

DELAWARE TOWNSHIP SCHOOL HANDBOOK

501 ROSEMONT-RINGOES ROAD

P.O. BOX 1000

SERGEANTSVILLE, NEW JERSEY

08557

www.dtsk8.org

609.397.3179

Dr. Richard Wiener

Superintendent

Mrs. Patricia Ryan

Principal/Curriculum Coordinator

Mr. Michael Hesington

Assistant Principal

INTRODUCTION

The Delaware Township School District serves students in grades kindergarten through grade eight. We are located on a twenty-six acre site in rural, western New Jersey, just three miles from the Delaware River.

Delaware Township School District is a constituent member of the Hunterdon Central Regional School District. Students in grades nine through twelve attend Hunterdon Central Regional High School.



MISSION STATEMENT

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

- creates a foundation for a self-motivated lifelong learner through relevant, innovative, comprehensive curricula;
- focuses on individual needs and promotes individual excellence by encouraging and enhancing the intellectual and social development of each student.

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

SCHOOL DAY

Grades K-8: 8:50 a.m. to 3:10 p.m.

Students should not arrive before 8:45 a.m.

Any student arriving after 8:45 a.m. must be signed in at the office, where an admission slip will be issued.

Parents must report to the office and sign out when taking their child from school before 3:10 p.m. **Students will only be dismissed from the school office.** Any deviation from your child's normal way home must be requested in writing.

STUDENT ATTENDANCE

Attendance Committee

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

Attendance Requirements

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

Chronic/Lengthy Illness

If your child has a chronic health issue that causes frequent absences, please call and discuss the situation with the school nurse. We are sensitive to issues of this nature and will work with you to

see that your child receives the best possible support and educational program we can offer.

Family Vacations

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

Make-up Work

If your child is absent two or more consecutive days due to illness, please make arrangements through the main office to have your child make up work. These assignments can be brought home by siblings or neighbors, or picked up after 3:00 pm in the school office.

Reporting Absences

Please notify the school as soon as possible when your child is out of school, by calling the main number (609-397-3179) and leaving a message with the school nurse. You can reach this mailbox by pressing "1" from the main menu. Include your child's name, the teacher's name and the reason for the absence. We ask that you call the school each day that your child is absent. We retrieve our attendance messages after 8:40 am each day. If a child is absent and no call is on record, the school nurse will contact you to ensure that your child is safe.

Returning to School

A doctor's note is required after an absence of any length upon the return to school. Notes will be kept by the homeroom teacher. We are required to keep these notes for the year.

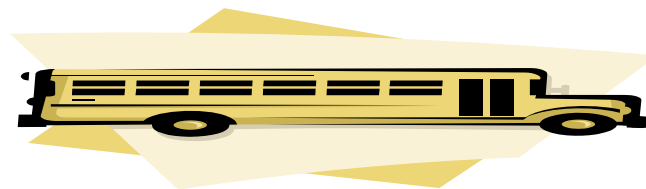
Tardiness

School begins promptly at 8:50 am. If your child arrives after that time he or she must sign the late register in the main office. The office staff will give the child a late pass and allow him or her to proceed to class.

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

ADMINISTRATION

Dr. Richard Wiener, Superintendent
Mrs. Patricia Ryan, Principal
Mr. Gary Johnston, Business Administrator
Mr. Michael Hesington, Assistant Principal
Mrs. Lenore Cortina, Supervisor of Instruction



BOARD OF EDUCATION

Mrs. Linda Ubry, President
Mr. Joseph Pulkowski, VP
Mr. Thomas Bruhl
Mr. Scott Falk
Mr. James Harkness
Mrs. Catherine Mumford
Mr. Kenneth Novak
Mrs. Kathy Roethel
Mr. Lawrence Wohl

PARENT TEACHER ASSOCIATION

Jeanie Colalillo, President
Janice Badore, Vice President
Karen Falk, Vice President
Thomas Bruhl, vice President
Sally Rosenberg, Treasurer
Liza Davis, Secretary

To contact our faculty/staff, please dial 609.397.3179.

