits and character traits. For older students, it should facilitate proficiency of the N.J.C.C.C.S. defined at each child's grade level. Homework assignments uniquely fit each teacher's program. They are a regular part of the instructional process.

**Purpose of Homework -**

- reinforce and practice what has been learned in school
- complete unfinished work from class
- extend classroom learning
- provide home-school link

**Types of Homework**

1. Practice assignments provide opportunities for students to continue what has been presented and practiced in class. For example, a math teacher may assign additional problems for homework after a math concept has been presented and practiced in class. Such assignments can be effective when a skill needs practice, but become dull and counterproductive if used extensively with students who have the skill well in hand.
2. Preparation assignments have the purpose of preparing students for the next lesson. For example, a science teacher may assign the reading or study of textbook material in order to prepare students for a forthcoming class discussion. Preparation assignments serve their purpose best when students understand what is to be accomplished by completion of the assignment.
3. Extension assignments have the purpose of extending a previously learned skill or body of knowledge. For example, a social studies teacher may assign the reading of library reference material in order for students to gain additional insight into concepts being studied. Extension assignments are also long-term; but, more importantly, they focus on student production, not merely reproduction.
4. Creativity assignments provide opportunities for students to apply previously learned knowledge. For example, the English teacher may provide opportunities for students to respond to a piece of literature through written expression.
5. NOTE: All students should spend some time each day reading independently outside of class; that time shall not count as "homework time." (See below)
6. Student work on meaningful long-range assignments or projects given by the teacher to develop student proficiency in the N.J.C.C.C.S. shall not count as "homework time."

**Amount of Homework** - The following levels shall define the amount of homework per night per grade level. If a child is experiencing difficulty completing their homework assignments within a reasonable amount of time, it is advisable that a teacher/parent conference be held.

<u>Grade</u>	<u>Total Time for All Subjects</u>
• Kindergarten/Grades 1/2	15 - 30 minutes per night
• Grade 3	30 - 45 minutes per night
• Grades 4/5	45 - 60 minutes per night
• Grades 6/7/8	90 minutes per night

**NOTE:** Homework shall count no more than 10 percent toward the overall quarterly report card grade for K-4 students and no more than 20 percent toward the overall quarterly report card grade for 5-8 students.

#### **Teacher's Responsibility**

- State clearly the purpose of the assignment.
- Explain how the assignment might best be carried out - timeline and other support required.
- Outline what the student needs to do to demonstrate that the assignment has been completed, and what is to be done with the homework.
- Include assignments meant to meet the needs of individual students or groups of students.
- Indicate how the assignment is related to student evaluation.
- Communicate with parents when homework is not satisfactorily completed.

#### **Students' Responsibility**

- Budget time to complete assignments made.
- Arrange to make-up all missed assignments as required by the teacher.
- Ask for further explanation if original directions are not clear.
- Develop a personal system for remembering and/or recording assignments.
- Initiate the request for help when needed.
- Be familiar with the teachers' expectations.
- Recognize that homework is an integral part of the educational program that will have an effect on overall evaluations.
- Establish a regular time for homework.
- Limit television viewing and avoid TV or radio listening during studying time.

**HONOR ROLL** - Students in grades two through eight are eligible to receive recognition for academic excellence through two types of Honor Rolls. It is a pleasure for the faculty and administration to recognize our students for their fine academic endeavors. Students achieving the Honor Roll will receive a certificate of recognition and other forms of recognition each marking period in celebration of their achievement. The student's conduct grade will only impact his/her Honor Roll status if the grade is a "U."

Standards for academic honors for grades 2-8 are as follows:

#### **FIRST HONORS** - The average of:

1. All core curriculum subjects (Math, Reading, Language Arts, Social Studies, Science, Spanish) must be an A (93-100) or higher. The grades will be based upon a student's performance on grade-level material.
2. In all other core curriculum (Music, Art, Health/P.E., Computers) subjects the student must have received all E's (Excellent), VG's (Very Good) or S's (Satisfactory).

