



**Alloway Township School**  
*Home of the Tigers*  
P.O. Box 327, 43 Cedar Street  
Alloway, New Jersey 08001  
(856) 935-1622 - Fax (856) 935-3017

***Welcome to the Alloway Township School District!***

Dear Parents and Guardians:

The administration and staff extend a warm welcome to both returning students and students entering our school for the first time. While ensuring students' academic achievement in a safe, secure environment is our #1 priority, Alloway Township School boasts that students enter as friends but leave as family.

Please use this Parent Handbook as a quick reference guide to our school. If you have questions that cannot be answered by reviewing the handbook, please contact the school at 935-1622 or refer to the school Website at [www.allowayschool.org](http://www.allowayschool.org).

Sincerely,

*Kristin Schell*  
Superintendent

## **Mission Statement**

The mission of the Alloway Township School District is as follows:

- To provide all students with an equal opportunity to achieve excellence and reach their full potential as lifelong learners.
- To enable students to meet challenges with courage, conviction, and confidence.
- To expect that all students shall master the skills stipulated in the NJCCCS including the NJSLS in mathematics and language arts and literacy at all grade levels.
- To provide quality programs through the dedication of committed, skilled teachers and administrators.
- To maintain a staff of professional educators that supports the NJCCCS and the NJ Standards for Professional Development.
- To work collaboratively with parents to ensure a safe, orderly, caring and supportive community for learning.

## **Administration**

Kristin Schell – Superintendent

Rebecca Joyce - Business Administrator/Board Secretary

Barbra Ledyard – Asst. Principal/Curriculum Coordinator

## **Board of Education**

Michael Dennison - President

Richard Morris - Vice-President

Cathleen Caltabiano

Michael Clarke

Elizabeth Decktor

Philip Donohue

Joseph Dyer, Jr.

Colleen Fulmer

Richard Morris, Jr.

Dave Lounsbury

## **Business Office**

Shannon DuBois-Brody  
Mary Aliberti  
Cynthia Seip

Business Administrator  
Board Clerk  
Board Clerk

## **Cafeteria Staff**

Cynthia Tarry, Manager  
Rosemarie McAllister  
Susan Remster

## **Instructional Aides**

Cody Bowen  
Zach Feron  
Rachel Richards  
Debbie Zarrin

Teri Bowen  
Aly Gilmore  
Lorrie Wagner

Jose Cardona  
Dee Nutt  
Jamie Wilson

## **Custodial Staff**

Ray Eckert  
Boonjun Bolden  
Dawn Harding

Maintenance Supervisor/Head Custodian  
Custodian  
Custodian

## **Faculty**

Kim DeFebo  
Alison Derenberger  
Kristy Leyman  
Maryann Acton  
Terry Turner  
Melissa Emel  
Lisa Ramos  
Demi Jaep (Bethany Garrison)  
Hope Mortimer  
Heather Principe

Pre-Kindergarten  
Kindergarten  
Kindergarten  
Grade 1  
Grade 1  
Grade 2  
Grade 2  
Grade 3  
Grade 3  
Grade 4 Math & Science

Karen Wildermuth	Grade 4 Language Arts & Social Studies
Chelsea Abhau	Grade 5 Language Arts & Science
Loretta Osborn	Grade 5 Math & Social Studies
Richard Kaufmann	Middle School Language Arts
Claire Gechter	Middle School Language Arts
Christopher Beck	Middle School Social Studies
Tara Reinert	Middle School Science
Lynne Katz	Middle School Math
Colleen Rishel	Middle School Math
Nancy Brawley	Middle School Special Education
Stephanie Owens	Middle School Special Education Language Arts
Brittany Chan	Middle School Special Education Math
Amber Hann	Elementary Special Education
Martha Arrizon	Spanish
Mary Ann Wyckoff	Music
Jennifer Gallatig	Art
Shari Rupertus	Librarian/Media Specialist for Digital Literacy
Mark Jaep	Physical Education/Health
Melissa Strawderman	Elementary SOAR Language Arts
Karen Murphy	Elementary SOAR Math
Kellie Whelan	School Nurse
Special Services	Speech Pathologist
Maria Bellia	School Psychologist
Meghan Taylor	Learning Disabilities Teacher/Consultant
Jennifer Schino	School Social Worker
Lindsey Gioielli	Guidance/Substance Abuse Coordinator

### **Main Office**

Barbara Rishel	Superintendent Secretary
Libby Lodge	Main Office Secretary
Deanna Bowling	Child Study Team Secretary

### **School Telephone Numbers**

Main Number - 935-1622  
 FAX - 935-3017  
 SACC – 935-1622 x374

## **2018-2019 School Times - Regular School Day**

7:43.....Student Arrival

7:50.....Homeroom

A Lunch (K-2) 10:50 -11:20

B Lunch (3-5) 11:35 -12:05

C Lunch (6-8) 12:20- 12:50

2:25.....Bus Student Dismissal

2:30.....Riders/Walkers Dismissal

PK-AM.....7:55 – 10:32

PK-PM.....11:47 – 2:25

### **Absence from School (Policy #5113)**

The Board of Education believes that regular attendance in class, participation in class activities, and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional and learning processes. The school staff cannot teach pupils who are not present.