To leave a message, enter the mailbox number following each faculty/staff member's name.

SPECIAL SERVICES

Dr. Stuart Freundenfeld, School Physician

Ms. Amanda Garrett, Psychologist: 411

Ms. Kathleen Racile, LDTC/CST Supervisor: 410

Mr. John Serrone, Technology Specialist: 313

Ms. Susan Tarnoski, Speech/Language: 108

Ms. Sue Warren, Speech: 317

Ms. Susan Whitlock, Social Worker: 412

SUPPORT SERVICES

Mrs. Mary Holuta, Child Study Team Secretary: 413

Ms. Mindi Martinez, Cafeteria Director: 609.397.7698

Ms. Penny Nitti, Assist. to the Business Office: 418

Ms. Mary Robinson, Assist. to the Chief School Administrator: 405

Ms. Joanne Siecke, School Office Assistant: 420

Ms. Britian Slack, Assist. to the Principal/Asst. Principal: 402

Ms. Rosemary Smith, Assist. to the Business Administrator: 407

BUILDINGS & GROUNDS

Ms. Maryjo Opdyke, Director: 416; Ms. Dorothy Bodine;

Mr. Frank Cooper; Ms. Anna Gromolowicz; Ms. Carol Gruchaz

TRANSPORTATION STAFF

Ms. Vivian Fleming, Coordinator; Ms. Nancy Altvater; Ms. Dorothy Bodine; Ms. Debra Colby; Ms. Suzanne Fandel; Ms. Bertha Smith; Ms. Debbie Swiatek; Ms. Tammy Wisznieski

***Extension 414 is the DTS Substitute Calling Answering System Phone Number for Absence Coverage.**

To contact the faculty, please dial 609.397.3179. To leave a message, enter the mailbox number following each teacher's name.

