Oldmans Township School District

STUDENT-PARENT HANDBOOK
2026-2027



This agenda belongs to

NAME_____

ADDRESS_____

CITY/TOWN_____ ZIP CODE_____

PHONE_____

LOCKER NO. _____

10 Freed Road
Pedricktown, NJ 08067
Telephone: 856-299-4240
Fax: 856-299-8182
Website: www.oldmans.org

SCHOOL DISTRICT ADMINISTRATION

John Ogbin	Superintendent
Melissa Iocona	Assistant Principal/Curriculum Coordinator
Melanie Fisher	Administrative Assistant
Melissa Jones	Assistant to School Business Administrator
Kristen Todd	Building Secretary
Kayde Kisielewski	Business Administrator

BOARD OF EDUCATION	BOARD OF EDUCATION MEETING DATES	
Maria Calabrese – President	*The 2nd Tuesday of each month at 7:00 PM in the Municipal Building.*	
Stacy Podolski – Vice President	September 8, 2026	October 13, 2026
Daniel Daly	November 10, 2026	December 8, 2026
Michele Demarest		
Vanessa Tuturice		
Marcia Beach-Malinowski		
Lauren Winklespecht		
Kari Kille		
Dennis McCarron		

PTA

The Oldmans Township PTA offers all parents opportunities to be involved in school activities. Please join and be an active member of our hard-working, dedicated PTA.

PTA OFFICERS

President -Casey Johnson
Vice-President-Andrea Muntz
Recording Secretary - Ashley Bennett
Corresponding Secretary-Kate Banff
Treasurer-Tonya Yanzuk

EMERGENCY SCHOOL CLOSINGS / DELAYED OPENING

In cases of emergency, heavy storms, severe weather conditions, or breakdown in the school facilities, it may be necessary to close school on very short notice. In such cases, arrangements are made to broadcast through our automated phone call, email, and text alert system, school website, and social media outlets. Our website is www.oldmans.org.

MISSION STATEMENT

The Mission of the Oldmans Township School District is to prepare all students to be able to take advantage of the opportunities of the future. We recognize that learning is the result of a strong partnership involving all of our community stakeholders. The Oldmans Township School District, in compliance with the New Jersey Student Learning Standards (NJSLS) and Common Core State Standards (CCSS), as well as the New Jersey Standards for Professional Development will provide quality learning activities and problem-solving experiences that address the individual learning styles of our students.

HOW TO USE THIS HANDBOOK

Kindergarten Students in kindergarten are expected to bring their folder home each night. Please look for it daily and assist your child as necessary to ensure that the folder is brought home. Lunch money, notes, permission slips, etc. may be placed in your child's school folder on the right back to school side. Teachers may write notes home and place them in folders or post on Seesaw.

Grade 1 Students in first grade are expected to bring their folder home each night. Please look for it daily and assist your child as necessary to ensure that the folder is brought home. Lunch money, notes, permission slips, etc. may be placed in your child's school folder on the right back to school side. Teachers may write notes home and place them in folders, post on ClassDojo, or send an email.

Grade 2 Students in second grade are expected to copy their homework assignments from the homework board. Assignments requiring more directions or information will be on a separate piece of paper and attached in the planner. Students should bring the planner book home every night Monday through Friday. Parents should read and sign the entry when daily assignments are completed. Please use the space provided in the planner book for brief correspondence between parent and teacher.

Grade 3 Each day, assignments will be written on the homework board. It is each student's responsibility to copy the homework listed. Parents should read and sign each entry Monday through Friday. Lunch money, notes, permission slips, etc. may be placed in your child's school folder, your child's work will be tucked behind. Please check the planner each day in the section that corresponds to the date for that day to ensure students are completing the correct homework. The homework book will be used for brief correspondence between parent and teacher when needed. Please use the comment section for this purpose.

Grades 4-8 Students in grades four through eight are expected to bring their homework planner home each night. This includes weekends and holidays. Please look for it daily and assist your child as necessary to ensure that the Homework Planner is brought home. Each day, children will be given class time to write the days homework assignments in the planner. Teachers will assist where necessary to help children copy into the planner what has been written on the board. By knowing exactly what assignments your child is responsible for, it is our hope that the reinforcement homework provides will be meaningful and will help your child to learn. The homework planner serves as a valuable tool for home-school communication, and on occasion teachers will write parents a note about an event that occurred in school. Parents should feel free to correspond similarly with teachers. PLEASE CHECK YOUR CHILD'S HOMEWORK PLANNER EACH NIGHT AND SIGN YOUR NAME IN THE "COMMENTS" SECTION AT THE BOTTOM OF THE PAGE.

ATTENDANCE REQUIREMENTS

Every parent has the responsibility to make sure his/her child attends school regularly. When a child is absent, he/she misses valuable learning experiences.

For ease of reference, the main points of the Board approved attendance policy and OTS attendance procedures are outlined below:

- The school year for New Jersey students is 180 days. Under the attendance policy, **a student is required to be in school for 162 days** to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

- Students who miss more than **18 days**, **regardless of the reason(s),** will be considered **excessively absent** and subject to review by The Attendance Committee.
    - **This committee will review all days absent**, all tardies and early dismissals, not just those over 20 on which a child has not been in school.
    - Following the review, the committee will determine if an Attendance Review Meeting with the Principal is required
    - **It will be the joint decision of the committee to determine one of the following:**
        - **To wave the policy requirements for the year for any student over 20 days absent or to retain a student over 20 days absent.**
- **A student who is absent for more than 3 consecutive days shall be required to bring in a physician's note to the office upon his/her return to school.**
- Parents are asked to call the school office between the hours of 7:45-8:15 a.m. to report their child's absence. If contact is not made, the school will make every effort to call to verify the reason for the absence.
- A student shall not participate in a performance, exhibition, practice, or athletic event unless he/she has been present in school that day or has been absent for an excused reason other than for sickness; unless extenuating circumstances have been approved by an administrator.

You are encouraged to view the policy in its entirety on our school's website at www.oldmans.org on the BOE page under policies.

LATENESS

If your child is late, he/she will need to bring in a **signed note** to school explaining why he/she is late, unless accompanied by a parent/guardian. Please note that an after-school detention is given should a student grades 6 - 8 arrive at school late 5 times. After 8 lateness the student will be referred to the Attendance Committee. Letters regarding both school lateness and absences will be sent home for every 5 occurances.

EARLY DISMISSAL REQUEST

When an emergency makes an early dismissal unavoidable, the request must be in writing, signed by a parent, and approved by the Superintendent **before 1:00pm so as not to disrupt dismissal**. Please pick your child up in the school office. We ask for your cooperation so that early dismissal requests are reduced to a minimum.

HIGH SCHOOL ATTENDANCE

Most students from Oldmans Township School attend Penns Grove High School. Students who live east of I-295 along bus route #1 attend Woodstown High School. Students also have the opportunity to attend the various academies, as well as Salem County Vocational Technical School.