#### **SECOND HONORS** - The average of:

1. All core curriculum subjects (Math, Reading, Language Arts, Social Studies, Science, Spanish) must be a B (85-92) or higher. The grades will be based upon a student's performance on grade-level material.
2. In all other core curriculum subjects (Music, Art, Health/P.E., Computers) the student must have received all E's (Excellent), VG's (Very Good) or S's (Satisfactory).

**ILLNESS** - If a child is ill or appears ill, please do not send him/her to school; however, please call 825-7411 ext. 221 to advise the school of the child's absence. When the child is returning to school after an illness, please provide a note to the teacher explaining the reason for the absence and dates of the absence.

If a child becomes ill during the school day, he/she may be seen by the nurse. If it is best for the child to go home, you will be contacted to come pick up the child. Students are not permitted to call home personally when they are ill, however, we will contact you if necessary.

**INTERNET, DIGITAL CAMERAS, AND CELL PHONES** - It is expected that all parents/guardians be vigilant in monitoring their child's use of the following: the Internet, digital cameras, and cell phones, especially those with the ability to take pictures.

Students have access to these items and, as children, are unaware of the risks and/or privacy rights of other children when they use these devices to post information, pictures, or videos of themselves or other children on the Internet on such sites as [MySpace.com](http://MySpace.com) or [YouTube.com](http://YouTube.com), etc.

Students should not be using a digital camera or any other picture taking device to post videos or pictures of other children on sites such as the above, without the permission of their parents, other parents, or the faculty here at school. Digital cameras and picture taking devices should only be used here at school as part of an educational program or assignment that you are aware of and that the parents of the child or children involved have given permission to allow. You are urged to talk about this and be aware of what they have posted, if anything, for their individual safety and so that they do not get themselves into troubling situations because they have violated the rights of others.

Many of our children have been given cell phones by their parents and there is no problem with the children having cell phones in their possession for use going to the bus stop or walking home from the bus stop after being released from the bus. However, there is no reason to have the phone on or to use it once they are on the school bus or at any time during the school day. There are phones in every bus and phones throughout the school that a child would most certainly be able to access if they needed to contact you.

Therefore, students are not to have cell phones or cameras displayed or in use during school hours. If they do so, it will be taken from them, retained by Mr. Camac, and you will be contacted. Please understand that it is our intent to maintain the safety of our students and at the same time minimize disruptions and conflicts that can occur here at school as a result of student misuse of these devices.

Please help us to keep you child safe and out of conflict with others over violations to privacy rights by discussing and enforcing proper use of cell phones, text messaging, digital and other picture taking media along with the Internet.

**LOST AND FOUND** - A "lost and found" department is maintained in the Nurse's Office. Should an item be lost, please check with the school nurse.

**LOST LIBRARY BOOKS/TEXTBOOKS** - Should a student lose a library book or textbook during the year, parents/guardians will be notified in writing with a request for payment to replace the book. If this is a problem, please contact the Chief School Administrator. If no contact or payment is made, the student may not receive a report card until such time as the matter is resolved.

**NATIONAL JUNIOR HONOR SOCIETY** - The purpose of the National Junior Honor Society is to provide a program for seventh and eighth grade students that will create enthusiasm for scholarship, stimulate a desire to render service, promote leadership, develop character, and encourage citizenship. Students are inducted into the organization by a faculty council that selects students based on the above criteria. Through National Junior Honor Society Chapter service activities, members maintain and extend the quality that won them selection. Membership is both an honor and a commitment.

**NURSE, SCHOOL** - The Maurice River Township School District has on duty a registered nurse throughout the school year. The nurse is a vital contact between home and school and she is available to assist you. Please keep her informed of any injuries, illnesses or physical limitations your child may have. Please inform her of any immunizations (shots or boosters) so that the student's health records may be kept up-to-date. (The school nurse is also the contact between the school and the medical inspector, Dr. Mortensen.) Vision and hearing screenings are completed on all students. Scoliosis screening is done on all students from 10 through 18 years of age.

**PARKING** - Visitor parking is located in the south parking lot. Vehicles are not permitted in the traffic lanes in front of the building while buses are loading/unloading students.