Pre Kindergarten

Ms. April Ambio: 116

Kindergarten

Ms. Nicole Bovina: 117

Ms. Laura Ninaltowski: 119

TBA: 118

First Grade

Ms. Suzanne Baker: 124

Ms. Bernie Benda: 126

Ms. Kathleen Ferry: 127

Second Grade

Ms. Josette Gifford: 125

Ms. Lynn Payne: 123

TBA: 122

Third Grade

Ms. Moira GaNun: 129

Ms. Cynthia Patkochis: 128

Ms. Amy Zakrzewski: 130

Fourth Grade

Ms. Susan Welsh: 204

Ms. Valerie Wheatley: 205

Ms. Tara Wozniak: 206

Fifth Grade

Ms. Marilyn Ballard: 208

Ms. Susan Freed: 207

Mrs. Laura Rutkowski: 209

Middle School HR Teachers

Mr. Matthew Baldwin (7): 104

Ms. Lisa Bennett (6): 107

Mr. Ray Braun: (8): 134

Ms. Maggie Butler (7): 102

Mr. Mark Deneka (8): 132

Ms. Kathy Klink (6): 133

Ms. Ellen McShane (8): 106

Ms. Jennifer Smith (6): 110

Ms. Anne Smaldone (7): 112

Instructional Aides

Ms. Joanne Brown (3-5): 213 Ms. Nancy O'Connor (6-8): 223

Ms. Wendy Dejneka (3-8): 139 Ms. Jacalyn Plummer (PA): 214

Ms. Janet Kath (Cafeteria) Ms. Judith Stewart (Pre K, K-2): 226

Ms. Caressa Lynch (PA): 216 Ms. Wendy Strober (6-8): 312

Ms. Reath Mast (K-2): 222 Ms. Tracy Wolf (Recess, 3-5): 218

Middle School

Mr. Matthew Baldwin, 7 S.S./L.A.: 104

Ms. Lisa Bennett, 6 S.S./L.A.: 107

Mr. Ray Braun, 7 & 8 Mathematics: 134

Mr. Mark Deneka, 7 & 8 Science: 132

Ms. Kathy Klink, 6 & 7 Science/ 6 L.A.: 133

Ms. Ellen McShane, 8 S.S./L.A.: 106

Ms. Jennifer Smith, 6 & 8 Mathematics: 110

Special Areas

Ms. April Ambio, Resource Center: 116

Ms. Maggie Butler, Spanish: 102

Ms. Lenore Cortina, MS G & T/Supervisor of Instruction: 441

Ms. Patricia D'Aloia, Gr. 3-5 Resource Center: 121

Ms. Diane deFlesco, Gr. K-2 Intervention: 210

Ms. Stacy Falkenstein, Gr. 3-5 Intervention: 219

Ms. Karen Fania, Gr. 3-5 Resource Center: 203

Ms. Vicky Hardy, MS Resource Center: 103

Ms. Stephanie Joyce, MS Resource Center: 221

Ms. Pamela Kelly, MS Resource Center: 305

Ms. Patricia Klemchalk, School Nurse: 401

Mr. Joseph Komarek, Instrumental Music: 304

Ms. Donna Lelie, MS Resource Center: 109

Ms. Angela Mikula, Art: 135

Mr. Christopher Morales, Physical Education: 228

Ms. Carol McGann, Librarian: 302

Ms. Kathleen O'Brien, MS Computers/Technology: 101

Ms. Cynthia Rose, Gr. 3-5 Resource Center: 202

Ms. Doreen Roksvaag, ES Computers/Technology: 120

Ms. Gina Scialla, General Music: 115

Ms. Anne Smaldone, French: 112

Special Areas (Con't)

Mr. Brian Smith, Physical Education: 225

Ms. Cynthia Terranova: K-8 Health: 111

Ms. Eileen Ventimiglia, Guidance Counselor: 417

Ms. Stacy Weiss, LLD: 211

Ms. Jessica Yarrow, Gr. 3-5 Intervention: 227

TBA, ES Gifted & Talented:



EMERGENCY EARLY CLOSING PROCEDURES

In the event of an emergency which necessitates the early closing and dismissal of students, the following procedures will be implemented:

-The appropriate agency or agencies that deal with emergencies will be notified (police, fire, rescue, power & light)

-If needed, students will be evacuated to a safe area

-The Chief School Administrator will maintain communication with the BOE, Principal, Assist. Principal, radio stations and other appropriate agencies

-The Principal and Assist. Principal will maintain appropriate communication with the nurse, faculty and staff

-The transportation coordinator will initiate early dismissal procedures with the bus drivers

-The office staff will notify parents of students in grades K-2 will be notified by telephone

-All classroom teachers will determine that each student knows what he/she will do when he/she arrives home early and he/she will be safe. Students whose parents are not home will be instructed to call their parents upon arrival. If the teacher identifies any student who is uncertain, or needs to make a call, that student will be sent to the office to call the parent.

-Bus drivers will ensure that every student arrives home and is able to enter the home. If there is a problem, the driver will contact the school office by radio and await further instructions

-Students unable to be left off at home will be brought back to school and supervised until they can be picked up

Please Note:

In the event of snowfall during the school day, we will announce early closings over the radio stations listed. We will also await word from the police that the road department is clearing the roads, as the initial snowfall is the most slick and dangerous. Please be advised that occasionally emergencies other than inclement weather result in the early closing of school. It is recommended that parents make arrangements, early in the school year, for their child's safety and supervision in the event of an early dismissal. Please be advised to notify your child's teacher of these arrangements.

EMERGENCY CLOSINGS

School may need to be closed due to inclement weather, power failures, or emergencies beyond our control. Should school be closed, announce-

ments will be made over the following radio stations and the DTS website.

WOR, New York City, 710 AM

NJ Radio, Trenton, 101.5 FM

www.dtsk8.org

WPST, Princeton, 97.5 FM

CONFERENCES

Communication between the school and home maximizes a student's potential for success. Parents and teachers are encouraged to communicate individually throughout the school year. The opportunity

for school-wide conferences is provided so that parents and teachers can discuss the child's program on a formal basis. Topics covered at conferences may include: the educational and personal growth of a student, specifics pertaining to the curriculum and school programs, long range goal planning, and methods to avert or solve problems.