PARENTAL NOTES/COMMUNICATION

In addition to the notes required for emergency or early dismissals, notes are also required from parents when a child attends various after school activities and does not go home first. One note stating the time and day of the activity will suffice for the entire school year. If a child is not attending his/her scheduled activity on a particular day, a note is required stating the change or the child will stay for the activity that day. It is also required that a note be on file in the office from parents who give their child permission to ride his/her bicycle to/from school. Please note: **Students riding bicycles or scooters are required to wear helmets**. According to NJ Helmet Law, State law requires a bicycle rider under 17 years to wear a helmet. Parents may obtain Change to Dismissal forms at oldmans.org and follow the Parent link, Applications and Forms. Students are not permitted to operate or park e-bikes on school grounds. In accordance with **N.J.S.A. 39:4-14.16**, the district prohibits the use of motorized bicycles for travel to and from school to ensure the safety of our student body.

It is the primary responsibility of the staff to work with students during the school day. Therefore, staff may not be available at certain times of the day to respond to phone calls and/or e-mails. Staff will try to respond to phone calls and e-mails the same day as received, if that is not possible, staff will respond within two school days. Staff are not obligated to respond after the end of the school day or on non-school days. See Policy #5124.

ON-LINE GRADES and E-MAIL COMMUNICATION

Parents may access information about their child directly from our online student information system Oncourse Connect www.oncourseconnect.com. Grades, class schedules, attendance records, discipline reports, and homework assignments may be viewed from your preassigned parent account. Parents may also set their own notification settings to receive reminders for weekly updates on grades. To use the on-line system a parent username and password must be obtained from the technology office by emailing ccottee@oldmans.org.

PHOTOGRAPHS OF PUPILS

Parents/guardians or other visitor to the school are not permitted to photograph students (other than his/her own child) in school or during classroom parties or activities or post photographs of students on any social media website or any other website without the express written permission of the Superintendent. Violation of this policy may result in legal action, or a complaint being filed by the district. Additionally, parents of students who may have been photographed without their permission may file a civil lawsuit, individually. See Policy #5145.5.

ACADEMIC EXPECTATIONS

Students are expected to be present for all classes, to be prepared with appropriate learning materials and to participate actively in the learning process. Learning is enriched by clearly stated and meaningful homework assignments. The lesson objectives, age of the group and individual student abilities are considered when assigning homework. Parents are encouraged to show an interest in their child's homework but should allow the child to work independently to complete assigned tasks. The general expectations for time spent on homework should increase as the student progresses from one grade to the next. Parents and students are reminded of the importance of completing assigned work on time. Late work will receive one grade lower than the grade earned. Work which is not completed within 5 school days of the originally assigned due date will result in a grade of zero. To help students develop responsible work habits, parents are expected to regularly check and sign the Student Agenda Book. Students who are absent will have the same number of days to make-up their work, as they are absent. Parents are encouraged to check grades and assignments on-line as well.

REPORT CARDS AND CONFERENCES

Report cards are issued four times a year (November, February, April, and June). Parent conferences are held in November, specific dates will be published on the school calendar annually. Parent conferences may be scheduled throughout the year on a as needed basis. The purpose of the conference is to give every parent an opportunity to meet privately with his or her child's teacher to discuss the child's progress to date. Parents will have an opportunity to ask questions and contribute information that will lead to a better understanding of their child. Parents should feel free to ask for a conference any time the need arises during the school year. Additional information will be sent home as we begin this school year.

Grading Scale:

Grades 2 – 8	**Special Areas K-5**	**Grades K-1**
A 92-100	0 92-100	**Standards Based Grading**
B 83-91	S 78-91	4. Exceeding
C 74-82	N 65-77	3. Proficient
D 65-73	U 0-64	2. Approaching proficient
F 64 or below		1. Minimal understanding

ACADEMIC PROBATION

For students in grades 3-8 to be eligible for participation in interscholastic sports, clubs, and other extracurricular activities, students must be in good academic standing. Good academic standing shall mean students have attained a grade of "C or N" or higher in all subjects in the preceding marking period. Failure to meet this qualification shall exclude the student from participation in extra-curricular activities. Students who do not achieve a grade of "C or N or higher" in all subjects shall be ineligible to participate in extra-curricular activities during the following marking period ***or until the mid-point of the next marking period***. Should the student attain grades of "C or N or higher" during a subsequent marking period ***or has***

improved his/her grades to a "C or N or higher" by the MID-POINT of the next marking period, he/she may be reinstated in the extra-curricular activity from which he/she was excluded. Students cannot be academically ineligible for curriculum-related field trips. "Athletics" and "Extra-Curriculars" including but not limited to the following:

- BOYS BASKETBALL
- GIRLS BASKETBALL
- STUDENT COUNCIL
- CHORUS
- CHESS CLUB
- COMMUNITY SERVICE CLUB
- BAND
- SAFETY PATROL
- STUDENT COUNCIL
- ACADEMIC LEAGUE

ATTENDANCE AT AFTER SCHOOL SPORTING EVENTS

Children who wish to attend school sporting events as spectators must ride the bus home and return to school to attend any game or event. Students and/or spectators that display behavior that causes them to be dismissed from the event/game will not be permitted to attend a game/event for the remainder of the season. Students who are absent from school are not permitted to attend after-school sporting events.

ACHIEVEMENT TESTING

Students in grades 3-8 take the New Jersey Student Learning Assessment Adaptive (NJSLA-A) for ELA and Math. Students in grades 5 and 8 will also take the NJSLA-S (New Jersey Student Learning Assessment – Science). Additionally, all students K - 8 will complete the iReady Universal Benchmark assessment in ELA and Math three times throughout the school year. Data is used to assess curriculum and instruction and to differentiate instructional activities to meet all students' learning needs. In 7th grade, NJSLA-Math scores are used to determine Algebra 1 placement in 8th grade. 8th-grade iReady ELA and Math scores are shared with the SCVTS as part of the academy application process for interested students.

STUDENT RECOGNITION

Each marking period, academic excellence is recognized in grades 3 - 8 through the Honor Roll for students who attain A's, B's, O's and S's on their report card, and High Honor Roll for students who attain all A's and O's. Additionally, in grades Pre-K-8, a "Top Tiger of the Marking Period" is selected and recognized. In addition, recognition of positive student actions is ongoing through individual classroom programs. Eligible students are also invited to the annual Student Recognition Reception each spring. The eighth-grade student with the highest GPA from 6-8 grade middle school will receive the 4A Award (Administrators' Academic Achievement Award).

ADMINISTRATORS' ACADEMIC ACHIEVEMENT AWARD (4A)

Criteria

- The 4A is awarded to the 8th grade student that has the highest academic average over a 3-year period.
- A student's final grades are used to determine each individual student's average from the academic years of 6th grade and 7th grade in its entirety.
- The 8th grade averages used to determine eligibility for the 4A award encompass the First, Second, and Third marking period of each 8th grade student.
- Each 8th grade student's grades are averaged to determine the highest GPA for the graduating class.
- The student with the highest GPA of the current graduating class is awarded the Salem County Administrators' Academic Achievement Award.

Qualifications

- The student must be enrolled in the Oldmans Township School District for the entirety of their academic school years of 6th, 7th, & 8th grade.
- Any student who is caught during 6th, 7th and/or 8th grade years sharing homework, cheating, plagiarizing, or participating in academic dishonesty will be disqualified for the award.

Tie Breaker

- 5th grade average will then be used to determine the GPA.