School will be open a minimum of 180 days each year and the maximum number of absences permitted within an academic year is 20. All absences will be counted. It is the intention of this policy that the permitted number of absences will provide for normal illness. Pupils are expected to attend school during the established school time.

Any pupil, who, for any reason, fails to attend 162 (10%) days of school within any academic year, shall be subject to an administrative review by the Superintendent/designee before the student can be considered for course credit or promotion. The following individuals will be invited to participate with the administrative review: administrators, teachers, parent/guardians, students themselves and other school personnel such as guidance counselors, child study team members, etc.

#### **Unexcused Absences:**

For the purposes of this policy and pursuant to NJAC 6A:32-8.3, the definition of a school day is that a school day shall consist of not less than four hours of actual instruction, except that in an approved kindergarten a full school day may consist of one continuous session of 2 ½ hours.

A letter will go home when a student has accumulated 8 absences. The New Jersey Department of Education defines truancy as 10 or more cumulative unexcused absences (N.J.A.C. 6A:16-1.3).

For the purposes of this policy an unexcused absence shall be defined as absence of a student from school, a class/classroom, or his/her assigned program for a school day without proper notification by the student's parent/guardian or for reasons other than those listed in this policy below.

The following absences, late arrivals, and early dismissals are excusable:

1. Personal illness or injury – after 3 consecutive days, a doctor's note is required
2. Family illness (serious illness of a family member, residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
3. Death in the family (death of a family member of the student, including but not limited to parent/guardian, sibling, grandparent, aunt, uncle, etc.);
4. Absence due to court intervention
5. Religious holidays as prescribed by NJSA 18A:36-16
6. Quarantine
7. School sponsored activities
8. Medical or dental appointments
9. Unique special circumstances as determined by the administration on a case-by-case basis

According to New Jersey law, attendance in school is compulsory for children between the ages of 6 and 16; and, according to universally accepted norms, pupils cannot benefit fully from the educational programs of schools unless attendance is regular and uninterrupted. Therefore, the Board of Education directs that attendance of pupils be controlled and supervised.

If a pupil is absent, the parent/guardian is required to call the main office the morning of the absence. Pupils shall be required to complete all work and exercises assigned during any absences. Arrangements to make up the work must be initiated by the pupil or parent/guardian.

The Superintendent/designee in consultation with the teacher shall determine the effect of excessive absences, excused or unexcused, upon a grade or promotion.

The Superintendent/designee shall direct development of procedures to disseminate and implement this policy.

#### Students with Disabilities:

For students with disabilities, attendance plans and punitive and remedial measures shall be established in accordance with the students':

- A. Individualized Education Programs, pursuant to USC § 1400 et. seq., the Individuals with Disabilities Education Improvement Act;
- B. Procedural safeguards as set forth in NJAC 6A:14;
- C. Accommodation plans under 29 USC § 794 and 705(20);
- D. Individualized health care plans, pursuant to NJAC 6A:16-2.3(b)2ix.

#### Cases of Up to Four Unexcused Absences:

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting an investigation to determine the cause(s) of each unexcused absence. This investigation shall include contacting the parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with the student's parents/guardians.

#### Cases of Five to Nine Cumulative Unexcused Absences:

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting an investigation to determine the cause(s) of each unexcused absence. This investigation shall include contacting the parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with the student's parents/guardians. In addition, the assigned staff

member(s) shall evaluate the appropriateness of the action plan pursuant to NJAC 6A:16-7.8(a)41(3) and revise the action plan, as needed to identify patterns of unexcused absences and establish outcomes based on the student's needs and specify the interventions for achieving the outcomes supporting the student's return to school and regular attendance that may include any or all of the following:

- A. Refer or consult with the Intervention and Referral Services team, pursuant to NJAC 6A:16-8;
- B. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
- C. Consider an alternate educational placement;
- D. Make a referral to a community-based social and health provider agency or other community resource;
- E. Refer to the court program designated by the New Jersey Administrative Office of the Courts;
- F. Proceed in accordance with the provisions of NJSA 9:6-1 et seq. and NJAC 6A:16-11, if a potentially missing or abused child situation is detected; and/or,
- G. Cooperate with law enforcement and other authorities as appropriate.

#### Cases of Ten or More Cumulative Unexcused Absences:

In cases of 10 or more cumulative unexcused absences, the student between the ages of 6 and 16 shall be considered to be truant pursuant to NJSA 18A:38-37. In such cases, the following actions shall be instituted:

- A. A mandatory referral to the court program designated and required by the New Jersey Administrative Office of the Courts;
- B. A reasonable attempt to notify the student's parents/guardians of said mandatory referral;
- C. Continuation of consultations with the parents/guardians and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperation with law enforcement and other authorities and agencies, as appropriate;
- E. Proceed in accordance with the provisions of NJSA 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes, as required.

## **Affirmative Action**

The Alloway Township School District's Affirmative Action Plan, which includes the school and classroom practices, is available for review in the Affirmative Action Officer's office. The Affirmative Action Officer is the guidance counselor. In keeping with federal/state anti-discrimination legislation, the Alloway Township Board of Education has adopted and hereby publishes the grievance procedure providing for the resolution of student, employee, and parent complaints.

### **Purpose:**

To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin or social or economic status.

### **Definition:**

Grievance - A formal written complaint.