GRADING SYSTEM/HONOR ROLLS

Middle School Grading System

93-100 A

85-92 B

76-84 C

70-75 D

60-69 F

Below 60 F

Students in grades 6, 7, and 8 who earn the numerical equivalent of all "A's" (93) and one "B" (85) are recognized on the High Honor Roll. Students in grades 6, 7, and 8 who earn the numerical equivalent of all "A's" (93) or "B's" (85) with a minimum of one "A" (93) are recognized on the Honor Roll. Grades from the first and second marking periods, during the present school year, are used to calculate recognition for both Honor Rolls. Elementary teachers will review and discuss K-5 grading procedures at Back to School Night.

ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

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

academic achievement possible from students participating in these extra-curricular activities

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

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

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

Every person, child and/or adult, at Delaware Township School has the right to learn. Every person at Delaware Township School has the responsibility to learn and to allow others to learn without disruption.

Every person at Delaware Township School has the right to feel safe. Every person in the School has the responsibility to be sure that each of us is safe.

Every person at Delaware Township School has the right to be respected. Every person in the community has the responsibility to respect the other people of the community.

Every person in the School is a unique individual whose special gifts will be accepted and cherished. Every person will make an effort to recognize the special gifts of others and accept those gifts as unique and special.

Every person at Delaware Township School has the right to non-violent resolutions of issues and conflicts. Every person has the responsibility to attempt to resolve conflicts and to discuss issues non-violently.

Every person in the School has the right to be treated fairly and honestly. Everyone has the responsibility to treat others fairly and honestly.

Everyone at Delaware Township School has the right to clean and healthy environment. Every person has the responsibility to care for the environment so that it is clean and healthy.

STUDENT QUERIES

Have I taken responsibility for learning? Do I find ways to encourage others to do their best, to learn without disruption and take responsibility for their own learning?

Have I allowed others in the school to feel safe? Have I refrained from put-downs, belittling comments or actions and rumors? Have I helped others to feel safe from both physical and verbal harm?

Do I show teachers, students and others the proper respect in my actions towards them? Am I respectful of other people's needs and differences? Am I careful about what I say to and about others?

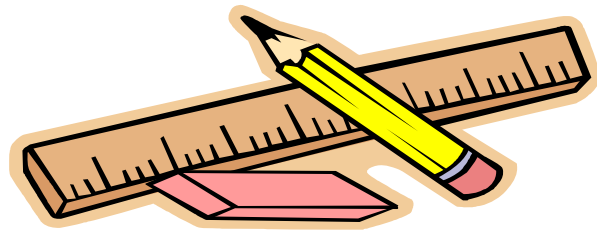
Do I recognize the specialness of each person? Do I try to see each person's gifts and do I accept and cherish them so that each person can grow to be a unique individual? Do I try to find ways to bring out the gifts of others?

Do I resolve conflicts non-violently, using neither harsh language nor physical force to get my way? Do I attempt to reason with others, listening to and considering their point of view?

Do I treat others fairly and honestly? Have I encouraged others to be fair and honest with me?

Have I made an effort to make the school environment clean and healthy?

Am I careful not to litter or leave my belongings where they should not be? Am I willing to help with class chores, school clean up periods and service projects?



TEACHER QUERIES

Have I provided the opportunities for all students to learn without disruption? Do I find ways to encourage others to do their best, to learn without disruption and to take responsibility for their own learning?

Have I created a safe and secure environment which does not allow put-downs, belittling comments or actions and rumors? Have I helped others to feel safe from both verbal and physical harm?

Do I model the proper respect in my actions toward my students, parents and my colleagues? Am I respectful of other people's needs and differences? Am I careful about what I say to others and about others?

Do I recognize the specialness of each person? Do I try to see each person's gifts and do I accept and cherish them so that each person can grow to be a unique individual? Do I try to find ways to bring out the gifts of others?

Do I assist my students in resolving conflicts non-violently, helping them understand that using harsh language or physical force is not productive?

Do I help them learn to reason with others, listening and considering their points of view?

Do I treat others fairly and honestly? Have I encouraged others to be fair and honest with me?

