

Contents

<i>AFFIRMATIVE ACTION PRACTICES</i>	3
<i>ARRIVAL AND DISMISSAL</i>	3
<i>ASBESTOS MANAGEMENT PLAN NOTICE</i>	4
<i>ATHLETICS</i>	4
<i>ATTENDANCE</i>	5
<i>CELLULAR TELEPHONES</i>	9
<i>CHILD CARE</i>	9
<i>CHILD FIND</i>	9
<i>CHILD STUDY TEAM</i>	10
<i>CO-CURRICULAR ACTIVITIES</i>	10
<i>CODE OF CONDUCT</i>	10
<i>COMMUNICATION</i>	13
<i>DRESS CODE</i>	13
<i>EARLY RELEASE OF STUDENTS</i>	14
<i>EMERGENCY SCHOOL CLOSINGS/DELAYED OPENINGS</i>	14
<i>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT</i>	15
<i>GRADING POLICY</i>	15
<i>HARASSMENT, INTIMIDATION, AND BULLYING</i>	15
<i>HEALTH GUIDELINES</i>	21
<i>HOMEWORK</i>	25
<i>HOURS</i>	25
<i>INTEGRATED PEST MANAGEMENT NOTIFICATION</i>	26
<i>INTERNET TERMS AND CONDITIONS</i>	26
<i>LOST AND FOUND</i>	31
<i>LUNCH AND BREAKFAST</i>	31
<i>MARKING PERIODS</i>	32
<i>NUTRITION POLICY</i>	32
<i>PARENT-TEACHER CONFERENCES</i>	34
<i>PARENT-TEACHER ORGANIZATION</i>	34
<i>PARKING</i>	35
<i>PUPIL RECORDS</i>	35
<i>PROTECTION OF PUPIL PRIVACY</i>	35
<i>REGISTRATION</i>	35
<i>RETURNING TO THE BUILDING AFTER SCHOOL HOURS</i>	37
<i>SAFE SCHOOLS</i>	37
<i>SCHOOL BUS REGULATIONS</i>	37
<i>SCHOOL COUNSELORS</i>	38
<i>SECURITY</i>	39
<i>SPECIAL SCHOOL EVENTS</i>	39
<i>SUPPLIES</i>	40
<i>TELEPHONE</i>	40
<i>TRANSFERRING TO A NEW SCHOOL</i>	40
<i>VISITORS TO THE SCHOOL</i>	40
<i>CONTACT FLOW CHART</i>	41

AFFIRMATIVE ACTION PRACTICES

Affirmative Action – School and Classroom Practices

The Freehold Township Board of Education declares it to be the policy of this district to provide an equal opportunity for all children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, affectional or sexual orientation, marital status, English proficiency, liability, nationality, ancestry, age, national origin, place of residence within the district, social or economic condition.

Affirmative Action/Sexual Harassment

The Freehold Township Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district regardless of race, color, creed, national origin, ancestry, age, sex, domestic partnership status, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, non-applicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test. The Board of Education shall maintain a working and learning environment that is free from sexual harassment.

Section 504 of the Rehabilitation Act of 1973

The Freehold Township School District is subject to the provisions of Section 504 board policy (Rights of Persons with Disabilities, File Code #5145.7) which states that “No otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity sponsored by the board. Each district school has established a Section 504 committee to review a referral by a parent, teacher, or certified school members for services eligible under Section 504 and board policy.”

Title IX of the Education Amendments of 1972

The Freehold Township Board of Education does not discriminate on the basis of sex in the educational programs and activities that it operates, and it is prohibited from engaging in such discrimination by Title IX of the Education Amendments of 1972.

The district’s Affirmative Action and Section 504 policies and regulations may be reviewed on the district website. Complaints regarding alleged discrimination must be made in writing. For more information, please call 732-462-8400 ext. 8808.

Affirmative Action Officer

Neal Dickstein
Assistant Superintendent
732-462-8400 ext. 8808

ARRIVAL AND DISMISSAL

1. Students can begin arriving 10 minutes before the listed start time of school. Students **should not** arrive any earlier. Supervision is not provided prior to that time, and students are not permitted to enter the building.
2. Students arriving to school after the start time are to report to the office to obtain a late pass.
3. Students are expected to ride to and from school on their assigned bus. If your child’s dismissal will be different on any given day from the dismissal form that you have completed, please send in a note to your child’s teacher detailing the arrangements. Please refer to the additional guidelines for specific drop-off and pick-up procedures.

ASBESTOS MANAGEMENT PLAN NOTICE

The district hereby notifies all parents/guardians, staff members, employees and students that the activities required by the Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763.93 have been fulfilled. These requirements include the three year re-inspection and assessments of the asbestos containing materials located within the facilities comprising the school district. A copy of the updated AHERA Management Plan document is currently available for review at the main office of each school and other facilities within the Freehold Township School District. Please direct any further questions to Paul Rowan at 732-866-6808.