Grievant - Any student, employee or parent aggrieved by a decision or condition falling under the guidelines of federal/state anti-discrimination laws.

### **Procedure:**

Step #1: The grievant must present in written form the complaint to the responsible person designated as the grievance officer. (Use Grievance Report - Form A)

Step #2: The grievance officer has five working days in which to investigate and respond to the grievant. (Grievance officer is to use the space provided on Grievance Report - Form A)

Step #3: If not satisfied, the grievant may appeal within 10 working days to the superintendent or his/her designee (not grievance officer). (Use Appeal - Form B)

Step #4: Response by the superintendent or designees must be given within five working days. (Superintendent to use space provided for on Appeal - Form B)

Step #5: If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Alloway Township Board of Education, which will hear the complaint at the next regular meeting or within 30 calendar days. (Use Appeal - Form C). Local board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to

counsel, right to present witnesses, right to cross-examine and to present written statements.

The decision of the board shall be by a majority of the members at a meeting, which shall be public.

Step #6: The Alloway Township Board of Education shall respond to the grievant within 30 calendar days. (Use space provided for on Appeal - Form C)

Step #7: If the grievant is not satisfied with the board's decision, the grievant may file the complaint to the county superintendent of schools. If the complaint is not satisfactorily resolved, it can be referred to any of several agencies whose addresses are on file in the Alloway School office.

Grievance forms A, B, and C are available in the office of the Alloway School.

### **Arrival**

Bus students will be dropped off in the back of the school. Parents who drive their children to school should use the fire lane out front to drop students off at the curb. Please pull up to ease traffic congestion at the intersection of Cedar and School Lane. Students whose parents drive them to school or who walk to school are expected to arrive no earlier than 7:40 as that is when staff supervision is available. Students in Pre-k through 1st grade line up and enter at the main entrance. Students in 2nd through 8th grade line up and enter at the music room entrance. At 7:43 the bell rings for students to enter the building. Once the bell rings, students can enter through either door.

If it is necessary for your child to arrive earlier than 7:43 a.m., you may take advantage of our School Age Child Care (SACC) program. Students in the SACC program are supervised before and after school by qualified staff in our school library. Packets with information about our SACC program are available in the Main Office.

### **Back-to-School Night / Meet & Greet**

There are two Back-to-School events: Meet & Greet for Pre-K through 2nd grade and the traditional Back-to-School Night for 3rd through 8th grades. The Meet & Greet is held the night before the first day of school. The event allows our youngest students an opportunity to walk into school accompanied by parents to meet the teacher and visit the classroom. The Back-to-School Night is held the second week

of school and is intended for parents to follow the student's abbreviated schedule. We offer child care for this event as it is tailored for an adult audience.

### **Bike and Skateboard Riders**

In accordance with state law, all students riding bikes and skateboards to and from school are required to wear helmets.

### **Board of Education**

Governance:

Responsibilities of the board are defined in Title 18A of New Jersey statutes. The board functions as a governing body only when in session and a quorum is attained. Individual board members have no governing authority.

The board of education's primary responsibilities are:

#### A. Policy oversight:

The board is responsible for the development of policy and for the employment of a school superintendent who shall carry out its policies through the development and implementation of regulations. The board is responsible for evaluating the effectiveness of its policies and their implementation. This includes setting and evaluating goals in educational and financial areas. All Board of Education policies are available for viewing on the school Website: [www.allowayschool.org](http://www.allowayschool.org)

#### B. Establishment of Annual Board Goals:

Board goals are established each year. They are used to provide direction to all stakeholders for continuous improvement of our educational system. Board Goals will be made available through the main office and on the district's Website @ [www.allowayschool.org](http://www.allowayschool.org)

#### C. Provision of financial resources

The board has major responsibilities for the development and adoption of the district budget, which will allocate financial resources for facilities, staff, materials, and equipment to provide a thorough and efficient educational experience for all students.

#### D. Communication

The board is responsible for keeping the local community informed about the district initiatives and providing avenues for the community to interact in the development of district goals.

#### Meetings:

The Alloway Township School Board of Education holds its regular meetings on the fourth Tuesday of each month, except when posted otherwise, at 6:30 p.m. in the school library in the Alloway School building at 43 Cedar Street, Alloway, New Jersey.

Meetings of the board are open to the public and all members of the community are encouraged to attend. A time for public comment and discussion of the agenda items shall be included in the order of business at an appropriate time.

Brief comments on any matter of interest to the district should be reserved for the time provided in the order of business.

Provision may be made for the introduction by a member of the public of business not on the agenda when the matter is of such urgency or wide interest that delaying consideration of it to the next meeting would not be in the public interest.

The board shall not consider grievances or complaints that have not previously been considered through administrative channels.

#### **Bus Safety**

Riding of the school bus is a privilege. This privilege may be suspended or revoked as a result of inappropriate behavior. Bus Students Policy #3541 outlines that students will observe the following;

- a. Enter or leave the bus when the door is fully opened
- b. Take turns and avoid pushing upon entering or leaving the bus
- c. Take assigned seats promptly and remain seated in it until the bus arrives at a stop
- d. Keep feet and belongings under seat
- e. Keep hands off the property and person of other students
- f. Books and clothing are to be kept out of the aisle
- g. Avoid all boisterous, loud talk and other noises which might distract the driver

- h. Will not tamper with emergency door or other bus fixtures
- i. Conscientiously observes all rules and responds quietly to the driver's instructions
- j. The bus represents an integral part of the school system and, as such, the same standards of conduct apply to the school bus.