What are my contributions to making the school environment clean and healthy?

PARENT QUERIES

Have I provided an environment that is conducive to learning? Have I encouraged my child to take responsibility in his/her education and do I do the same? Have I encouraged attentive classroom behavior, asking of questions, completion of homework and discussion of school activities at home on a daily basis? Am I available to help my child and try to answer his/her questions? (Responsibility for Learning)

Have I created a safe and secure home environment as a model for my child's school environment? Do we avoid put-downs, belittling comments or actions and rumors at home? Have I given my child the self-esteem to walk away from an unsafe situation and to get help from a trusted adult? (Safe Environment)

Do I demonstrate respect in my words and actions toward my child, other family members, my child's friends and family and school personnel? Am I careful about what I say to and about others? (Respect)

Do I accept people who have different backgrounds, abilities, opinions and values than I do? Do I accept these differences as gifts and cherish them so each person can grow to be a unique individual? Do I encourage expression of these differences? (Value Specialness)

Am I a positive role model in non-violent conflict resolution, demonstrating that neither harsh nor physical force is productive? Do I take my child's ideas, emotions and feelings seriously and then help him/her to reason with others, listening and considering their points of view? (Non-Violent Conflict Resolution)

Do I treat my child and others fairly and honestly? Have I encouraged them to treat me and others with the same fairness and honesty?
(Fairness/Honesty)

Do I encourage my child to clean up after themselves, both inside and outside the home? Do we treat other people's property and environment with the same respect that we want them to have for our property and neighborhood? (Clean and Healthy Environment).

The following character traits have been cooperatively developed by members of our school community and shall serve to remind us all of our individual responsibilities at home, school and in the community:

1. CARING: I will strive to be sensitive to the beliefs, ideas, feelings and experiences others.
2. CITIZENSHIP: I will strive to take pride and be a role model in my country, my town and my school and will participate in making the world a better place.
3. FAIRNESS: I will strive to treat others equally regardless of their ideas, opinions or moral standards.
4. RESPECT: I will strive to be considerate of the feelings and property of others and treat them without bias or judgment.
5. RESPONSIBILITY: I will strive to act in a mature manner and be prepared for any consequence both positive and negative.
6. TRUSTWORTHINESS: I will strive to be reliable, honest, open and dependable when interacting with others.

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

Our school community operates under the following set of behavioral guidelines. Corrective action will be taken for those students who choose not to follow these guidelines. These corrective actions will be age appropriate and progressive in nature.

DRESS CODE

It is critical that both home and school cooperate in the matter of student attire. There is strong data that suggests that students who are dressed in clothing appropriate to the learning environment do better in school. **Inappropriate dress can be disruptive to the educational process and students are required to dress modestly.** The school administration reserves the right to make the final decision regarding appropriate dress in school. The regulations regarding student attire are as follows:

-Student attire shall be school appropriate: neat, clean, and reflecting an appearance of modesty.

-Clothing with inappropriate pictures, liquor ads, sexually offensive or obscene symbols, signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation, or people with disabilities are not permitted. Drug related pictures and messages that support or condone drug use are unacceptable.

-Buttons, pins, and other accessories are permitted, as long as they comply with the above stated regulations and do not cause disruption, disorder or danger to the educational process.

-Footwear must be worn and securely fitted at all times. Flip-flops and sandals, securely fitted, are acceptable.

-Clothing which is extremely ragged, extreme in tightness or transparency is not permitted.

-Lingerie, including bra straps and underwear, may not be exposed.

-Articles that can cause damage to other students and/or property are not permitted.

-Headgear may be worn outside. All students must remove hats, visors, scarves, bandanas, and sunglasses upon entering the building.

-Bare midriff crop tops that expose the abdominal area, halter tops, and tank tops with straps that are less than 2" wide are not permitted. Tops that expose even partial cleavage or have oversized armholes are also not permitted.

-Very short shorts, very short skirts are not permitted. When standing straight with arms extended down, shorts, skirts' length should extend beyond the fingertips.