Algebra 1

The criteria to qualify for Algebra I is evaluated using 4 measures:

1. Teacher Recommendation
2. Final grade in 7th grade math equals at least an A or B average for the year
3. Math NJSLA –A score from grade 7 (meeting or exceeding standards- level 4 or 5)
4. iReady Math benchmark score in 7th grade On / Above Grade Level Expectations in Domains Number and Operations (NO) and Algebra and Algebraic Thinking (ALG)

To qualify for Algebra I, the student must meet at least 3 out of the 4 criteria. Those students not meeting at least three of the criteria are placed in the Grade 8 Math class. At Oldmans, Algebra I uses a high school curriculum and the High School Math NJSLS. It is much more intense than 8th grade math. Eighth grade math is a preparatory course for High School Algebra I for our students, and it follows the 8th grade math NJSLS.

HEALTH SERVICES
MEDICATIONS

Any parent or guardian who needs to send medication to school with his/her child should note the following requirements, which are set forth in district policy:

Medications/Prescriptions and Over the Counter:

a. Must be accompanied by a doctor's note and parental permission slip, which includes a diagnosis (reason for medication use), name of medication, dosage, and time of administration.
b. Must be brought in by parent/guardian.
c. Medication must be in an up-to-date original container labeled with the student's name from the pharmacy with complete directions for administration.
d. A student going on a field trip and who will not be taking his/her medication will need a physician's note stating that the student does not need to take the specific medication on field trips throughout the current school year.

SCREENINGS

The following services are provided under the supervision of the school nurse:

- Height, Weight, and Blood Pressure are performed on each student grades K through 8 annually.
- Vision, Hearing, and Scoliosis screenings will be completed pursuant to N.J.A.C. 6A:16-2.2
- If a parent or guardian would not like their student screened by the nurse, please provide a handwritten letter with your child's name, date of birth, statement of refusal, parent signature and date.

STUDENTS WHO PARTICIPATE IN A SCHOOL-SPONSORED SPORT:

- Must have a current physical recorded on the New Jersey State Interscholastic Athletic Association forms Part A and B, which are from (www.njsiaa.org under references).
- A current physical means one that has been conducted within 365 days.
- Please plan doctor appointments accordingly from date of last physical or the child will have to sit out during practices/games if proper documentation is not up to date.

ADDITIONAL REGULATIONS AND/OR PROCEDURES

- If your child is absent from school a **note stating the reason for absence** is required. If your child is absent 3 days or longer, a doctor's note is required for re-entry.

- If your child needs to come to school with crutches, splints, ace bandages, casts, etc. a **physician's note** is required. It should state the reason for appliance (fracture, strain, etc.), student limitations, and length of incapacitation. A physician's clearance note, if not in physician's original note, is required for a student to resume normal physical activities.
- The school nurse will coordinate the development and implementation of an Emergency Care Plan in cooperation with the student/parent/guardian, healthcare provider, and school administrator for the duration of crutch use.
- If your child has a special medical condition or health alteration the school nurse must be made aware of it in writing. (Examples: allergies, asthma, diabetes, etc.). A **physician's note** must confirm the medical condition and advise the nurse of required medical treatment, i.e., food, medication, restrictions, etc. for your child.
- Emergency procedures, in case of accidents or sudden illness, are in place. Please notify the school office immediately with any changes in emergency contacts and/or telephone numbers.
- Inform the nurse's office of any serious accidents, operations, or injuries that may have a bearing on current or future health.
- **The district ultimately has the right to deny temporary participation in any class or activity based upon health, safety, and wellness concern of a student's temporary medical condition, such as broken bone, sprain, concussion, etc.** The district will find an alternate activity for the student to participate in during that time period.

HEALTH PRECAUTIONS

Please assist the school in promotion of a safe and healthy environment by following the procedures recommended below**:**

- Check your child every morning before he/she leaves for school. Parents should keep their child at home when they are ill. If your child exhibits any of the following within a 24hr period, please contact the nurse to discuss when they should return to school:

  Vomiting/Diarrhea Skin eruptions/Rash Sore throat with fever
  Fever (>100) Productive cough Redness or discharge from eyes

- See that your child eats a good breakfast (A hungry child cannot concentrate well).
- Ensure that your child understands and practices good hygiene techniques, which include washing his/her hands after toileting and before eating, covering sneeze or cough into elbow.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT THE NURSE at 856-299-4240 ext 115 or by email.

SUPPORT SERVICES

In order to effectively meet the needs of individual students, the district provides a number of services in addition to direct classroom instruction. These include:

SCHOOL COUNSELING SERVICES are provided by School Counselors, Jennie Schnetzler and Christopher Seltzer. Counseling services include developmental guidance lessons, individual and group counseling, and peer mediation. Students are also invited for "lunch bunches" a few times each school year. If you need to reach Ms. Schnetzler, email jschnetzler@oldmans.org or call 856-299-4240, ext. 132. Mr. Seltzer's email is cseltzer@oldmans.org or call 856-299-4240, ext. 114.

LATCHKEY Oldmans Township School offers a before-school care program for students in Pre-K - 8 and an after-school care program (Latchkey) for all students grades K - 8. Our Latchkey programs are held in Oldmans. The before-school care runs from 7:05 a.m. – 8:10 a.m. The cost is $5.00 per day. Breakfast is not included. The Pre-K fee is $14.00 per day from 11:30 am to 3:30 pm. If your Pre-K child needs to stay after 3:30 pm, there is an additional fee of $12.00 per day. The after-school care program runs from the end of the school day to 5:30 p.m. Snacks are provided. Anyone who picks up their child after 5:30 p.m. will be charged a late fee of $12 for each 15 minutes. For example, if you arrive at 5:45 p.m., you would be charged a $12 late fee. If late pickups become an issue (more than 3 times), you may be prohibited from using the Latchkey Program. In addition, if a parent finds themselves "running late," please call the Latchkey Program to let the staff know (856-299-4240) ext. 155. Any child left at Latchkey after 6:30 p.m. without any contact from a parent/guardian will result in a call to the appropriate authorities.

CHILD STUDY TEAM The district obtains the services of a Child Study Team through the Salem County Special Services School District. Made up of a School Psychologist, Learning Disabilities Teacher Consultant, and a Social Worker, this group

assists parents and teachers to provide appropriate educational programs for students with identified special needs. A parent's permission is needed to refer a student for this service.

INTERVENTION AND REFERRAL SERVICES A pupil assistance committee has been developed to help teachers and parents provide instructional strategies for general education students who are experiencing learning or behavioral difficulties.

BASIC SKILLS INSTRUCTION The district provides supplemental instruction to students who do not meet minimal grade level standards. Federal Title I money is used to fund this instruction in reading, language, and math skills. You are notified if your child is eligible for these services.

SPEECH CORRECTION is provided by Speech Therapist, Kendall Napuda. A speech therapist is available to work with students who exhibit difficulties in some area of speech and language development. The speech therapist works with students individually or in small groups.

PROJECT CHILD FIND This is a program intended to identify and provide needed services to children between the ages of 3-5 who may have a delay in some aspect of their physical, emotional, or educational development. Parents or guardians are encouraged to contact the Child Study Team at 856-769-0101 ext. 5260 for more information.