ATHLETICS

The following interscholastic sports are offered for middle school students in grades 6, 7 and 8. There is a yearly Athletic Pre-Participation Physical Evaluation, (White Form - Part B) that must be completed by a physician and a Health History Questionnaire, (Yellow Form - Part A) to be completed by the parent/guardian and submitted to the school nurse by a specified date. The Seasonal Health History Update (Blue Form - Part C) must be completed for each sports season. Forms are available from the nurse's office, main office, coaches, and the school web-site.

	<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Girls:	Field Hockey Cross Country Soccer	Cheerleading Basketball	Softball Track & Field
Boys:	Soccer Cross Country	Wrestling Basketball	Baseball Track & Field

Policy 2431 outlines eligibility standards for participation in athletics. Below is an excerpt from the policy. The policy can be found in its entirety on the district website.

A pupil who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent(s) or legal guardian(s) of a pupil who wishes to participate in interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the sport.

Pupil participation in athletic competition shall be governed by the following eligibility standards:

1. *A student must be passing all subjects as outlined below.*
 - a. *Students who are failing any subject at the time that warning notices are generated will be placed on a probationary period of ten school days. After the ten days have passed and the student has attained a passing grade, the probationary period ends and the student is in good standing. After the ten days have passed and the student has not attained a passing grade, he or she will be prohibited from participating in athletics for the remainder of the current season.*
 - b. *Students who fail any subject at the end of the marking period will not be permitted to participate in try outs for athletics the following season.*

- c. *A pupil in grades 6 through 8 is eligible for participation in the school district sponsored athletic/sports program if he/she is passing all subjects at the time that warning notices are generated.*
2. *A pupil who is absent with an excused absence or with an unexcused absence for a school day may not participate in the school district sponsored athletic/sports program the afternoon or evening of that school day.*
3. *A pupil who is serving an in-school or out-of-school suspension may not participate in the school district sponsored athletic/sports program while serving the suspension.*
4. *A pupil in any grade who fails to observe school rules for pupil conduct may forfeit his/her eligibility for participation in school district sponsored athletic/sports program.*

ATTENDANCE

The district attendance policy reflects those outlined in New Jersey state law (N.J.S.A. 18A:38-7) which are in effect for all NJ public schools. Please review the policy as it may affect your child's record.

Parents are responsible to ensure that the student attends school regularly and on time.

Requirements for Presence in School

A student will be considered to have attended school if he/she has been present at least four hours during the school day. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

Notification of Absence

Parents are expected to notify the school by providing notice to school of the student's daily absence or of future or anticipated absences by calling the school office prior to the start of the school day. The message on the attendance line should include:

- Name of student
- Spell last name
- Your relationship to student
- Date/s of absence
- Reason for absence
- Date of return

Re-Admission to School After an Absence

A student returning from an absence of any length **must present to the school a written statement, dated and signed by the parent or legal guardian, of the reasons for the absence.** Please visit our website for a downloadable form.

A note explaining a student's absence for non-communicable illness for a period of three or more school days must be accompanied by a physician's statement of the student's illness.

A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

Definitions

An “excused absence” is defined as a student’s absence from school for a full day or a portion of a day for one or more of the following reasons:

- a. Observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16,
- b. The student’s illness supported by a written letter from the parent or physician upon return to school,
- c. The student’s required attendance in court supported by documentation,
- d. Where appropriate, when consistent with Individual Education Programs, the Individuals with Disabilities Education Act, accommodation plans under 29 U.S.C. 794 and 705(20), and individual health care plans,
- e. The student’s suspension from school,
- f. Family illness or death, supported by a written letter from the parent upon return to school,
- g. Necessary and unavoidable medical and dental appointments that cannot be scheduled at a time other than the school day supported by a written letter from the parent or physician upon return to school,
- h. Take Our Children to Work Day,
- i. Educational Opportunity supported by a written letter from the parent upon return to school, and
- j. An absence considered excused by a New Jersey Department of Education rule.

An “unexcused absence that counts towards truancy” is a student’s absence from school for a full day or a portion of a day that is not defined as an “excused absence” above.

“Truancy” means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board’s Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.23. above shall be an unexcused absence counted toward truancy.

A student is considered “tardy” when he/she arrives to school after the official start time. Students miss valuable instructional time and activities when tardy to school; therefore, please ensure students arrive to school on time daily.