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

BEHAVIORAL EXPECTATIONS

CLASSROOM

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

CAFETERIA

1. Walk quietly and safely when entering the cafeteria.
2. Students will sit at their assigned tables.
3. Elementary students, once seated, will obtain permission to leave the table to purchase lunch.
4. Students will use quiet voices and avoid excessive noises.
5. Keep in your own space and be in control of your entire body when waiting in the lunch line or sitting at the table.
6. Use appropriate table manners at all times, be respectful of others when eating.
7. When directed, students will be dismissed to purchase dessert.
8. Finish lunch and dessert in a timely fashion.
9. When directed, students will clean their table and seating area and throw away their garbage before being dismissed. Keep area around your table clean.
10. Students will be dismissed, by table, to exit the cafeteria to go to recess or class in a quiet, orderly fashion.
11. Students will get permission from the teacher or aide on duty to leave the cafeteria. A pass may be needed for the student to leave the cafeteria.

12. Food may not be taken from the cafeteria unless permitted by the teacher on duty.

13. Failure to adhere to these rules may result in a loss of cafeteria privileges.

ASSEMBLIES/PROGRAMS

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

PLAYGROUND/RECESS

1. Students will stay in assigned areas when playing.
2. Use playground equipment in a safe manner. Do not run in equipment area.
3. Share equipment, be respectful, and include fellow students when playing.
4. Speak in a kind, courteous manner to the entire school community including fellow students, teachers, staff and visitors.
5. Dig only in the sandbox area.
6. Students are to throw only balls and Frisbees.
7. Bleachers are for sitting only.
8. Obtain permission from teachers and/or staff to reenter the building.
9. When playing, follow physical education game rules.

HALLWAYS

1. Walk, at all times, on the right hand side of the hallway.

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

BATHROOM

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

BUS

1. Follow bus rules and procedures at all times.
2. Enter and exit the bus in a safe manner at all times.
3. Stand on the bus only when entering or exiting the bus.
4. Sit in assigned seats at all times.
5. Buckle, wear and fasten seatbelts.
6. Keep all body parts inside the bus.
7. Speak softly, using a moderate voice.
8. Exhibit appropriate school behavior and use appropriate language at all times.
9. Keep feet and all possessions on the floor in front of you.
10. Respect and care for school property and the property of others.
11. Keep food in lunch boxes and backpacks.
12. Keep all other objects in backpacks.

13. Place garbage in containers provided.
14. Students will follow all other procedures listed on the Delaware Township School Bus Procedure Agreement that is signed by parents at the start of the school year.

AFTERSCHOOL ACITIVITES (GAMES, PLAYS, PROGRAMS)

1. Respect officials, coaches, players and guests at all times.
2. Respect school property at all times.
3. Participate and cooperate in a respectful manner when cheering for your school.
4. Stay seated in bleachers and on side of field when viewing the game.
5. Refrain from entering on the court or field at all times - this includes timeouts, halftime and between games.
6. Remain seated during the entire length of the presentation or performance.
7. Remain in the immediate area of the activity until it has ended. Entrance back into school building is not permitted after games or presentations.
8. Students viewing basketball games will be under the supervision of the faculty member on duty.
9. Students must have a signed Afterschool Activity/Athletic Admission Permission Slip to stay afterschool to view a home basketball game.

GENERAL SCHOOL GUIDELINES

1. Students will follow the school dress code procedures outlined in the Delaware Township School Code of Conduct.
2. Students will arrive to and depart from school on time. Students should not arrive before 8:35 am. Students may enter the building before 8:35 am if they are meeting with a teacher.