In keeping with New Jersey State Law, Chapter 18A:25-2, the following procedures for students deemed unmanageable shall be in effect:

1. First Offense: Student reported to the administration. A letter/telephone call to student's parents will inform them of the problem, as well as what procedure will be followed if subsequent offenses occur during the school year.
2. Second Offense: Same as first offense. In addition, student will be assigned an administrative detention.
3. Third Offense: Student reported to the administration. A parent conference will be requested. Student bus privileges may be suspended for one day.
4. Fourth Offense: Student reported to the administration. A parent conference will be requested. Student bus privileges may be suspended for three days.
5. Fifth Offense: Student bus privileges may be suspended for five days. Student will appear before the school board for an expulsion hearing. At that time, the Board will decide if the student will be expelled from the bus for the remainder of the school year. Bus expulsion could be carried from year to year.
6. School administration has the authority to modify consequences relative to the circumstances of the incident and the developmental level of the student. The administration may also bypass any of the steps if the student's conduct is serious enough to warrant such action.

### **Bus Transportation**

The following guidelines will be enforced in accordance with procedures and board policies:

1. Bus students are not permitted to ride on any other bus except their assigned bus.
2. Parental requests for transportation, other than to and from assigned bus stops, and due to extenuating circumstances, **must be made in writing** to the superintendent.
3. Exceptions will be made only in cases of emergencies.

4. Please include telephone number, destination requested, and reason.
5. All requests must be to or from a designated bus stop. Transportation to locations outside of the district will not be granted.

**Cafeteria Procedures**

All students must eat lunch in the cafeteria under the supervision of cafeteria staff. No student will be permitted to go home for lunch. A parent or guardian may request in writing that a child be permitted to go home, provided they are picked up at the school either by the parent or a responsible adult and returned after lunch. We do not allow deliveries for student lunch.

The prices for the 2018-2019 school year are as follows:

**Students**

Pre-K snack	\$ .40
Pre-K milk	\$ .35
Student Lunch (K-8)	\$2.80
Student Salad (with lunch components)	\$2.80
Student Lunch – Reduced Eligibility	\$ .40
Main Entrée (without lunch)	\$2.50
Extra Entrée (with lunch)	\$2.00
Milk/Juice	\$ .60
Chips, cookies, snacks	\$ .30-\$1.00
Ice Cream	\$ .50-\$1.00

**Staff**

Staff Lunch including large salad	\$4.75
Staff Large Salad only (no milk or sides)	\$4.25
Staff Small Salad	\$3.00
Milk	\$ .60
Bottled Water (8 oz.) or Iced Tea	\$ .50

Free or reduced lunch prices are available for those who qualify. Applications are distributed in September.

Snacks for pre-kindergarten can be purchased at school for a cost of 60 cents per day. Lunches are not served to the a.m. or p.m. pre-kindergarten students.

Daily cafeteria purchases can be made in two ways. One way is to have your child carry cash daily to be turned in to the cafeteria or you may choose to send a larger amount (cash/checks) to deposit into your child's account. Daily purchases of lunch, ala carte, or snack items will be deducted from this personal account.

Your child will be issued a PIN number and will be asked to insert their number on a keypad as he/she enters the lunch line to access their account balance. As your child approaches the point of purchase, their picture will be displayed on a computer screen along with their PIN number and their account information. The cost of their purchase will be automatically deducted from their account. If your child forgets his/her PIN number, the cafeteria staff will retrieve their number by searching by your child's name or homeroom list.

It is our policy not to permit students to charge their lunch unless absolutely necessary. Once students have charged three regular lunches, they will be given a cheese sandwich until their account is paid. Students who charge their lunch may not purchase snacks.

### **Chain of Command**

If you have concerns, questions, or an issue regarding your child's experience at school, we ask you to follow the chain of command when contacting school officials. Start with the staff member who would be directly responsible. In the event you need an additional perspective, contact the assistant principal, guidance counselor, or child study team member (depending on the nature of the issue). The superintendent is a resource for persistent concerns, questions, and issues.

### **Child Study Team**

935-1622 extension 407

The laws in the State of New Jersey have made special provisions for identifying, classifying and providing an education for children who need special modifications to the regular public school program in order to learn. The Child Study Team functions to determine if a child is in need of such services and to craft an Individualized Education Plan (IEP) for those students who eligible. The Child Study Team consists of the following personnel:

Supervisor	Kristin Schell
School Psychologist	Maria Bellia
School Social Worker	Jennifer Schino
Learning Disabilities Teacher/Consultant	Meghan Taylor
Secretary	Deanna Bowling

### **Class Cutting and Truancy (Unauthorized Absence)**

Penalties for students who cut classes shall include detention and in-school suspension. Parents/guardians who fail to comply with the compulsory attendance laws are subject to the penalties prescribed by law.

