

**Eastampton Township School District**



**Parent/Student Handbook**

## SCHOOL HOURS/ARRIVAL RESPONSIBILITIES

The school day begins at 8:30 a.m. and ends at 3:00 p.m. **Students should not arrive at school prior to 8:15 a.m. as there is no adult supervision available.** Only students who are involved in a supervised activity are permitted into the school building before that time.

Upon arrival, students in grades K-3 should report directly to their classrooms. Students in grades 4-8 should go to their lockers, get the books and materials they will need for the morning, and report directly to homeroom. Lockers are given to 4<sup>th</sup>-8<sup>th</sup> graders and new locker combinations are issued each year. Personal locks are not to be placed on lockers. Lockers are to be neat and organized. No items/decorations may be placed inside or on lockers. **The school reserves the right to inspect and conduct random searches of all lockers.** Students are permitted to use their lockers before homeroom, before and after lunch/recess, and after the last period of the day. All students must leave the school building and grounds immediately after dismissal unless they are involved in a supervised school activity.

## SCHOOL ENTRY PROTOCOL

- No visitors are to enter the building with students during arrival. **All visitors to our school will need to have an appointment to enter the building.** (If you require assistance, an appointment must be made after the start of the school day.)
- At the buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have an appointment.
- All visitors are required to show photo identification prior to being buzzed into the building.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the main office immediately upon entry.
- Visitors will be required to show photo identification again, and sign in to obtain a visitor's pass.
- **It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.**
- If you must drop off an item for a student (lunch, homework, etc.), you will be directed to deposit that item in a bin outside the main entry. Entry into the school is not permitted.
- If you will be picking up your child early, you must notify the office in writing prior to dismissal. If it is an emergency, call the office to notify the school.
- Front office secretaries will be required to call the school resource officer and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.

## EMERGENCY CONTACT SYSTEM

If an emergency situation exists or adverse weather conditions cause a delayed opening, interruption or cancellation of school, you will be notified via our Blackboard Connect telephone system. This information system is also used for reminders throughout the school year. **Please be sure to update your child's contact information should any changes occur throughout the school year.**

Additionally, school closing information can be found at the following locations:

- Eastampton Community School website – [www.etsdnj.us](http://www.etsdnj.us)
- RVTV Channel 19
- Local TV Channels
- Facebook

## FIRE DRILLS/SECURITY DRILLS

Students are expected to remain quiet and conduct themselves in an orderly manner under the direction of the supervising teacher to the appropriate exit. Behavior during fire drills/security drills that endangers the safety of others will result in disciplinary action. There will be one fire drill and one security drill every month.

## TRANSPORTATION

Students are responsible to school officials for their behavior from the time they leave their homes in the morning until the time they return at the conclusion of the school program. Students involved in after 3:00 p.m. or evening activities related to the school are also responsible to school officials in the same way. Respect for neighborhood property along the way is a must.

### **Bus Riders**

Students riding the bus are asked to remain seated at all times while the bus is in motion. For safety reasons, basketballs, soccer balls, footballs, etc., are not permitted on the bus. Windows are to be opened by the driver only. Quiet conversation is important. Eating on the bus is not permitted.

Students must leave from school each day on their regularly assigned buses. Students may only ride the bus to which they are assigned. While waiting at bus stops, students must be careful not to lounge on or damage the lawns of neighbors. Playing ball or tag are not safe activities at this time. Students are not permitted to handle ice or snow.

Students who misbehave at the bus stop or when riding the bus, and who do not respond appropriately as a result of communication with their parents, will not be allowed to ride the school bus for a period of up to two weeks. (Upon reinstatement, continued misbehavior could lead to exclusion from the use of bus transportation services for a period of time in excess of two weeks to the balance of the school year.)

## **Walkers**

Parents should review with the walkers the route that their youngsters are expected to follow each day. Students walking to school may enter the building at 8:15 a.m. at their assigned locations. Students must use sidewalks at all times and use caution when crossing streets and the parking lot.

## **Bicycles**

Students may ride bicycles to school with parental permission. Racks are to be used for storage and bicycles must be locked by their owners. Students riding bicycles to school are expected to observe the normal rules of safety both on and off school grounds. All students riding bicycles must wear approved safety helmets as required by law. Students who do not follow the rules pertaining to the riding and storing of bicycles at school will lose that privilege for a period of two weeks. Continued disregard for the rules will result in a loss of the privilege from in excess of two weeks to the balance of the school year.

## **Skateboards/Roller Skates/Motor Bikes and Carts**

Students may not bring skateboards, roller skates, or roller shoes to school. Students are not permitted to ride motorized vehicles on school grounds at any time. The Board of Education will not assume liability for injuries.