3. After school hours, students must be supervised by a parent or guardian unless under the supervision of a teacher, coach or advisor. Students viewing basketball games will be under the supervision of the faculty member on duty.
4. All elementary students will go directly to their classroom after being dropped off or immediately after departing the bus upon arrival to school at 8:35 AM.
5. All middle school students will go directly to their lockers after being dropped off or immediately after departing the bus upon arrival to school at 8:35 AM.
6. Use school appropriate language at all times.
7. Speak in a kind, courteous manner to all members of the school community.
8. Respect and keep school property clean and neat at all times.
9. Respect the property of others.
10. Follow directions the first time given.
11. Electronics and trading cards of any type are disruptive to the learning environment and therefore must be left at home. (Electronics: Ipods, hand-held video games and all other electronic equipment, laser lights, roller blades, skateboards, all trading cards).
12. Middle school students are permitted two (2) minutes for passage between classes.
13. Middle school students should follow grade level procedures when going to lockers throughout the school day.
14. Chewing gum and candy is prohibited.
15. Use of cell phones is prohibited during school hours. All cell phones must be turned off before entering the building. Once in the building, cell phones must be turned off and stored in lockers. At the end of the day, cell phones may not be turned on until students have exited the building or 3:10 pm for students staying at school for afterschool activities.

HOMEWORK

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

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

Specific information regarding homework procedures, at each individual grade level, is discussed at Open House.

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

LOCKERS

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

HEALTH POLICIES

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

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

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

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

MEDICATION: Regulations for administration of medication in school are as follows: A written request from your Doctor must accompany all medication. This includes over-the-counter as well as prescription medication (e.g., cough/cold medicines, allergy pills, etc.). This order shall include the name of the medication, dosage and the length of time for which it's prescribed. A written request from the parent giving permission for the administration and relieving the Board of Education and its employees of liability for administration of medicine must also be sent. Medication must be brought to school in the original container and taken immediately to the Health Office. Students may not carry

medication of any kind unless it is used for a potential life-threatening situation. In this case, a form permitting the student to carry and self-administer the medication must be signed by the Doctor and the parent and returned to the Health Office.

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

PHYSICALS: New students are required to have a physical before Starting DTS. It is recommended that students have medical examinations at least one time during each developmental stage (pre K-grade 3, grades 4-6 & grades 7-12). Sport physicals are required for participation on school sport teams with a full report sent to the school. The exam needs to be done within 365 days prior to the first practice session.

AFFIRMATIVE ACTION/SEXUAL HARASSMENT

It is the policy of the Delaware Township School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs, activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-11 et seq. A Comprehensive Equity Plan is available through the Chief School Administrator's office. Inquiries regarding compliance of the plan may be directed to Mrs. Patricia Ryan, Principal and the Affirmative Action team at Delaware Township School, 609.397.3179.

Sexual harassment of staff and children interferes the learning Process and will not be tolerated at Delaware Township School. Any child or staff member who has knowledge of or feels

victimized by sexual harassment should immediately report his/her allegation to one of the Affirmative Action Team members.

INTERVENTION AND REFERRAL SERVICES

COMMITTEE (I &RS)

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

SUGGESTIONS, CONCERNS AND COMPLAINTS

Successful treatment of community member's suggestions, concerns And complaints provide an important opportunity for the Board and staff to improve the way we serve our stakeholders: the students, parents and community members of Delaware Township. The manner in which public concerns are to be addressed is outlined in Board Policy 1312.

“It is the intent of the Delaware Township Board of Education to resolve any complaints, that any member of the public may have, at the lowest possible informal level and to do so in an orderly, timely and equitable manner. Therefore, all members of the public will be expected to follow the steps outlined below, moving to the next step only in the event of dissatisfaction with the decision rendered at the previous step...”

Parents, students, and other community members are strongly encouraged to deal directly with the person who can most immediately address their concern

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

-Transportation concerns are best handled by the Transportation Coordinator, Mrs. Vivian Fleming

-General concerns regarding school discipline and extra-curricular activities are best handled by the Assistant Principal

-Curriculum concerns, general personnel and pupil services are best handled by the Principal, Mrs. Patricia Ryan

-Financial and budget concerns are best handled by the School Business Administrator, Mr. Gary Johnston.

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

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

CAFETERIA

The cost of a full student lunch, with milk, is \$2.35. The cost of an Adult lunch, with milk, is \$3.20.