### **Dismissal**

Bus students are dismissed at 2:25 p.m. They exit at the rear of the building. At 2:30, walkers are documented and dismissed through the music room entrance. If your student needs to walk home, send in a note that will be confirmed so he/she can be added to our walker list. Students who get picked up line up in our foyer. At 2:30, our staff calls students to meet parents from the pick-up line. If your student need to be picked up, send in a note so that we can add him/her to our pick-up list. Our dismissal procedures are intended to ensure students' safety.

### **Dress Code Policy #5132**

It is the responsibility of the parents/guardians to send children to school properly dressed. Habits of good grooming and appropriate dress shall be discussed at all levels of the school. Pupils have a responsibility to dress, both in school and for activities during which they represent the school, according to regulations established for pupil dress codes. Students shall be encouraged to dress in attire, which is neat and comfortable. Extremes in attire, which may be in bad taste, disruptive to classes and a possible safety, or health hazard in certain settings shall not be permitted.

The Board authorizes the superintendent to develop school regulations prohibiting pupil dress or grooming practices which:

1. Present a hazard to the health or safety of the pupil himself/herself or to others in the school;
2. Materially interfere with school work, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

Minimum standards shall take into account cleanliness, neatness, health and appropriateness. Pupils who are wearing questionable attire will be sent to an administrator where a determination will be made as to appropriateness.

- A. Backless shoes or sandals that stay on your feet may be worn; however, sneakers are required for physical education activities and for participation in Teacher Taught Physical Education.
- B. Halter, tube, see-through, spaghetti strap, backless, and/or low-cut tops, and any other shirts revealing the mid-section, back or chest shall not be worn. Undergarments (including men's undershirts) may not be worn as outer garments. Tank tops can be worn as long as the strap is at least three (3) fingers wide.
- C. Clothing, book bags, or other accessories with offensive, obscene, or suggestive language or pictures shall not be worn. This includes, but is not limited to references to drugs, alcohol, and gangs.
- D. Shorts, skorts, dresses and skirts need to be mid-thigh in length. When wearing leggings, the top must come to mid-thigh. Pants with holes in them must have holes below mid-thigh. Short shorts, spandex or skin-tight clothing is not permitted. Boxer shorts are not permitted as outer garments.
- E. Students may not wear hats, bandanas, sweatbands, or sunglasses in school, unless approved for medical reasons, except for special school events.
- F. All pants are to be properly worn at the waist. Undergarments should not be visible in any way.
- G. Coats worn over normal attire are not to be worn indoors during the school day.
- H. Students may not wear pajamas to school except for special school events. Spirit/athletic wear is permitted.
- I. Any heavy chains, metal spikes, or sharp objects on clothing or accessories will be considered inappropriate.

The school's administration will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any articles of clothing or accessory which may result in the disruption of the school

environment. If found to be in violation of dress code, students will be required to change clothes.

### **E-Mail Addresses**

All employee e-mail addresses may be accessed by using their last name and first initial at allowayschool.org (doej@allowayschool.org).

### **Exclusions**

When a student has been excluded from school in accordance with statute, he/she shall have the same opportunity to make up missed work as a student absent for any other reason. Such days of non-attendance shall be recorded as excused absences.

### **Field Trips**

Students at Alloway Township School participate in class trips to museums, historical sites, the zoo, and other educational places. When such trips are taken, it is necessary that the teacher have signed permission slips. If a child does not have a signed permission slip, arrangements are made for the child to remain with another class in the school. The day of the field trip is a class day and students must be in school, whether they participate in the trip or remain in another class. Teachers coordinate any parent chaperones needed for the trip.

### **Grades**

It is the goal of Alloway Township School to utilize best practices when teaching and assessing your children. Grades should be transparent and reflect the mastery level of skills learned. Until we can fully utilize the benefits of a proven, skill-based report card, teachers will continue to assess your child(ren) with traditional, numerical grades. Student grades are calculated in the following manner:

Major Assessments	50% (tests/projects/published writing pieces, etc)
Minor Assessments	25% (quizzes/small projects,smaller writing pieces, etc.)
Daily Classwork	20%
Daily Homework	5%

Note that Specials classes will continue to utilize O, S, NI, and U.

## **Half-Day School Schedule**

When the half-day schedule is in effect, school will start at the regular time, but dismissal for grades K-8 will be 12:20 p.m. Lunches will not be served on half-days.

Student Arrival	7:43
School Starts	7:50
Bus Dismissal	12:20
Walker Dismissal	12:25

The pre-kindergarten half-day schedule will be as follows:

AM session 7:50 – 9:50

PM session 10:20 – 12:20

The bus driver will pick up PM pre-kindergarten children approximately one hour earlier than their usual pick-up time.

## **Health Services**

Annual Screenings (minimum requirements):

### Screening

- Height, weight and BP
- Visual acuity
- Auditory acuity
- Scoliosis

### Students

grades kindergarten through grade 8  
biennially for students in grades  
kindergarten through grade 8  
kindergarten through grade 3; grade 7  
biennially for students between 10 & 18

Physical Examinations Required:

Students enrolling new into the school district

New students who have never attended a public/private school

A physical examination must be done and the completed school form submitted within 30 days upon enrolling into school.

New students who have attended a public/private school

The school nurse will review your child's medical records provided by the previous school district. If documentation of a previous physical examination is provided, your child will not be required to have another examination. If documentation is not provided, the school nurse will notify you and you will have 30 days to have the physical examination done and the completed school form submitted.