## **Car Riders**

Students should be dropped off and picked up at the West entrance of the building. Parking or stopping in the fire lane is prohibited. Please do not drop off or pick up students in the school bus area. Students should not be dropped off before 8:15 a.m.

# **ATTENDANCE**

## **Absences/Excuses**

The school should be notified if a student will be absent. Students are expected to bring a note from their parents explaining an absence upon their return to school. A student who is absent for just one day is asked to obtain make-up work upon returning to school. A parent **may request homework assignments** for a student who is absent **two days or more** by calling the office or checking the teacher's website. Please call prior to 9:00 a.m. so teachers will have time to gather materials. Homework will be available for pick-up between 3:00 and 4:00 p.m. in the main office.

## **Late Arrivals/Tardiness**

When parents realize that their child will be late, a call to the school or a brief note accompanying their child is required. **A student arriving late to school must be signed in the main office by his/her parent or guardian.** Students who come in late without being signed in will be assigned a detention.

Repeated tardies will be investigated by the administration and disciplinary action may be taken. **A student must be present at least four (4) hours of the school day to participate in any extra-curricular activities that afternoon or evening. Three (3) unexcused tardies equals one (1) absence.**

### **Early Dismissals**

Upon arrival, children should present a written note to the homeroom teacher stating the time and reason for early dismissal. Parents wishing to take a student out of school before the regular dismissal time **MUST** sign the register in the office.

## **DRESS AND GROOMING**

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's individual style and individual preference. The Board will impose its judgment on pupils and parent(s) or legal guardian(s) only when a pupil's dress and grooming affect the education program of the schools.

All students, grades K-8, are required to dress in a manner that reflects good taste, modesty, and appropriateness. Choice of garments should be made according to the health, safety, and welfare of all students. The School Dress Code is designed to establish guidelines that assist students in making responsible decisions as they select attire that is appropriate for school.

Students are expected to follow the dress code guidelines below. Students who are in violation of the dress code will be asked to change or required to make arrangements to have more suitable clothing brought from home before they will be permitted to return to the school day. Continued defiance of the dress code will result in disciplinary action. Any attire which results in undue attention of the student or disrupts the educational process is in violation of the dress code.

### **Clothing:**

- Shoes, socks or stockings, and undergarments will be worn properly at all times.
- No undergarments should be visible.
- Attire that is excessively sheer, see-through, low-cut, or revealing as to be embarrassing or immodest will not be permitted. Shirts, tops, or dresses should not be see-through, and/or not be backless or strapless.
- Attire that advertises or refers to alcohol, drugs, gangs, weapons, etc. is prohibited.
- Shorts, dresses, and/or skirts must be no shorter than 4 inches above the knee.
- Shorts should not have words written across the backside.
- Pajama pants or tops are not permitted.
- Shirts/tops must be long enough as to not expose a bare midriff when standing AND sitting.
- Spaghetti strap style clothing is NOT permitted.
- Students are permitted to wear tank tops **ONLY** if a t-shirt is worn underneath
- Gloves of any kind are not to be worn during the school day.
- Hats, head coverings, sweat bands, or bandanas are not to be worn in the building.

**Shoes:**

- For safety reasons, sandals, flip-flops, or any other open-toed footwear must not be worn.

**General:**

- The classroom is not a place for grooming (e.g., brushing/braiding/playing with hair, applying makeup, etc.)
- Perfumes, colognes, and spray deodorants are prohibited for safety and allergy reasons.
- Backpacks or shoulder bags cannot be carried or worn during the school day. They must be placed in your locker upon entering school.

The Building Principal can make adjustments on special occasions.

## **STUDENT BELONGINGS**

### **Book Bags and Coats**

For safety reasons, book bags, backpacks, large purses, or handbags may not be carried around the school building or be brought to classes. Book bags may be used to carry books to and from school, but must remain in lockers during the school day. Coats must be left in student lockers and are not to be worn in class or in the hallways. Students in grades K-5 must have a coat to participate in recess during colder weather. Student belongings should be labeled with student's first and last name.

### **Textbooks**

Students will be expected to pay the replacement cost for all damaged or lost books.