MOTOR VEHICLES ON SCHOOL GROUNDS

Parent pick-up for ES students is in the Library. Parents are asked to park their vehicles in the East Parking lot and walk to the library for pick-up. MS student pick-up is in the East Parking lot. Parents are asked to drive into the parking lot and pick-up their children along the curbside. Parents are urged to drive and walk carefully when in the parking lot area. **The Bus Lane is closed to cars between 8:30-9:30 a.m. and 2:30-3:30 p.m.**

ASBESTOS MANAGEMENT

The Delaware Township School District completed a major asbestos abatement project in 2001 to provide an environment free of asbestos hazard for the district’s students and staff. The district contracts a U.S. EPA accredited Asbestos Building Inspector to perform the required three-year re-inspections consistent with the requirements of the U.S. EPA Asbestos Hazard Emergency Response Act (AHERA). The district will not be involved in asbestos abatement projects during the school year. The districts asbestos management plan and re-inspection reports are available for review in the Chief School Administrator’s office.

DRUG, ALCOHOL and TOBACCO ABUSE POLICY

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

SUPPLIES

Many supplies, including texts and locks, are provided free of charge. Students are expected to use them with care and return

them in a usable condition. Lost or damaged items are the financial responsibility of the student.

BOOK BAGS

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

BICYCLES, ROLLER BLADES and SKATEBOARDS

Students in grades 6, 7, and 8 who live within two (2) miles of the School may be granted permission to ride their bicycles to school. A permission slip must be signed by the parents and kept on file in the main office. All bicycles must be parked in the bike rack and walked on school property. The NJ Bicycle Helmet Law requires ALL individuals under the age of 17 must wear a properly fitted and fastened helmet when they ride a bicycle in New Jersey.

Roller Blades and skateboards are not to be brought to school under any circumstances. For insurance purposes, roller blades and skateboards are not permitted on school property, at any time (24 hours/7 days).

PETS IN SCHOOL

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

All those enjoying the rights of citizenship in our school community must learn to accept the corresponding responsibilities of citizenship through the teaching/learning process and reinforcement in the home. The following rights and responsibilities are fundamental to achieving our goal.

DTS MARKING PERIOD DATES

Marking Period 1	ES September 9, 2009 to November 17, 2009 MS September 9, 2009 to December 10, 2009
Marking Period 2	ES November 18, 2009 to February 2, 2010 MS December 11, 2009 to March 18, 2010
Marking Period 3	ES February 3, 2010 to April 16, 2010 MS March 19, 2010 to June 23, 2010 (or last day of school)
Marking Period 4	ES April 19, 2010 to June 23, 2010 (or last day of school)

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

REPORT CARD DISTRIBUTION DATES

Marking Period 1	ES December 2, 2009 MS December 22, 2009
Marking Period 2	ES February 18, 2010 MS April 1, 2010
Marking Period 3	ES April 28, 2010 MS June 23, 2010 (or last day of school)
Marking Period 4	ES June 23, 2010 (or last day of school)

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

MS INTERIMS

Middle School Interims will be sent home on the following Dates. **These dates are subject to change due to weather or emergency closings.**

Marking Period 1 October 26, 2009

Marking Period 2 February 5, 2010

Marking Period 3 May 11, 2010

EARLY DIMISSAL SCHEDULE

Beginning the 2008-2009 school year, Early dismissal days WILL NOT INCLUDE LUNCH FOR FACULTY/STAFF OR STUDENTS. Classes will begin at 8:50 AM and end at 12:50 PM.

Period 1	8:50-8:58
Period 2	9:00-9:27
Period 3	9:29-9:56
Period 4	9:58-10:25
Period 5	10:27-10:54
Period 6	10:56-11:23
Period 7	11:25-11:52
Period 8	11:54-12:21
Period 9	12:23-12:50

DELAYED OPENING SCHEDULE

Classes will begin at 10:20 and end at 3:10 on Delayed Opening days.

Period 1	10:20-10:34
Period 2	10:36-11:11
Period 3	11:13-11:48
Period 4	11:50-12:25
Period 5	12:27-12:57 (K-2 Lunch)
Period 6	12:59-1:29 (6-8 Lunch)
Period 7	1:31-2:01 (3-5 Lunch)
Period 8	2:03-2:38
Period 9	2:40-3:10