ACCESS TO STUDENT RECORDS Federal and state law requires that parents have complete access to records kept on their child. These records may be examined by making an appointment. If you have any questions about these records, please contact the office.

ACCIDENT AND ILLNESS A parent or another reliable individual should be available to be called and to assume responsibility for a student who is injured or becomes ill at school. Home and emergency telephone numbers should be current at all times.

AFFIRMATIVE ACTION/EQUAL EDUCATION OPPORTUNITY Oldmans Township School does not discriminate on the basis of race, color, national origin, sex, handicap, or age in educational programs, activities, or employment practices. Any complaints about matters that discriminate against employees or students or deprive them of rights guaranteed by the Constitution should be forwarded in writing to the Superintendent. Policies, plans, grievance procedures, and forms are located in the school office.

CHILD PROTECTION & PERMANENCY (CP&P) Any complaints about any type of physical or psychological abuse or neglect toward a child may be made by parents or neighbors directly to CP&P at 1-877-NJ ABUSE. Please note that state law makes it **mandatory** for school personnel to report cases of **Suspected Child Abuse**.

FIELD TRIPS The Board of Education authorizes one all day field trip per grade each year. Homeroom parents/guardians and interested parents are encouraged to let the teacher know if they are interested in going as chaperones. However, keep in mind that due to limited space not all requests will be honored. The Board approves all trips as curriculum related, and students are expected to go with their classroom group. Parents will be notified in advance of planned trips. Only approved parent chaperones will be permitted to attend the class trip.

INSURANCE The Board of Education provides medical coverage for students during the hours that school is in session or during participation in a school sponsored activity or trip. This insurance is supplemental to any medical coverage that you have at home.

LOST AND FOUND Items lost may be picked up in the school cafeteria.

LUNCH Students may apply for regular, reduced, or no-cost lunches. An application form is available in the office for families who wish to be considered for reduced or no-cost lunch. The cost for lunch is $3.30. **No sodas** (bottled or canned) or **candy** are to be packed for children in their school lunch. No glass bottles of any kind should be included in your child's lunch. Also, please **do not** send in or bring in "fast food" of any kind for your child's lunch. To look up your child's lunch account balance go to www.oldmans.org and follow the link – Parents, Lunch, Lunch Balance. Please refer to Policy # 3542.46 for Meals on Credit/Charged Meals.

PHONE CALLS **Parents must supply a phone number for emergencies.** Messages from parents to the student will be passed on by the secretary. Calls home by students are discouraged, except in matters critical to their well-being or school-

related matters. Parents should call the school (856-299-4240) if it becomes necessary to contact a child during school hours. **Students may bring cell phones, but they are to remain turned off and stored in backpacks inside their assigned lockers**. Students are not permitted to use cell phones on school property during the school day. Cell phones will be confiscated if out during the school day. Parents will be notified so that they can pick up the cell phone in the office. It will not be returned to the student by the school. See Policy #5129.7.

AUTOMATED PHONE SYSTEM/ EMAIL

Oldmans School uses an automated system to make announcements. This includes Board of Education and PTA meetings, as well as school closings and delays. Please contact the main office if you do not want to be included in this system or wish to disallow directory information.

DRESS CODE

The staff and administration maintain that grooming and dress habits are important to the academic success and well-being of our students. It is also our belief that parents must be involved in setting the standards of dress and grooming for their children. Clothing which leaves the midriff, or the back exposed is not considered appropriate. Shorts, short skirts or skorts must be of an appropriate length. Clothing that is tight fitting, low-cut, or constructed of see through or net type fabric is not permitted. Hats or other forms of head or face covers are not to be worn indoors during school hours or during indoor after-school functions; this includes bandanas or any type of clothing promoting gang culture. Exceptions will be made for any headwear worn for religious beliefs or doctor's prescriptions, with the appropriate documentation acceptable to the Administration. Any other garments or accessories that would be a distraction to the orderly educational process are prohibited. This dress code is in effect on any school-sponsored trip or after-school function. Dress Code Policy #5132

Parents will be contacted at home or work if a student comes to school and is not in compliance with the Dress Code. Appropriate clothing will be required if the student is to remain in classes.

SHOES

Closed shoes are preferred. Footwear that is open, unsuitable, or unsafe for physical education activities, or improperly secured, is a safety concern and should not be worn. Children participate in physical education activities each day; parents are asked to ensure that shoes worn by students are *always* appropriate for running and other physical activity. Slippers, Heeleys, and Flip-flops are prohibited. Sneakers should be worn for all physical education activities. If a student is wearing footwear that is prohibited or potentially unsafe, he/she not be eligible to participate in gym or recess. They will be sent to the Main Office and a call will be made to the child's home.

SHIRTS

T-Shirts of normal length are appropriate. T-shirts with logos or double meanings that are sexually suggestive, contain rude statements, and offensive images are not permitted. T-shirts must not advertise products which students may not legally purchase. Shirts must fully cover the midriff and back.

TANK TOPS

Students may wear tank tops that fall within the following parameters. Tank tops must cover undergarment straps and must not be see through. Tank tops must be tight around the arms. Tank tops that are loose around the arms and show the abdominals (muscle tanks) are prohibited. Any type of tank top that is considered an undergarment is prohibited. This includes camisoles, spaghetti straps, and tight ribbed undershirts of any color. Those styles are considered undergarments and are inappropriate for school.

JACKETS

Heavy, Bulky Jackets or overcoats, as determined by the administration, are not to be worn in school. Jackets will be hung in the classroom or stored in student lockers during the school day and only worn for planned outdoor activities and recess. Lightweight jackets are permitted.

BACKPACKS

Bookbags, drawstring bags and shoulder bags are not to be carried during the school day. These bags should be put in lockers during homeroom. Students may carry small purses when necessary.

PAJAMAS

Pajamas may not be worn in school. Except on designated days.

SHORTS/PANTS/SKIRTS
Short shorts, boxer shorts, bicycle shorts, gym shorts, ***compression pants/shorts, slides and/or cut-offs are not permitted under shorts or by themselves.*** Shorts, skirts, and skorts are to be a respectable and modest length. Pants, sweatpants, and shorts must be worn at normal waist height and pant cuffs should not drag on the floor. ***Underwear shall not be visible through or outside of your clothing.***

SUNGLASSES
Unless prescribed by a physician, sunglasses are not to be worn in the building.

CHAINS, LANYARDS, AND SPIKED OR OTHER POTENTIALLY DANGEROUS ACCESSORIES/JEWELRY
Chains or lanyards of eight inches or less are permitted if attached to a wallet or keys and terminate in a pocket. Spiked collars, wristbands, and other accessories pose a danger to the health and safety of students and are not to be worn.