Students transferring into Alloway Township School from out-of-state or out-of-country will be allowed 30 days in order to obtain entry examination documentation.

*It is important to obtain physical examinations for your child at least once during each developmental stage, at early childhood (preschool through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through 12).*

#### Immunization Requirements:

Effective September 1, 2008, the immunizations listed below are required for students attending public and private school in New Jersey. The only exceptions are for medical or religious exemptions (see school nurse if you think this applies to your child).

#### Diphtheria, Tetanus Toxoids and Pertussis Vaccine

PK students – a minimum of four doses

Kindergarten students and older – a minimum of four doses (one dose of which shall have been given on or after the child's fourth birthday)

Grade 6 –Tdap (Tetanus, diphtheria, acellular pertussis) – one dose no earlier than the tenth birthday (Exception – students who received A Td booster does less than five years prior shall not be required to receive a Tdap dose until five years have elapsed from the last DTP/DTaP or Td dose.)

See nurse for additional information/exceptions.

#### Poliovirus Vaccine

PK students – at least three doses

Kindergarten students and older – a minimum of three doses (one dose of which shall have been given on or after the child's fourth birthday)

See nurse for additional information/exceptions

#### Measles Virus Vaccine\*

PK students – one dose (on or after the child's first birthday)

Kindergarten students and older – two doses (the first dose shall have been administered on or after the child's first birthday, and the second dose shall have been administered no less than one month after the

first dose)

See nurse for additional information/exceptions

Rubella Vaccine\*

PK students – one dose (on or after the child's first birthday)

Kindergarten students and older – same as PK above

See nurse for additional information/exceptions

Mumps Vaccine\*

PK students – one dose (on or after the child's first birthday)

Kindergarten students and older – same as PK above

See nurse for additional information/exceptions

\*often given in combination – MMR

Haemophilus Influenzae Type B (Hib) Conjugate Vaccine

PK students – at least one dose on or after the first birthday

Kindergarten students and older – not required of children enrolling older than 59 months

See nurse for additional information/exceptions

Hepatitis B Virus Vaccine

PK students – not required

Kindergarten students and older – three doses

Grade 6 – same as kindergarten above

See nurse for additional information/exceptions

Varicella Virus Vaccine (Chicken Pox)

PK students – one dose (administered on or after the first birthday)

Kindergarten students and older – same as PK above

Documented laboratory evidence, a physician's statement, or a parental statement of previous varicella (chicken pox) disease shall be accepted in lieu of the vaccine

See nurse for additional information/exceptions

Pneumococcal Conjugate Vaccine

PK students – every child 12 months through 59 months of age on September 1, 2008 shall have received at least one dose of PCV on or after his/her first birthday

### Influenza Vaccine

PK students – children six months through 59 months of age on or after September 1, 2008 shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year.

### Meningococcal Vaccine

Grade 6 students – every child born on or after January 1, 1997 and entering grade 6 on or after September 1, 2008 shall have received one dose of a meningococcal-containing vaccine (such as the medically preferred meningococcal conjugate vaccine). This applies to students when they turn 11 years of age and are attending grade 6.

### Medication

Parent/legal guardians are encouraged to administer medications at home whenever possible. Medications should be administered in school only when necessary for the health and safety of students. (Herbal remedies and nutritional supplements are not considered medications and should not be administered in school.)

The following are the only individuals legally authorized to administer medication to students in school:

- a school physician
- a certified or non-certified school nurse
- a substitute school nurse (RN) employed by the school district
- the student's parent/legal guardian
- the student who is approved to self-administer medication in certain life-threatening conditions, such as emergency medications for asthma attacks and epinephrine for students identified as having a history of anaphylactic reactions (paperwork must be completed first).

Medications will not be given in school without the appropriate paperwork being completed, including a written order from the prescribing physician and written permission from the parent/guardian. Also, the medication must be sent to school in its original container.

If the school nurse is absent and the school is unable to obtain a substitute, the medication will not be given. In this case, if parents are notified, they are welcome to come to the school and give the medication themselves.

Please contact the school nurse, Mrs. Kellie Whelan, with any questions at 935-1622 x200.

### **Intervention & Referral Services (I&RS)**

The I&RS team exists to assist teachers in helping students achieve success in school. When students are struggling academically or behaviorally, teachers may refer students to I&RS through the Assistant Principal to help them design appropriate, positive alternatives.

### **Late Arrival and Early Dismissal**

Late arrivals and early dismissals are as disruptive to the educational process as absenteeism. Only the reasons for absence listed as excusable above shall be held valid for a late arrival or early dismissal. The parent/guardian shall inform the school in advance whenever possible. A student to be dismissed early must be met in the school office by the parent/guardian or authorized agent. After a combination of 5 unexcused late arrivals or unexcused early dismissals, parents/guardians will receive a letter. After 10, parents/guardians will be required to meet with the administration.

The Board expects students to arrive at school and in classrooms on time. Students who arrive late to school or in their assigned classroom(s) shall be subject to disciplinary action in accordance with the district's Code of Student Conduct. Students not in the building by 5 minutes after the first bell will be considered late and must sign-in in the office.