**PROMOTION/RETENTION** - The Maurice River Township Board of Education directs the Chief School Administrator, in consultation with administrative and teaching staff, to author plans for instruction and instructional programs that provide maximum opportunity for each student to progress through school. In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students spending one year in each grade.

**Grade K-8: - Promotion:**

1. A child shall be promoted (moved from one grade level to a higher grade level) when he/she has attained a reasonable level of proficiency in the major disciplines with particular reference to literacy and mathematics skills as defined by the New Jersey Core Curriculum Content Standards.
2. The method of determining the attainment of proficiency levels for the appropriate grade level shall be guided by New Jersey State Department of Education Assessment Standards and by the local professional staff as approved by Board of Education Policy and procedure governing promotion and will become part of "Rules and Regulations" governing promotion.

**Retention:**

1. The student is not achieving minimum proficiency levels in the major disciplines as assessed by New Jersey State Department of Education and local professional staff assessment.
2. Retention would not cause an undue social and emotional adjustment.
3. Retention would have a reasonable chance of benefitting the child totally.

**Notification of Retention** - School personnel are required to advise the Chief School Administrator and parents/guardians in writing of the possibility of retention by the end of February. In addition, the 3rd Marking Period report card will contain the following statement: "Retention is being considered". School personnel must also conduct a follow-up conference involving parent and principal no later than April 4, 2008.

Finally, during the last week of school the parent/guardian will be notified in writing if the child will be retained. This written notification will be duplicated with the original copy to be forwarded to the parent/guardian for signature. The final decision in all cases will rest with the Chief School Administrator. Retention shall not be used until all other possibilities, including special help and remedial work, have been exhausted.

**After School Academic Assistance/Summer School** - To prevent retention and to assist students needing more time to achieve minimum proficiency levels in the core content curricular areas assessed by state and local professional assessments, students may be assigned to after school and/or summer school programs as approved by Board of Education Policy and procedure. These programs are subject to the availability of appropriate funding and personnel.

**PUPIL PARTICIPATION IN EDUCATIONAL, OCCUPATIONAL AND MILITARY RECRUITMENT PROGRAMS**

Such rights include:

1. Notification of these rights in writing, in dominant language of parents/guardians or adult pupil.
2. A ten-day period in which to submit a written statement to the chief school administrator prohibiting the district from including any or all types of information about the student in any student information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters pursuant to statute.
3. Copies of applicable state and federal laws and local policies will be made available on request.

## **RECORDS, PUPIL**

Parents/guardians and adult pupils shall be notified annually in writing of their rights in regard to pupil records. Such rights include:

1. Notification of rights in writing, in dominant language of parent/adult pupil, if possible. When the parent or adult pupil's dominant language is not English, or the parent/adult pupil is deaf, the district shall provide interpretation of the record in the dominant spoken or sign language
2. Copies of applicable state and federal laws and local policies made available on request;
3. Should the parental rights of one or the other parent/guardian be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review pupil records should be denied the person whose rights have been terminated;
4. Parents/guardians or adult pupils have the right to seek to include in the records material they think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the pupil's present educational situation or otherwise improperly contained in the pupil's record. Parents/adult pupils have the right to request an immediate stay of disclosure pending final determination of the challenge procedure. They also have the right to challenge the district's granting or denial of access to the pupil's records.

**RESTRICTED LIST** - Students are encouraged to maintain satisfactory grades in all subjects. The purpose of the Restricted List is not only to allow students more time to work on academics, but is designed as a means of encouragement to students to maintain acceptable grades. The criteria for the restricted list at grades four through eight is as follows:

Two (2) Ds in either Reading, Writing, Mathematics, Science, Social Studies; or

One (1) F in either Reading, Writing, Mathematics, Science, Social Studies; or

A U in Conduct/Social Skills; or

An NP in Art, Computer Education, Music, PE/Health, Spanish.

1. A student in "good standing" may participate in extra-curricular activities. "Good standing" refers to a student that is not on social probation, not on the academic restricted list or placed on a restrictive list by the chief school administrator for a non-academic reason.
2. Students on the Restricted List may not participate in Student Council, Band, Chorus, Safety Patrol, attend dances or take part in any other extra-curricular activities.
3. Any student may be added to the above list by the chief school administrator for non-academic reasons.
4. In the event that a teacher and/or chief school administrator feels a student should be added to or removed from the restricted list, the restricted list addition/removal form must be completed, signed by the teacher and chief school administrator with copies sent to the homeroom teacher, school secretary, and parents/guardians.