CELLULAR TELEPHONES/SMART WATCHES

The Board of Education is cognizant of the safety factor afforded by the use of cell phones and/or Smart watches after school hours. Therefore, students in grades 6-7-8 only may bring a cellular telephone and/or smartwatch to school. However, students are not permitted to activate cell phones or wear Smart watches during the school day, at any school-sponsored activity (on or off school property), or while en-route to or from any school function in a district school bus.
Students in grades 6-8 are to place their cell phones and/or watches in their lockers immediately upon entering school and not remove them until dismissal. Cellular phones must be turned off.
Use of cell phones and smartwatches during school hours is strictly prohibited. Cell phones and smartwatches are not to be seen during school hours. At school activities held during non-school hours, student cell phones may be activated and used at the end of the activity to notify parents/guardians of the need for transportation. Cell phones or watches are not to be used during after-school activities.
Failure to comply with this policy will subject students to sanctions as described in the student discipline code of the district. In all cases of violation of this policy, the cell phone shall be confiscated by the administration and held in the main office until the end of the day. The student will be responsible for retrieving the phone at the end of the day along with their office detention. In no case will the school district be responsible for the loss, theft, or damage of a student's cell phone.
Students in grades 5 and below may not possess cellular phones or Smartwatches in school.

CLASSROOM CELEBRATIONS (HALLOWEEN/VALENTINES DAY/BIRTHDAY PARTIES)

BIRTHDAY PARTIES

Birthday celebrations for students in K-8 will be held once a month in the cafeteria during a designated time. Snacks will be provided by the PTA. Individual birthday celebrations will not be held. Please do not send in any snacks from home or deliver them to school as they will not be distributed. Pre-K classes will celebrate birthdays in class.
Invitations to birthday parties celebrated in an individual's home or alternate locations can only be distributed in homerooms if an invitation is supplied to every student.

HALLOWEEN AND VALENTINES DAY CLASSROOM CELEBRATIONS WILL BE PLANNED BY ROOM PARENTS IN COORDINATION WITH THE CLASSROOM TEACHER. SPECIFIC DIRECTIONS FOR EACH CLASSROOM CELEBRATION WILL BE SENT SEPERATELY. ALL OTHER CLASSROOM CELEBRATIONS WILL BE TEACHER-PLANNED ONLY. It is a federal requirement that foods that are provided for classroom parties meet established nutrition guidelines.

Nutrition guidelines follow: The Oldmans Township Board of Education has a longstanding history of commitment to providing healthy and nutritious meals and snacks for its students. Federal legislation has required the board to revisit its nutrition policies, and to amend them for compliance with new Federal requirements. A portion of the Oldmans Township Nutritional Policy #3542.1 is listed below:

> *The Oldmans Township Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education. In order to promote and protect children's health, well-being, and ability to learn, the*

board is committed to providing school environments that support healthy eating and physical activity and directs the superintendent to ensure that the district takes the appropriate measures to meet the following district wellness and nutrition goals:
All students will have opportunities, support, and encouragement to be physically active on a regular basis.
Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, and the USDA nutrition standards for National School Lunch, School Breakfast and/or After School Snack Programs.

To ensure compliance with this mandated policy, we ask that you not allow soda, candy, and similar high-sugar snack foods and beverages to be brought to school. The law bans "Foods of Minimal Nutritional Value" (FMNVs) as defined by the U.S. Department of Agriculture. What are FMNVs?

- All food and beverage items listing sugar, in any form, as the first ingredient. Forms of sugar include corn syrup, dextrin, dextrose, fructose, high-fructose corn syrup, galactose, honey, lactose, malt, maltose, maple syrup, molasses, and sucrose.
- All foods listing "filling" as the first ingredient with sugar, in any form, as the first ingredient of the filling.
- Soda, water ice, chewing gum, hard candy, jellies and gums, marshmallow candies, fondants, licorice, spun candy, and candy-coated popcorn.
- **NO FAST FOOD (I.E. McDonalds, BURGER KING, TACO BELL, ETC.) IS TO BE DELIEVERED TO SCHOOL.**

We ask that you send in healthy snacks such as fruits, vegetables, baked chips, and low-sugar fruit drinks for Seasonal/Holiday Celebrations.

DANCES

There will be a number of school dances during the school year. Dance tickets will be sold at the door. Eligible students in grades 5, 6, 7, and 8 may attend dances. **To be eligible to attend a school dance or any other after-school activity, a student must be in school on the day of the event for at least 4.5 hours (12:35pm).** School dances are NOT open to students from any other school. Students attending a dance should see to it that their parents know when the dance is over so that transportation will be available at the end of the dance. The following list of rules shall govern all dances held at Oldmans Township School unless otherwise indicated:

1. Guests from other schools are not permitted.
2. Dances will begin at 6:00 p.m. and end at 8:00 p.m. A parent must sign in students who enter after 6:00 p.m. All students will be picked up at 8:00 p.m. at the appropriate exit. Students in grades five and six are to be picked up in front of the school. Students in grades seven and eight and families that have multiple students will be picked up at the car line pick up doors. Students who are late being picked up will not be permitted to attend the next dance.
3. The Code of Conduct prevails throughout the dance. Everyone is expected to have fun in an orderly and socially accepted manner. Provocative or aggressive dance routines are not permitted. Anyone not conforming to the rules will be removed from the dance and not permitted to attend the next scheduled dance.
4. Students are not permitted to leave the gymnasium or bathroom area.
5. School attire is required.
6. Students who have accumulated 8 or more demerits may not attend a school dance.

DISCIPLINE CODE

The discipline code in the Oldmans Township School is simple and direct. It has four points:

1. **Everyone has the right to due process.**
2. **Everyone has the right to freedom from discrimination.**
3. **Everyone has the right to educational opportunities.**
4. **Everyone has the right to inquiry and expression .**

The code of conduct applies to students in grades K through 8 and it is the basis for effective discipline in all classrooms throughout the school. The goal of this code is to promote students' growth towards accepting responsibility for their behavior through self-restraint.

The process operates on a **demerit** system for students in grades 3-8. The format is based on consequences and corresponding demerits:

Consequences	Demerits
Office Recess Detention	2
After School Detention (Tuesdays, pick-up @ 4:15)	5
Bus Suspension	5
Out of School Suspension (except accum. of demerits suspension)	8*

Demerit System

Upon accumulation of 20, 30, 40, and 45 demerits, 3 days of External suspension and/or removal of school privileges will be applied.

Upon accumulation of 50 demerits students and parents/guardians will be referred to the Superintendent of Schools for a readmission conference. If there is no change in behavior, a change in the educational placement of the student will be considered.

Students who accumulate eight demerits are not eligible to participate in the following student activities including but not limited to the following:

- DANCES
- BASKETBALL
- SAFETY PATROL
- CLASSROOM PARTIES/EVENTS
- STUDENT COUNCIL
- CHORUS
- BAND
- ACADEMIC LEAGUE
- FIELD TRIPS
- CHESS CLUB
- COMMUNITY SERVICE CLUB

***Note: If a student accumulates 8 or more demerits during a sport season and/or club, they will be immediately ineligible until demerits are subtracted to make the total less than 8.

RECESS DETENTION

Both teachers and administration may assign recess detentions. Recess Detentions will take place during the student's regularly assigned recess time either that day or the following day(s). Recess detentions assigned by Administration with be served in the office and will be accompanied with 2 demerits.

AFTER SCHOOL (Office) DETENTION

After School Detentions are held on Tuesdays after school from 3:17 to 4:15. Students staying for detention are to report to the main office immediately after dismissal. The detention teacher will then escort the students to the front door for pick up at 4:15.