## **STANDARDS FOR SCHOOL BEHAVIOR**

### **Students must abide by the following Code of Conduct:**

1. Possession or use of cigarettes, alcohol, or drugs on school property during a school-sponsored activity, or when walking to and from school, is a violation of school policy. Our school is in a designated drug-free zone as determined by the municipal government. Possession or use of cigarettes during any school-related function or at any time when the student is responsible to school authorities will result in automatic suspension. Possession or use of alcohol or drugs (any chemical or chemical compound which causes a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system) will result in automatic suspension and other action as delineated in Board of Education Policy.
2. Any student whose behavior causes a hostile environment shall be subject to disciplinary action.
3. Fighting is unacceptable behavior for students. Provoking a fight, fighting, or physically attacking a fellow student will result in suspension.
4. During any assembly, mature behavior is expected. Applauding a good performance by either a guest or one of our own students is encouraged. Stomping on the bleachers and jeering opponents or officials are unacceptable behaviors and will result in disciplinary action.

5. During lunch time, students are expected to keep their area of the eating facility clean, remain at their assigned table until a teacher gives directions, and ask permission if it is necessary to leave the cafeteria. Throwing food or showing a lack of respect and consideration for others will result in loss of the privilege to eat in the cafeteria with classmates. Detention or suspension will result depending on the seriousness and frequency of the infraction.
6. Defacing or destroying school property, equipment, or materials is a violation of school rules. Vandalism will result in detention and/or suspension, and parents will be held responsible for financial retribution.
7. Gum chewing during school and school-related activities is prohibited. Eating is only permitted during the student's specified lunch period. Violation of the gum chewing and eating rule will result in a general detention.
8. We have numerous children with various allergies and respectfully ask you not to bring any animals on school grounds.
9. Please do not send any balloons to school.
10. No food is permitted to be brought into the classrooms or into school for student parties such as birthdays or various celebrations like Halloween or Valentine's Day. Further, no students may give out any food items at any time for those celebrations. Students in the elementary grades may continue to bring in their own snacks on early dismissal days, keeping in mind the restrictions on nuts in the designated nut-free classrooms. Flowers and/or food will not be delivered to student classrooms.
11. Students will not be called to the phone except in case of extreme emergency. A phone is available in the office for after-school use by students if necessary.
12. Students are not to bring items that are unrelated to the school program. Inappropriate items will be confiscated and released to the student's parent. Students are not permitted to take pictures during the school day and during school activities without express permission from the administration.
13. Possession or use of any weapons or potentially dangerous items on school property, during a school-sponsored activity, when walking to or from school, or while waiting for or on a school bus is a violation of school policy. Possession of a weapon or a dangerous item **will** result in suspension. Any weapon or potentially dangerous item will be handled in a manner consistent with the Memorandum of Agreement between the school district and law enforcement officials.
14. **Students may NOT carry cell phones with them during the school day.** These items are easily taken and the school is not responsible if they are lost or stolen. Cell phones may not be used during the school day. They must be placed in the off/silent position during the school day and must be kept in lockers.

**If a student breaks the Code of Conduct, the following steps may be taken:**

Parents should expect communication from the school if their children begin to have behavior problems. The district will make every possible attempt to notify the parent/guardian of problems before issuing a detention or suspension. Students, however, who elect not to bring appropriate communication home, are still responsible for serving the detention at the assigned time.

**Teacher Detention**

A teacher may assign a detention for discipline infractions which occur during that teacher's class. Teachers are expected to give a minimum of 24 hours notice to the parent via the teacher detention form or by phone call. Teacher detentions are held from 3:00 pm - 3:30 pm.

## **General Detention**

General detentions are assigned by the administration and are held from 3:05 p.m. - 4:00 p.m. by the detention supervisor. These detentions will be assigned for violation of general school rules.

Parents are notified of a general detention by the notice sent home with the student which must be signed and returned to the main office.

Students who are assigned a detention are expected to report to the teacher in charge on the appropriate day. When absence from school results in missing an assigned detention, the student will report on the next session that a detention is conducted. Parents are responsible for making transportation arrangements when necessary.

Students who are assigned more than two general detentions in a given month will be excluded from participation in extra-curricular activities for one month following the issuance of the third detention.

## **Saturday Detention**

Saturday detention is held at least once a month from 8:00 a.m. until 12:00 p.m. in the library. Saturday detention is assigned to students for more serious or repeated offenses. Students who fail to attend their Saturday detention assignment will be suspended from school. Students should bring academic work to complete during the session.

## **Out-of-School Suspension**

Out-of-school suspension will be used for serious violations of school rules or accumulation of several minor offenses. Students suspended from school are permitted the opportunity to make up assignments or tests missed while suspended from school. A reasonable amount of time for make-up work will be provided. A student suspended from school may not participate in or attend school activities, nor may the student be on school property during the time of suspension. Please see the Chart of Discipline for examples of possible disciplinary consequences for specific behaviors.