**ROLE OF PARENTS/GUARDIANS** - The Board believes that the education of children is a joint responsibility, one it shares with the parents/guardians of the school community. To ensure that the best interest of the child is served in this process, a strong program of communication between home and school must be maintained.

The Board feels that it is the parents/guardians who have the ultimate responsibility for their children's in-school behavior, including the behavior of pupils who have reached the legal age of maturity, but are still for all practical purposes, under parental authority. During school hours the Board, through its designated administrators, acts in loco parentis or in place of the parents/guardians.

For the benefit of the children, the Board believes that parents/guardians have a responsibility to encourage their child's career in school by:

1. Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;
2. Sending children to school with proper attention to their health, personal cleanliness and dress;
3. Reading all communications from the school, and signing and returning them promptly when required;
4. Maintaining an active interest in the pupil's daily work and making it possible for the pupil to complete assigned homework through providing a quiet place and suitable conditions for study;
5. Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school.

**SPECIAL EDUCATION SERVICES** - The Maurice River Township School District provides services for those pupils age 3 to 21 in need of special education programs. Eligibility for these services is determined by the district's Child Study Team in accordance with both federal and state mandates.

Children exhibiting learning and/or behavioral difficulties are identified to the Child Study Team for a comprehensive evaluation. The identification usually follows other intervention strategies instituted by the teacher.

The Child Study Team is composed of a social worker, school psychologist and learning disabilities teacher/consultant. The services of the basic team are augmented by speech, occupational and physical therapists, physician, neurologist, and psychiatrist if necessary. In addition to evaluations, members of the Child Study Team help in the planning of the student's educational program, counseling students, and consulting with teachers. The Child Study Team may be reached at 852-4650.

Once it is determined that a student is eligible for special educational services, a program is established that will provide the least restrictive educational environment for the child. Pupils in the Resource centers may receive instruction in areas of difficulty. Teachers of the Handicapped provide instruction in small group settings or in the regular classroom. For students whose needs cannot be met in the Resource Center, placement in a self-contained special education class may be appropriate. When a child's educational needs cannot be met within the district, the Maurice River Township Board of Education provides a placement for the student outside of the district.

**PERSONNEL SERVICES, STUDENT** - The Maurice River Township Board of Education offers comprehensive guidance services for all students, staff, parents and guardians. This program enables pupils to draw the greatest benefit from the offerings of the instructional program of the schools, aids pupils in career awareness and planning, intervenes with student difficulties, assists in parenting skills, and helps pupils to learn to make their own decisions and to solve problems independently.

**TRANSFER TO ANOTHER SCHOOL DISTRICT** - A transfer card and student health records are necessary if you are moving to another school district. Please telephone the school office regarding the necessary procedures (this is also necessary if you plan to move during the summer). A student will not be accepted into another school district without a transfer card and original health records. Kindly give the office a minimum of 48 hours to complete the necessary paperwork.

**TRANSPORTATION** - The Board of Education is responsible for the safe transportation of all bus students to and from school.

**Parents/Guardians are responsible for supervising their children until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.**

The School District is responsible for students from the time they enter the bus to the school and from the school to the time they depart the bus. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

Pupils who are transported on school buses shall cooperate fully with bus drivers and school personnel and observe all rules and regulations. The bus driver shall be responsible for reporting disciplinary problems by pupils while they are on the school bus. Denial of transportation may result from violations of these rules. It is the right of the bus driver to assign and reassign seats on the bus.

Changes in assigned buses will not be made unless there is a serious reason or emergency situation. If such a situation arises, please submit your request in writing (if time permits) to the transportation supervisor through the school business office (825-6921). This is for extreme emergencies and does not include family vacation/hunting arrangements. Families are advised to have students ready at the bus stop 5-10 minutes prior to schedule, particularly in September. Weather and student absences may affect a bus route schedule at any time.