SUSPENSIONS

Suspensions will be served at home. Class work assignments that are given during the suspensions can be done at home. However, suspended students will have the number of days they were suspended to hand in missing work and to complete assignments when they return to school. Students may be suspended for up to 10 days for an infraction. Students will receive a hearing before the school administrator prior to being suspended. The school administrator will contact the parents or guardians of suspended students prior to the start of the suspension. Suspension letters containing written accounts of inappropriate behaviors and the specifics related to the suspensions will be mailed to parents. Whenever possible, copies of the suspension letters will be given to the students to hand carry to their parents or guardians. Parent conferences will be held to re-admit suspended students.

Students and their parents who disagree with disciplinary actions taken by school employees may challenge the rulings by utilizing the school district's grievance procedure. Unless documentation of detentions and suspensions are required by some other official authority, those documents will be disposed of at the conclusion of each school year.

IN SCHOOL COMMUNITY SERVICE – DEMERIT WORKOFF

As part of our Restorative Practice, demerits must be redeemed through in-school community service activities. Three demerits can be worked off for thirty minutes of continuous service outside of regular school hours or one demerit during recess time in school. Students with demerits must contact teachers who will provide them with the opportunity to work off demerits. Arrangements should be made by the student at least one day in advance. A list of teachers who are available to help children work off demerits is posted in every classroom in the school and the main office. In cases where circumstances prevent a child's

parent from transporting him/her home from school following a demerit work-off, the child's teacher may be contacted so that special arrangements may be considered.
An account of demerits is maintained by the office secretary. The teachers submit documentation of demerits assigned and demerits redeemed. It is the responsibility of the students to contact the office secretary to determine how many demerits they have at a particular time.

STUDENT DEMERIT WORKOFF – PROCEDURE

1. **GO TO OFFICE AND RETRIVE PINK DEMERIT WORKOFF SILP**
2. **CONTACT A TEACHER AND SCHEDULE A DATE TO WORK OFF DEMERITS AND COMPLETE SECTION ONE OF SLIP**
3. **BRING SLIP HOME AND HAVE YOUR PARENT AGREE TO THE SCHEDULE AND SIGN SLIP**
4. **HAVE TEACHER SIGN SLIP AT THE END OF DEMERIT WORKOFF TIME AND RETURN SLIP TO THE MAIN OFFICE.**

NOTE: THIS PROCESS IS THE STUDENT'S RESPONSIBILITY

MEMORANDUM OF AGREEMENT BETWEEN SCHOOL & LAW ENFORCEMENT
Annually an agreement is signed between school officials and law enforcement personnel, specifically the County Prosecutor and Woodstown Barracks of the State Police. This legislatively mandated agreement requires school officials to report student misbehavior in school that may also be a violation of civil or criminal law. Among these reportable offenses are threats, assaults, setting off alarms, etc.

MISBEHAVIOR CONSEQUENCES, Grades 3-8 – (K-2 consequences will be considered on a case by case basis)

Infraction	1st Offense	Repeat Offenses
Disruption to Learning Envir.	Recess Detention	Office detention
Action deemed serious	Office detention(s) or Susp.	Office detention(s) or Susp.
Failure to return discipline form	Office detention	2 office detentions; Suspension
Skipping Recess Detention	2 Recess Detentions	Office detention
Skipping Office Detention	2 Office Detentions	Suspension
Unprepared – Chromebook	3 Verbal Warnings	Recess Detention 4th Violation Loss of take-home privileges on 5th violation
Class Cutting	Office Detention	Suspension
Truancy	Office Detention	Suspension
Late to class	Written Warning	Office Detention
Late to School (Gr. 6 –8)	Offenses 1-5: Written Warning	Recess Detention for 6th and subsequent infractions
Unapproved sales of goods by students	Written Warning and return of Profits	Office Det. & return of profit.
Chewing Gum/eating candy or food in at an inappropriate time	Written Warning	Recess or Office Detention
Insubordination or disrespect of adult authority	Recess detention	Office detention(s) or Susp.

Vulgar/Derogatory Comments to Staff Member	Office Detention or Suspension	Suspension
Rude and Inappropriate comments to peers	Recess Detention	Office Detention; Suspension
Inappropriate display of physical affection	Written Warning	Recess or Office Detention
Violation of dress code	Written Warning	Office Detention
Violation of Internet Acceptable Use policy	Detention/3-month loss of internet privilege	Suspension/6-month loss of internet privilege
Inappropriate use of Chromebook	Recess Detention	Office Detention
Obscene and vulgar language gestures or insinuation	Recess detention	Office Detention/Suspension
Possession of inappropriate print material	Recess or Office Detention	Suspension
Sexual Harassment including Inappropriate touching	Office Detention/Notify Affirm. Action Office referral	Suspension/Notify Affirm Action Office
Destroying or defacing school property or property of others	Office Detention/Financial Reimbursement	Suspension, Board Hearing Possible Police Involvement
Setting off fire alarms	Suspension and Police Notification (MOA)	Suspension, Board Hearing Police Notification
Use or possession of matches, lighters, or any form of tobacco products (including E-Cigarettes/Vapes)	Suspension Notify Parents Police Notification	Suspension Notify Parents Police Notification
Cafeteria misbehavior inc. food throwing, misuse of cafeteria utensils, etc.	Seat Reassignment /Recess Detention	Office Detention/Suspension
Possession of inappropriate electronic device	Office Detention; electronic device confiscated and returned at the end of the school day	Office Detention/Suspension
Use of cellular Phone	Office Detention, Phone confiscated placed in the Main Office and returned at end of school day	Office Detention, Phone confiscated, placed in the Main Office for parent pick up only
Rough play	Recess Detention	Office Detention/suspension
Misbehavior at any after school event or activity	Implementation of regular discipline code; Possible exclusion from future events	Implementation of regular discipline code; Possible exclusion from future events

Cheating/Plagiarism	Parent Notification; assignment will receive a zero and alternate assignment will be given and averaged with the zero.	Office detention; parent conf.

Safe School Environment

Infraction	**1st Offense**	**Repeat Offenses**
Theft	Office Detention /Susp. Parent Conference Possible Notification of State Police	Suspension Parent Conference Possible I&RS Referral
Verbal or written threats including electronic threats	Office Detention /Suspension Parent Conference Possible Notification of State Police	Suspension Parent Conference Possible I&RS Referral and notification of Police.
Harassment, Bullying, or Intimidation (HIB)	Warning or Office Detention(s) Depending upon the severity of offense	Office Detention(s) or Suspension
Cyberbullying (HIB)	Office detention or suspension Depending upon severity of offense	Suspension
Extortion, as the taking of money or valuables through verbal or physical force	Suspension Parent Conference Restitution	Suspension Parent Conference Restitution Possible I&RS Referral Complaint filed with court
Possession or use of intoxicants, narcotics, "look alike" or drug paraphernalia	Suspension Parent Conference Counseling Drug Test w/in 12 hours	Suspension All items listed in 1st offense Complaint filed with court
Sale/Exchange of Intoxicants or narcotics	10 Day Suspension Parent Conference Counseling Police Notification and Complaint filed with court. Possible I&RS Referral Drug test w/in 12 hours	Recommend Board Action
Hitting/Poking/Touching	Recess detention	Office Detention
Fighting	3-day suspension, ***Police notification or complaint***	5-day suspension Parent Conference ***Police complaint*** Possible I&RS Referral Possible Board Hearing
Instigating, initiating or	Office Detention	Suspension

pre-arranging fights		
Physical Assault including sexual Assault	3-day suspension Parent Conference Counseling ***Police complaint***	5-day suspension. Parent Conference. I&RS Referral Police Notification and complaint filed with court. Board Hearing
Discriminatory Remarks, Writings, Public Displays or Gang Association "Tagging" or display	Office Detention Notify Affirm. Action Officer	Suspension; Notify Affirmative Action Officer
Possession of weapon or any item construed to be dangerous to the physical well-being of other people This includes firearms, live ammunition, pocket knives, hunting knives, razor blades and fireworks	Suspension Parent Conference with Board before return to school. Police Notification Counseling	Recommend Board Action
Gambling—games of chance; card playing or any activity that involves the exchange of personal property by the "Winner" from the " Loser".	Recess or Office Detention	Suspension, Counseling