## **HIB INFORMATION**

The School District has a ZERO tolerance policy toward harassment, intimidation, and bullying. This includes any written, verbal, physical act, or electronic communication. This may include any actions that take place on school property, at a school-sponsored function, on a school bus, or off school grounds which interferes with the orderly operation of the school or the rights of other students.

Please refer to the Harassment, Intimidation, and Bullying Policy #5512 on the district website. The policy will be updated throughout the year as mandated by the state. You may contact the Anti-Bullying Coordinator, Michael Herman, at ext. 140 or one of our Anti-Bullying Specialists (Nicole Ragone at ext.128, Erin D'Addona at ext. 118, or Dawn Dilliplane at ext. 319) for additional information.



## **COMMUNICATION OF STUDENT PROGRESS**

### **Guidance Services**

Guidance services are available for students in grades K-8. Services include group counseling, peer tutoring, and character education. For information on K-4 grade services, contact ext. 118 and for 5-8 grade services, contact ext. 128.

### **Hearing/Visual Screenings**

The school nurse routinely screens all students to determine whether an undetected impairment exists that would negatively affect their school program.

### **Parent Conferences**

Specific information regarding parent conferences will be sent home with students two to three weeks prior to fall conferences. Good communication should be a continuous process between home and school, and conferences should be conducted whenever the parent or teacher deem necessary.

### **Pupil Records**

According to N.J.A.C. 6:3-2.5 and as outlined in Board Policy, the school district is responsible for maintaining and securing student records. Parents who wish to review their child's records may do so by submitting a written request to the principal or assistant principal.

### **PowerSchool/Report Cards**

PowerSchool is the student information system used by the district which gives you the ability to view your child's progress. You can access grades, report cards, and even sign up to get email alerts. Report cards for all grades can be accessed through PowerSchool. If you do not have a user name and password for PowerSchool, please contact the main office. It is quick and easy, and all you have to do is bring your identification.

### **District Wide Announcements**

Eastampton School District has made a commitment to go paperless by making all district-wide announcements available online. Notices are posted on Thursdays and will be available under the "Notices/Documents" tab under "Quick Links" on the website.

### **Standardized Tests**

Students in grades 3-8 are administered the New Jersey Student Learning Assessment for Language Arts and Mathematics in the spring. Fifth and eighth grade students will also be administered the New Jersey Student Learning Assessment for Science.

## **LIBRARY**

Students entering the library are expected to arrive in a manner that is conducive to a library atmosphere. Students must return a due book before signing out a new one. A fine will be assessed for lost or damaged books. Students with outstanding fines will be denied participation on Field Day.

## **PHYSICAL EDUCATION POLICY**

Students are expected to have sneakers available for physical education and recess because it is part of the PE program. Appropriate clothing is required for physical education classes. Lockers in the gymnasium area are assigned to students (in grades 6-8) for storing clothes and books while they are participating in gym. Permanent lockers are assigned to boys and girls involved in after-school intramurals for the duration of the time they are participating in the sport. These students, therefore, should not return to their regular lockers or classrooms for books when their activity is terminated for the day. Students are responsible for placing all their personal items in their assigned lockers and locking them. All locks must be school-issued locks.

## **CAFETERIA - LUNCH/BREAKFAST PROGRAM**

The school district participates in the National School Lunch Program. Lunch/breakfast prices, free/reduced lunch applications, monthly menus, instructions on how to set up an account, and policies/procedures for purchasing or charging a student meal are all available on the district's website. A cafeteria charge must be paid back before a student is permitted to charge again. Students with outstanding charges will be denied participation on Field Day.

NO BREAKFAST OR LUNCH is served on early dismissal days.

## **EXTRA-CURRICULAR ACTIVITIES**

The intention of the Eastampton Township Board of Education is to provide students with varied activities that will enhance their development as they progress toward adolescence and subsequently to adulthood. Students are encouraged by the staff to take advantage of these opportunities. The administration and staff counsel students to organize their time so that participation in extra-curricular activities does not have a negative effect on their academic performance. Students with a failing average may be excluded from extra-curricular activities. Students must be present in school at least four (4) hours in a day in order to participate in any after-school or evening activity.