### **Lockers**

School lockers will be provided to students in middle school. Lockers are for storage of student coats and books. They are limited in size so unnecessary items should not be brought to school. The lockers remain the property of the Board of Education and as such may and will be searched in a random or as necessary manner.

### **Make-Up Work**

Students shall be provided the opportunity to make up all work and examinations missed because of absence. Failure to make up such work or take such examinations shall result in appropriate academic penalty. Students will be afforded one day for each day missed to make up work.

### **Potentially Missing Children**

The Superintendent/designee should be notified immediately by the staff when there is sufficient reason to believe there may be a child missing from school. The Superintendent or the designated official will notify the NJ State Police when there is a reported incident of a possible missing child within the school district. In accordance with Board Policies 5141.4 – Child Abuse & Neglect and 5141.5 Early Detection of Missing Children, and pursuant to NJSA 9:6-1 et. seq. and NJAC 6A:16-11, any case in which it appears that the student who is absent is potentially missing or the victim of child abuse and/or neglect, the Superintendent/designee shall conduct an investigation of the circumstances and proceed in accordance with law and in cooperation with law enforcement officials where appropriate.

#### Procedures to Identify Missing Children:

When a child is absent from school, parent/guardians are responsible for informing the office on the day of the absence and sending an explanatory note when the child returns.

If a child is absent from school and the parent/guardian does not call, the school will contact the parent/guardian to determine the cause of absence. If the school is not contacted and persons on the “emergency calling lists” cannot be contacted, the NJ State Police will be called to investigate the absence.

If a parent/guardian withdraws a child from school, an official request for the child’s records from the new school district should be received within 15 school days, if the transfer takes place within the school year, the request for pupil records should occur within 60 calendar days.

No pupils shall be permitted to leave the school before the end of the school day unless met in the school office and signed out by a parent/guardian or a person authorized to act on his/her behalf. Pupils may be asked to identify the authorized person.

No pupil may be released on the basis of an unverified telephone call. If there is reason to question the authority of the calling person, the school will call the parent/guardian to make a positive verification.

Children of estranged parents/guardians may be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is the parent/guardian registered on the school records. An official document

verifying custody may be required. The school shall not be a party to other arrangements with estranged parents/guardians.

### **Pre-Kindergarten/Kindergarten Entrant**

The goal of early childhood education is to involve young children in an educational process which enhances their childhood experiences and which, if continued throughout their childhood and youth, will help them to become responsible adults.

The Alloway Early Childhood Program offers a program, which promotes full development of the whole child. Through a developmental, sequential approach towards mastery of basic skills in a non-competitive atmosphere, the students are allowed to progress at their own rate according to individual abilities. It is the policy of the Board of Education to admit to pre-kindergarten in September, children who have reached the age of 4 years of age on or before October 1 of the current year, and to admit children to kindergarten in September, who have reached the age of 5 years of age on or before October 1 of the current year. Registration cannot be completed without the following:

1. Child's official birth certificate with raised seal (original)
2. All immunization records (Under School Health Services)
3. Two Documents attesting to Proof of Residency in the township.

Students assigned to the AM or PM sessions in Pre-Kindergarten will remain in that session for the entire school year.

### **Parent Teacher Association (PTA)**

The general purpose of the PTA is to connect home and school in order to benefit the students' experience at school. The PTA at Alloway Township School is organized, energetic, and well-rounded. This committed group hosts a variety of events, provides a variety of services, and raises funds, too.

The PTA needs the support of all parents and interested community members, and membership is encouraged. During the fall membership drive, the PTA is looking for ways members can potentially volunteer their time and expertise.

The PTA officers for 2018-2019 are:

President	Christina Paleschic
Vice-President	Tracy Hitchner

Recording Secretary	Jean Marie Sutton
Corresponding Sec.	Lauren Stubbs
Treasurer	Becky Cobb

PTA meetings are held on the first Tuesday of each month, starting at 7:00 p.m. in the media center. All members are welcome to attend. PTA events and notices will be printed on the lunch menus. For more information:

- email - [pta@allowayschool.org](mailto:pta@allowayschool.org)
- Website - <http://www.schoolrack.com/AllowayPTA/>
- Facebook - 'Alloway Township PTA'
- Remind app (to sign up for text reminders) - text @allowaypta to 81010

### **Report Cards**

Progress Reports are posted to view through OnCourse approximately halfway through each marking period. Teachers are not required to assign a numerical or letter grade at that time. Progress Report dates are:

First Quarter	October 9, 2018
Second Quarter	December 20, 2018
Third Quarter	March 6, 2019
Fourth Quarter	May 10, 2019

Marking periods end as follows:

First Quarter – November 13, 2018  
Second Quarter - January 29, 2019  
Third Quarter – April 5, 2019  
Fourth Quarter - June 5, 2019

Report cards are available as follows:

First Quarter	November 16-20, 2018 (Parent Conferences)
Second Quarter	February 4, 2019
Third Quarter	April 12, 2019
Fourth Quarter	June 14, 2019 or Last Day of School

Parent conferences will be held November 16-20, 2018. Pre-Kindergarten conferences will be held February 5-7, 2019.