If a child needs to be dropped off or picked up at a different bus stop (no change in bus) a written notification of this change must be given to the student's bus driver in the morning or in an emergency the parent/guardian must call the school office. Bus drivers will not allow students off at a different stop unless notified in writing by the transportation supervisor.

We ask for your cooperation with following these rules:

#### Guidelines for Transportation

##### A. Grammar School

- A pupil may have a seat provided on one bus for a.m pick up and p.m. delivery.
- The bus with the assigned seat will be the same for a.m. pick up and p.m. delivery, where possible.
- Pupils may be picked up and delivered at different stops on the same bus if there is a consistent and regular routine on file with the business office and received by the transportation supervisor and approved by an Administrator.
- It is the parent/guardian's responsibility to provide the school with custodial, babysitting, and other release information.
- All preschool through grade eight pupils who reside under the aided limit of 2.0 miles from the school, will be given the opportunity to ride a bus.
- Stops will be located according to policies and procedures for pupil transportation (New Jersey Department of Education), pupil populations, district policy, previous locations, and for those students who fall under federal handicapped statutes.
- Stops will be established annually by the board of education.
- Pupils are picked up or discharged only at assigned stops unless approved in writing by an Administrator.

##### B. Special Education Students

- Transportation will be provided to all pupils who are classified under federal and/or state guidelines.
- Transportation will be provided for in-district pupils and out-of-district placements.
- Stops will be established annually by the board of education and will be as near the home as regulations permit.
- Special transportation equipment will be provided as cited in the IEP (Individual Education Plan).

**VACATIONS** - Parents should make every effort to vacation only during these four times; any other time will disrupt your child's educational process.

Fall	November 6, 7, 27, 28
Winter Vacation	December 24 - January 2
Spring Vacation	April 10 - 17
Summer Vacation	after June 19

Vacations during the school year are highly discouraged. Family vacations and hunting trips are encouraged to be taken when school is not in session. However, special circumstances may warrant otherwise. In such cases, the parent/guardian must put in writing at least one week prior to the days a child will be absent from school. These are not approved absences from the school. The signature of an administrator or office staff member indicates only that the letter was received and that the school is aware of the reason for the child's absence. These absences accumulate on the total number of absences a child has during the year.

The student must arrange to receive school assignments if teachers deem this appropriate. These are to be completed and returned to the teacher(s) immediately upon the student's return to school. Only under special circumstances will this time be extended. These circumstances must be arranged between parent/guardian and teacher(s).

**VISITORS** - The Board of Education encourages parents to visit our school and participate in the education of their children. However, in the interest of the safety and security of all children in our school, and in order to adequately address liability concerns of our insurance carrier the following procedures are in place and must be followed.

- All visitors **MUST** register with the main office staff and receive a Visitor's Pass.
- Visitors to the school must state the purpose of their visit, the area of the school in which they will be visiting, and the staff member(s) they are visiting.
- Visitors must recognize that teachers, staff and students follow a regular daily routine and that disruption of this routine interrupts the educational process of the students.
- In order to speak with a staff member, appointments should be made in advance. In emergency situations, every effort will be made to accommodate visitors, however, visitors must recognize that this may not be possible and it may be necessary to speak to someone else or schedule an appointment.

**WALKERS** - Walkers and students brought to school by car, may not arrive before 8:35 a.m. and should carefully observe safety regulations as there is much traffic in and out of the school property. Staff are not available to supervise students until 8:35 a.m. Eagles Nest is available for parents prior to this time.

All walkers are expected to do the following:

- Choose the route with the fewest streets to cross.
- Go directly to and from school - avoid any unnecessary stops.
- Cross only at corners or where appropriate and cooperate with your safety patrol.
- Do not talk to or ride with strangers. Parents/Guardians are encouraged to have a "Code" word with their children in the event someone attempts to tell the children they were sent by the parents/guardians to pick them up.
- Whenever possible, walk in groups of two or more.
- Report any suspicious persons or vehicles to parents/guardians and to school officials immediately!

**WORKING PAPERS** - For students attending Maurice River Township Elementary School, working papers may be obtained through the school office at the Maurice River Township Elementary School in Port Elizabeth. Students attending High School must contact their school.