**PLEASE CHECK THE DISTRICT WEBSITE AND OUR SOCIAL MEDIA PERIODICALLY FOR UPDATED INFORMATION AND IMPORTANT SCHOOL DISTRICT POLICIES**



[www.etsdnj.us](http://www.etsdnj.us)



## CHART OF DISCIPLINE

**Below is a listing of pupil behaviors that are subject to pupil discipline, including suspension or expulsion, pursuant to N.J.A.C. 18A:37-2. The Superintendent has the authority to change the severity of the disciplinary measure based on grade level/age appropriateness. The district policy is subject to change in accordance with state mandates. Please check our website for periodic updates. The behaviors include, but are not limited to:**

<b>OFFENSIVE CONDUCT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
Accessing/Distributing Inappropriate Content	Suspension/Police Notification	Suspension/Police Notification	Suspension/Police Notification/Possible Expulsion
Arson	Suspension/Police Notification	Suspension/Police Notification	Suspension/Police Notification/Possible Expulsion
Assault on other students	Suspension/Police Notification	Suspension/Police Notification	Suspension/Police Notification/Possible Expulsion
Assault on staff members	Suspension/Police Notification	Suspension/Police Notification	Suspension/Police Notification/Possible Expulsion
Assault with Weapon	Suspension/Police Notification/Possible Expulsion	Expulsion Hearing	
Cheating	Teacher Detention	Administration Detention	Possible Suspension
Code of Conduct Violation	Detention	Saturday Detention	Suspension
Cutting Class, Leaving Class, or Leaving Assigned Location Without Permission	Teacher Detention	Administration Detention	Saturday Detention
Cutting Detention	Saturday Detention	Suspension	Suspension
Dating Violence	Suspension/Counseling	Suspension/Counseling	Suspension/Counseling
Defiance of Authority	Teacher Detention	Administration Detention	Suspension
Destruction of School, Staff, or Student Property	Saturday Detention/Police Notification	Suspension	Suspension
Disobedience	Teacher Detention	Administration Detention	Saturday Detention
Disruption	Teacher Detention	Administration Detention	Saturday Detention/Suspension
Dress Code Violation	Change of Attire	Detention	Saturday Detention
Extortion	Administrative Detention	Saturday Detention	Suspension
Failure to Wear Seatbelt on School Bus	Warning	Administration Detention	Bus Suspension
Falsification	Teacher Detention	Administration Detention	Saturday Detention
Falsifying a Fire or Security Alarm	Saturday Detention/Police Notification	Suspension	Suspension
Fighting	Suspension/Police Notification	Suspension/Police Notification	Suspension/Police Notification/Possible Expulsion
Forgery	Teacher Detention	Administration Detention	Suspension

## CHART OF DISCIPLINE

<b>OFFENSIVE CONDUCT</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
Gambling	Counselor Referral	Detention/Counseling	Saturday Detention/Counseling
Harassment, Intimidation, and Bullying	<i>See Policy</i>	<i>See Policy</i>	<i>See Policy</i>
Inappropriate/Unwanted Physical Contact	Suspension/Police Notification	Suspension/Police Notification	Suspension/Police Notification/Possible Expulsion
Inappropriate Language	Teacher Detention	Administration Detention	Suspension
Inappropriate Behavior on School Bus	Warning	Administration Detention	Bus Suspension
Insubordination	Teacher Detention	Administration Detention	Suspension
Language Misuse	Teacher Detention	Administration Detention	Suspension
Littering	Teacher Detention	Administration Detention	Administrative Detention
Misuse of Computer/Technology/Cell Phone	Teacher Detention	Loss of Computer Use	Loss of Computer Use/Saturday Detention
Sexual Harassment	Suspension/Police Notification	Suspension/Police Notification	Suspension/Police Notification
Smoking/Vaping (as defined by Board Policy) on School Grounds	Suspension/Counseling	Suspension/Counseling	Suspension/Counseling
Substance Abuse/Distribution	Suspension/Police Notification	Suspension/Police Notification	Expulsion
Terroristic Threat	Suspension/Police Notification/Possible Expulsion	Expulsion Hearing	
Theft, Damage	Restitution/Detention	Restitution/Saturday Detention	Restitution/Suspension
Threat Toward Other Student/s	Administrative Detention	Suspension/Police Notification	Suspension/Police Notification/Possible Expulsion
Threat Toward Staff Member/s	Administrative Detention	Suspension/Police Notification	Suspension/Police Notification/Possible Expulsion
Truancy	Administrative Detention	Saturday Detention/Police Notification	
Use or Possession of an Exploding Device	Suspension/Police Notification/Possible Expulsion	Expulsion Hearing	
Vandalism	Saturday Detention/Police Notification	Suspension	Suspension
Weapon/Dangerous Item Possession	Suspension/Police Notification/Possible Expulsion	Expulsion Hearing	
Wrongful Entry	Saturday Detention/Police Notification	Suspension	Suspension

**A professional evaluation may be required to return to school for any of the above violations.**