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EXPECTATIONS FOR PUPIL BEHAVIOR Grades K-2

1. Prepare themselves mentally and physically for the process of learning.
    a. Get plenty of rest.
    b. Eat well balanced meals.
    c. Dress according to the weather.
    d. Know what's going to happen in school.
    e. Keep yourself clean and neat each day.
2. Respect the person, property, and intellectual and creative products of others.
    a. Keep your school clean.
    b. Take care of all things you use.
    c. Talk nicely to each other in school.
    d. Remember everyone has feelings and no one wants their feelings to be hurt.
3. Take responsibility for their own behavior and learning.
    a. Follow the rules of the school.
    b. If you break the rules, be willing to accept the consequences.
    c. Be prepared for each class.
4. Use time and other resources responsibly.
    a. Be careful not to waste time.
    b. Have a special time and place to do homework.
    c. If you need help, ask your teacher.
5. Share responsibility when working with others.
    a. Share your work and play materials.
    b. Remember to put things where you found them.
6. Meet the requirements of each course study.
    a. Listen and follow directions, know what you are expected to do.
    b. Finish and hand in homework on time.
    c. Study for tests.
    d. Make up work missed when you are absent.

7. Monitor their own progress toward school objectives.
    a. Look over all schoolwork.
    b. Talk to your teacher about how you are doing.
8. Communicate with parents and appropriate school staff about school matters.
    a. Tell your parents about your school day.
    b. Feel free to talk about the grown-ups who work in your school.

EXPECTATIONS FOR PUPIL BEHAVIOR Grades 3-8

1. Prepare themselves mentally and physically for the process of learning.
    a. Get plenty of rest
    b. Dress acceptably and appropriately for school
    c. Know your daily schedule
    d. Practice good personal hygiene
    e. Eat well balanced meals
2. Respect the person, property, and intellectual and creative products of others.
    a. Take pride in your school
    b. Use all school equipment for the purpose for which it was intended
    c. Be courteous to others and mindful of other people's feelings
3. Take responsibility for their own behavior and learning.
    a. Follow the rules of the school
    b. If you break the rules, be willing to accept the consequences and learn an acceptable alternative to your actions
    c. Be prepared for each class
4. Use time and other resources responsibly.
    a. Use your time wisely
    b. Have a special time and place to do homework
    c. Ask for assistance when needed: teachers, school personnel and equipment are available to help you.
5. Share responsibilities when working with others.
    a. When making a commitment, be sure to follow through
    b. Return school materials and equipment to proper places
6. Meet the requirements of each course of study
    a. Be prepared for each class with pencil, notebook, textbook, etc.
    b. Listen and follow directions. Know the expectations of the class and follow them.
    c. Finish and hand in homework on time
    d. Study for tests
    f. Make up and schoolwork missed when you are absent
7. Monitor their own progress towards school objectives.
    a. Review class and homework assignments
    b. Check periodically with your teacher concerning your progress
8. Communicate with parents and appropriate school staff members about school matters.
    a. Discuss your school day with your parents
    b. Feel free to talk to the adults who work at your school

DUE PROCESS

Alleged violations of the Code of Conduct that extend beyond the sanction of the classroom are to be investigated by a school administrator with students accorded due process of law. Due process of law requires that in the case of suspension, the students must have an informal hearing by a school official, which includes: (1) informing the student of the charges against him/her; (2) giving the students a chance to reply to the charges.

STUDENT GRIEVANCE PROCEDURE

A grievance is a claim alleging that a student's rights have been misrepresented or violated in the application of the consequences listed in the Code of Conduct. For the purposes of this procedure a day shall be considered a calendar day.

Procedure for Appeals

1. A student/parent may make an appointment with the appropriate teacher to discuss a grievance within 10 days of its occurrence.
2. A student/parent may make an appointment with the appropriate administrator to discuss a grievance within 5 days of the conference in #1 above.
3. A student/parent may make an appointment with the Superintendent to submit a formal written grievance within 5 days of the conference in #2 above. The CSA shall respond in writing within 5 days of receipt of the grievance. Failure to respond in writing within the specified time limit shall permit the student/parent to take said grievance to the next level within 10 days of the original submission of the grievance.
4. A student/parent may submit a formal written grievance to the Board of Education, through its secretary, within 5 days of the Superintendent's response.
5. The Board shall consider the grievance at its next regular meeting and respond in writing within 2 days following that meeting.

NOTE: All formal grievances and decisions rendered shall be in writing. Failure to take a grievance to the next level within the specified time limit shall be considered acceptance of the decision rendered at that level. If a grievance is filed after June 1 of any school year, all parties involved will resolve the grievance prior to the regular July meeting of the Board of Education.

BUS CONDUCT

In view of the fact that a bus is an extension of the classroom, the Board of Education shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. In order that the buses are safe and orderly, the following progressive discipline consequences will be followed:

- First Offense – Verbal warning and written parental notification.
- Second Offense – Recess or After School Detention
- Third Offense - Three (3) Day Bus Suspension
- Fourth Offense – Five (5) Day Suspension Bus Suspension
- Fifth Offense - Bus suspension pending Board Hearing to discuss exclusion from the bus.

STUDENT ACTIVITY CODE OF CONDUCT

A. <u>THE CODE</u>: The student:
1. Will honor the rules and regulations set forth in the Student Code of Conduct.
2. Will be examples of appropriate behavior while attending school and school functions.
3. Will respect the coaches/advisors' wishes and their decisions.
4. Will keep himself/herself neat and well-groomed while attending school activities.
5. Will exhibit good sportsmanship while involved in any co-curricular activity.
6. Will do his/her best to maintain a good academic standing.
7. Will be responsible for all work that has been assigned whether present or absent from class.
8. Will attend all scheduled practices/rehearsals/meetings. Any absence from practice must be authorized by the coach or advisor.
9. Will not have more than 8 demerits during the given season or activity time.
10. While participating in the activity, students must attend school regularly. The student must be present on the day an event is being held or Friday prior to a weekend event.
11. Failure to adhere to Student Code of Conduct will result in disciplinary action and removal from participation in activity.