## **Room Parents & Grade Level Parents**

### **Room Parents**

For Pre-K through 5th grade, two room parents serve to assist homeroom teachers with various special events during the school year. Room parents may be asked to organize parties (Halloween, Holiday/Winter, and End-of-Year) and assist with Field Day. Depending on the grade, teachers may call upon the room parents to assist as needed with other school/classroom events. When we have more volunteers than spots, we give preference to those who have not yet had a turn. We rotate to ensure all interested parents get an opportunity to be a grade level parent during their student's years at Alloway.

### **Grade Level Parents**

For middle school, two parents per grade will assist the grade level teachers to organize various events for middle school students. The ratio of chaperones to students in middle school is higher, but we use a lottery system when we do need parents as additional chaperones. When we have more volunteers than spots, we give preference to those who have not yet had a turn. We rotate to ensure all interested parents get an opportunity to be a grade level parent during their student's years at Alloway.

## **School Age Child Care (SACC)**

935-1622 x374

Contact person:

Deanna Bowling (Director)

935-1622x100

Our SACC program provides childcare for kindergarten through eighth grade students during the hours before and after regularly scheduled school hours. SACC is opened from 6:45 a.m. to 8:00 a.m. and 2:35 p.m. to 6:00 p.m.

The goal of our program is to create a warm, safe, happy, and enriching environment for your child's before and/or after school hours. We want your child to look forward to spending those hours in the SACC program where there are interesting things to do, friends to play with and opportunities to grow and develop with close supervision.

SACC begins on the first day of school and finishes on the last day of school. If you are interested in the program or have any additional questions, please call the SACC office at 935-1622 x374.

### **School Closing**

School closing and delayed opening information will be posted on our website and communicated to parents/guardians via the Connect Ed phone calling system. It can be viewed on the following local television station:

6abc (Philadelphia) #906

At times, a “delayed opening” will be implemented, which would delay school by two (2) hours. When this is implemented, announcements will be made over the ConnectEd phone system, 6 abc on TV, and our website. During delayed openings, school will begin at 10:00 a.m. Bus pick-ups will be delayed accordingly (ex: if your child were picked-up at 7:00 a.m., he/she would be picked-up at 9:00 a.m.).

### **School Improvement Team (SIT)**

The purpose of the Alloway Township School Improvement Team is to ensure a timely, proactive, collaborative forum to address the academic, social, health, and safety needs of our students and staff. SIT is a representative of teachers, staff, parents and school administration. Meetings are held monthly. Sub-committees include: School Climate, Parental Involvement, Facilities, Suggestions, and Academic Improvement. Issues and concerns are addressed and resolutions are discussed in a collaborative spirit. This process allows employees, parents, community members or students to personally address their concerns and possible solutions directly to the team.

### **Services for Special Education**

Placement in Special Education classes is based on the recommendations outlined in the student’s Individualized Education Plan (IEP). This plan is informed by data and stakeholders’ input. Child Study Team members, parents/guardians, classroom teachers, and administration are all stakeholders. The district policy is to provide the least restrictive learning environment for all classified students. The Alloway School has the following services:

1. Resource Center is provided for students to receive academic instruction in a smaller group setting.
2. In-class support (ICS) is provided by a certified teacher to include classified students in a regular education classroom.

3. Various therapy services (physical, occupational, speech, and hearing) are provided through contracted consultants at the school during school hours.
4. Psychological and guidance services include counseling with students, teachers, and parents. When appropriate, a referral may be made to available services outside the school system.
5. Homebound instruction is provided for those students unable to attend school due to physical or emotional illness.

Electronic mail may not be used to submit requests to school officials regarding referral, identification, evaluation, classification and the provision of a free, appropriate education.

### **Student Records**

Student records are available to any parent/guardian, adult student (18 years of age or older) and any non-adult student with the written permission from his/her parents/guardian. Request for records should be made in writing to the superintendent. The actual access to records must be made within 10 days of any written request.

If a parent or adult student wishes to challenge a record on the grounds of inaccuracy and/or irrelevancy, it must be done in writing to the superintendent. Appropriate personnel will meet with the parent/guardian of the student within 10 days of the written complaint.

Individuals wishing to read the Board policy regarding student records, should contact the superintendent's office and ask for policy #5125.

### **Vacations**

In extraordinary circumstances where family vacations cannot be scheduled when school is not in session, the administrator can excuse the absence if:

1. Written notice is submitted to the administrator at least 10 days prior to the vacation;
2. Documentation is provided to administration to show this is an extraordinary case;
3. The administrator determines that the student's academic progress will not be significantly hindered by the absence.

Work will be provided after the vacation days so it will reflect what was taught during the student's absence.

### **Visits to the School**

As per Board policy #1250, parents/guardians of pupils, Board of Education members and other visitors are welcome when appropriate. All visitors are required to enter through the main entrance and report to the main office. Parents/guardians who visit the school for scheduled meetings or to see the nurse do not require administrative approval. In order to preserve the integrity of the academic program, classroom visitors require permission in advance from the administration.

### **Walkers**

Due to recent State Supreme Court rulings, all walking students must supply a parent signed permission slip to be permitted to walk home unaccompanied by a parent. Parents and students using School Lane are reminded to walk on the sidewalk opposite the Post Office and to cross at marked crosswalks.

### **Web Page**

For current and updated information, i.e., lunch menus, contact information, etc., our school and district web page may be accessed at: [www.allowayschool.org](http://www.allowayschool.org)