**NONDISCRIMINATION/AFFIRMATIVE ACTION**

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

The Maurice River Township Board of Education will support Affirmative Action, and to implement the district's equal educational opportunity policy, school and classroom practices plan and contract/employment practices plan in accordance with law and regulation.

The board authorizes the chief school administrator to develop and implement a multi-year equity plan to ensure that the district provides equality in educational programs and to identify and correct, or assess and prevent, all bias, discrimination and impermissible isolation in policies, practices and facilities of the district. Upon approval of this plan by the state department of education, the board shall adopt it by resolution. The chief school administrator shall report to the board annually on progress toward goals established in the plan. A copy of the district's affirmative action/equity plans and self-evaluation of their achievement shall be available in the district office.

**Affirmative Action Officer(s)**: The board shall appoint a certified member or members of the staff as affirmative action officer(s), who shall serve as affirmative action/504 officer and/or desegregation coordinator(s). The board shall adopt the job description of the affirmative action officer(s), granting to him/her the responsibility to facilitate, oversee and ensure the development and implementation of school and classroom practices plans, employment and contract practices plan, school desegregation plan and section 504 plans, as well as related inter-program coordination. The affirmative action officer(s) shall ensure that the district upholds all regulations, codes and laws related to equity in the schools.

The affirmative action officer(s) shall monitor compliance with this policy. The name, work location and telephone number of the district affirmative action officer(s) shall annually be made known to staff, pupils and members of the community.

**Harassment**: The board of education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in the affirmative action inservice programs required by law for all staff.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct or communication is made a term or condition of employment or education;
- Submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment or education;
- The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or education;
- The conduct or communication has the effect of creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment of staff or children interferes with the learning process and will not be tolerated in the schools. Harassment by board members, employees, parents, students, vendors and others doing business with the district is prohibited. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer or building principal. Anyone else who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the chief school administrator or board president. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the chief school administrator/board. This policy statement on sexual harassment shall be distributed to all staff members.

**MAURICE RIVER TOWNSHIP BOARD OF EDUCATION**

Port Elizabeth, New Jersey 08348

File Code: 2224

**Policy**

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Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The affirmative action officer will receive all complaints and carry out a prompt and thorough investigation, and will protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

**School and Classroom Practices:** In implementing affirmative action, the district shall:

- Identify and correct the denial of equality of educational opportunities for pupils solely on the basis of any classification protected by law;
- Continually reexamine and modify, as may be necessary, its school and classroom programs; location and use of facilities; its curriculum development program and its instructional materials; availability of programs for children; and equal access of all eligible pupils to all extracurricular programs.

These topics are included in the pupil and instruction policies of the district at #5145.4 Equal educational opportunity, #6121 Nondiscrimination/affirmative action, and #6145 Extracurricular activities.

**Contract/Employment Practices:** The district directs the chief school administrator to ensure that appropriate administrators implement the district's affirmative action policies by:

- Adhering to the administrative code in selection of vendors and suppliers; informing vendors and suppliers that their employees are bound by the district's affirmative action policies in their contacts with district staff and pupils;
- Continuing implementation and refinement of existing practices and affirmative action plans, making certain that all recruitment, hiring, evaluation, training, promotion, personnel management practices and collective bargaining agreements are structured and administered in a manner which furthers equal employment opportunity principles and eliminates discrimination on any basis protected by law, holding inservice programs on affirmative action for all staff in accordance with law.

These topics are included in the business and noninstructional operations, and the personnel policies of the district at #3320, #3327, #4111.1 and #4211.1.

**Disabled**

In addition to prohibiting educational and employment decisions based on nonapplicable disabling condition, the district shall, as much as feasible, make facilities accessible to disabled pupils, employees and members of the community as intended by Section 504 and as specified in the administrative code.

**Report on Implementation**

The chief school administrator shall devise regulations, including grievance forms and procedures to implement the district's affirmative action policies. He/she shall report to the board annually on the effectiveness of this policy and the implementing procedures.

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Date: First Reading: 4/10/01

Second Reading: 5/15/01

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