B. <u>SCHOLASTIC ACHIEVEMENT:</u> The student:
1. Will be responsible for all work assignments required by his/her subject teachers.
2. Will be removed from participation in extra-curricular activities if he/she is found academically ineligible

C. <u>GENERAL</u>

1. All rules and regulations apply to students involved in any clubs or class activities, exclusive of major fundraisers or music lessons.
2. The following penalties will apply for students who must be disciplined by the coach or advisor for inappropriate behavior.
    a. First offense: warning, parent notification
    b. Second offense: suspension for a period of two weeks, parent notification
    c. Third offense: notify Superintendent of suspension from activity. Parent notification
3. Any student who is suspended from an activity will be referred to the Superintendent and/or Board of Education.

BULLYING AND CYBER BULLYING

Cyber Bullying is social terror by technology, and it is on the rise. When a child of any age is threatened, harassed, or humiliated via use of technology this is Cyber Bullying. This terror is used through e-mail, cell phones, text messages, instant messaging, websites, blogs, and more. It is done deliberately and repeatedly and is used by an individual or group with the intention of harming others.

Children use technology to talk to their friends and make new ones. While most children use the Internet responsibly, others are using all of this technology to terrorize and Cyber Bully. Cyber Bullying is the perfect way for bullies to remain anonymous. So anonymously, the bully has no fear of punishment. Cyber Bullying makes it easier for bullies because they are not face to face with their victim(s).

Parents Should: Be aware ... get involved! Parents and schools must address Cyber Bullying, as much as they must address face to face bullying. Schools can be effective in partnering with parents to stop and solve Cyber Bullying problems. We must insist on NO TOLERANCE of any bullying. Teach children to speak out against bullies. Teach them that by keeping silent about their knowledge of Cyber Bullying against other children is not acceptable.

Most of all teach your child how important it is to immediately tell you or the school if they see communications in which another child is threatening violence. Encourage your child to be part of the solution against all forms of bullying! Those who report cyber bullying may be saving someone's life!

HARASSMENT, INTIMIDATION, AND BULLYING

As defined in policy #5131.9 the Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Upon notification of a possible HIB incident, the school is required to conduct a formal investigation. This process begins promptly with the Principal or designee notifying the parents/guardians of all students involved in the alleged incident. Following the conclusion of the investigation, the results must be reported to the Superintendent and the Board of Education (BOE) to ensure oversight and compliance with state safety standards. All school community members are expected to demonstrate appropriate behavior, treating others with civility and respect.

For the purposes of this policy, "harassment, intimidation, or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function, on a school bus, or that will affect the school environment and that:

A. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability; or,
B. by any other distinguishing characteristic; and
C. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his person or damage to his property; or
D. has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

ACCEPTABLE USE OF ELECTRONIC NETWORKS
Oldmans Township School
Acceptable Use Policy

District Policies

Policy Number	Policy Title
5114.7	Plagiarism
5131.4	Property Damage
5131.5	Vandalism & Violence
5131.9	Harassment, Intimidation & Bullying
6142.10,11,14,15,16	Acceptable Use of the Internet

General Statements

1. **Acceptable** uses of the network and electronic devices are activities that support learning and teaching. Users are encouraged to develop uses which meet their individual educational needs, and which take advantage of the network and devices functions.

2. **Unacceptable** uses of the network and devices include, but are not limited to:
   - Violating the rights to privacy of students or employees of Oldmans Township School, or others outside the school system.
   - Using or accessing profanity, obscenity, sexually explicit materials, that may be offensive or degrading to others. Administration invokes its discretionary rights to determine such suitability.
   - Copyright laws and plagiarism, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
   - Using the network for financial gain or for any commercial or illegal activity.
   - Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.

3. Oldmans Township School makes no express or implied warranties for the Internet access it provides. Oldmans Township School cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the Oldmans Township School system. The accuracy and quality of information obtained cannot be guaranteed. Oldmans Township School will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

4. Consent – This consent includes both the Acceptable Use Policy and permission to publish electronically on the website, social media and in the newspaper student work, voice, video, and or pictures for educational and public relations purposes. The District will take precautions to maintain appropriate student confidentiality.

5. Students will be issued email addresses in a closed system of teachers and fellow students only. Outside email receive and send is not accessible through these accounts. All correspondence is archived.

6. Students are expected to acquire their own earbuds with the following requirements: wired earbuds (not over the ear) with the standard 3.5 mm plug. Incorporated microphone is encouraged but not required.

7. Chromebooks must be charged (at a minimum of 50%) upon arrival to school.

District Issued Chromebooks

In accordance with the above-mentioned policies, students are responsible for the proper care and use of school property and the school supplies and equipment entrusted to his/her use. Students and parents will be responsible for district- owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, calculators, athletic equipment, or library books. The Oldmans Township School District recognizes that there is a need to protect investment by both the district and the student/parent. Parents will be responsible for a $30 processing fee upon the SECOND occurrence of damage to the school issued Chromebook. There will be no charge for the first occurrence of Chromebook damage. If the device is lost, the parent will be responsible for replacing it. This Protection Plan program covers accidental damage. It does not cover lost items.

Upon the second occurrence of damage. Typical repair and replacement costs are listed below.

Replace entire Chromebook - $400
Replace screen - $90
Replace chassis - $100
Replace power cable/charger - $15
Replace transport case - $30
Replace keyboard/touchpad - $50

In cases of theft, vandalism, and other criminal acts, a police report, or in the case of flood/fire, a flood/fire report must be filed by the parent or guardian. A copy of the police/flood/fire report must be provided to the school district in a timely manner.

Intentional or Repetitive Damage/ Abuse or Lost Items: Parents/guardians are responsible for full payment of intentional damages/abuse or lost Chromebooks and/or chargers. The School District Protection Plan program does not cover intentional damage/abuse or lost devices.

Data and Privacy

Oldmans Township School District respects your child's privacy. We take measures to keep your child's Personal Identifiable Information safe by adhering to FERPA and COPPA laws. We have created a list of approved resources that our students use. This list can be found on the school's website, www.oldmans.org, under "students" and "student resources" and will be updated as needed throughout the year.

Anti-Big Brother Act

The State of New Jersey requires us to inform you about the "Anti-Big Brother" Act: P.L.2013, CHAPTER 44, approved April 15, 2013, Senate No. 2057. This public law states that our district will provide "written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device."

Oldmans Township School District is utilizing a software program that monitors, filters, and tracks the location of students' Chromebooks. This program, called GoGuardian, records all Internet activity in the Chrome browser when students log in using their Oldmans Google account. The monitoring and recording happen regardless of the device and the student's location. GoGuardian only monitors and collects Internet activity. It does not use the device webcam to capture photos or videos of students, staff members, or any school activities. This ensures that students use their devices for legitimate school purposes.

Please note that the Oldmans Township School District shall not use any of GoGuardian's capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Children's Internet Protection Act

Oldmans Township School District has taken precautions to eliminate controversial material in accordance with C.I.P.A. (Children's Internet Protection Act) However, it is impossible for Oldmans Township School District to restrict access to all controversial materials. By signing the Acceptable Use Policy (AUP), you acknowledge you will not hold Oldmans Township School District responsible for any content that manages to get past the filter.

Have a Wonderful School Year!