Instruction and Missed Work

Teachers are expected to cooperate in the preparation of home assignments for students who anticipate an excused absence of three or more school days duration. The parent or legal guardian must request such home assignments. A pupil who anticipates an excused absence due to illness of more than two school weeks’ duration may be eligible for home instruction in accordance with Policy No. 2412. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils. A student who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test. If your child’s absence is due to illness, and you wish homework assignments sent home during the absence, you should contact the school office to make such a request.

Home Instruction

Home instruction is provided for any child with a temporary or chronic health condition whose physical condition prohibits school attendance for ten consecutive school days or fifteen or more cumulative school days. A request for home instruction must be made on district Form N139, signed by the parent and by the child’s physician. This written determination from the child’s physician shall be forwarded

to the school physician to verify the need for home instruction. Contact your child's school nurse to initiate the process. The cost of approved home instruction is assumed by the Board of Education.

Denial of Course Credit/Retention

A student may be denied course credit or be retained as outlined in district policy and regulation. Exceptions may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

Mandated School District Response to Unexcused Absences

If a principal has a concern regarding a student's absences, the Principal will promptly write a letter to the student's parents or guardians expressing the concerns and the parents' or guardians' obligations in the law to ensure regular attendance. A copy of this letter will be sent to the district's attendance officer who may file the "five day notice". The Principal will monitor the student's attendance and report problems to the district attendance officer who will take appropriate action to ensure attendance.

If a student accumulates ten absences, the Principal will send a letter to the parents or guardians expressing concerns about the absences and their impact on student learning, including potential retention in grade. A copy of the letter will be forwarded to the attendance officer. This procedure will be repeated if the student accumulates fifteen absences.

Four (4) Unexcused Absences That Count Towards Truancy

For up to four cumulative unexcused absences that count towards truancy, the Building Principal or designee shall:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence that counts towards truancy prior to the start of the following school day,
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent,
- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance,
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected, and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

Five (5) to Nine (9) Unexcused Absences That Count Towards Truancy

For between five and nine cumulative unexcused absences that count towards truancy, the Building Principal or designee shall complete all stages as outlined above including evaluation of the action plan, a revision of the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:

- a. Make a reasonable attempt to notify the student's parent of each unexcused absence that counts towards truancy prior to the start of the following school day,
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent,

- c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above,
- d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences towards truancy and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 1. Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8,
 2. Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs,
 3. Make a referral to or coordinate with a community-based social and health provider agency or other community resource,
 4. Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and Regulation 5200 H.4,
 5. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected, and
 6. Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

Ten (10) Unexcused Absences That Count Towards Truancy

For cumulative unexcused absences that count towards truancy of ten or more, the pupil between the ages of six and sixteen is **truant**, pursuant to 5, and the Building Principal or designee shall:

- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and Regulation 5200 H.4,
- b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance, and
- c. Cooperate with law enforcement and other authorities and agencies, as appropriate, and
- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal Statutes, as required.

Special Education Students

For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.

Reporting Procedures

Parents are required to report absences and tardiness of students prior to the start of the school day. The attendance office voice mail is available 24 hours a day, and please include in your voice message details of your child's illness (i.e. cough, fever, etc.). Absences that are not reported by parents are considered unverified and unexcused. A student will be considered to have attended school if he/she has been present at least four hours during the school day with at least one hour present in the AM or pm. Students will not be recorded as half day present or absent, but rather students are given credit for daily attendance as long as they are in school for four hours. If your child's school starts at 7:40 AM (first tier

schools), students must arrive to school by 10:16 AM to be given credit for attendance. If your child's school starts at 8:20 AM, students must arrive to school by 10:55 AM to be given credit for attendance. If your child's school starts at 8:50 AM, students must arrive to school by 11:25 AM to be given credit for their attendance. If your child should need to leave school early, 11:40 AM (first tier schools), 12:20 PM (second tier schools), or 12:50 PM (third tier schools) would be the latest he/she could leave to receive attendance credit.

Upon return from an absence of any length, the student must present to the school a written statement, dated and signed by a parent or legal guardian, of the reasons for the absence. A note explaining a student's absence for non-communicable illness for a period of more than three school days must be accompanied by a doctor's note. A student who has been absent by reason of having or being suspected of having a communicable disease must present a doctor's note as evidence of being free of communicable disease. A principal may excuse a student from school for reasons including: the student's illness, a family illness or death, educational opportunities, or religious observances and necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

As you are aware, the district has a legal obligation to respond to accumulated unexcused absences. Action planning for absences begins after the fourth day of an unexcused absence. It is imperative that you help us to accurately record your child's absence by sending in an absence note for each absence. Take a moment to visit our website. Under the link Parent Resources – Health Office you will find illness guidelines as well as a downloadable and easy-to-use absence form.

CELLULAR TELEPHONES

Students are permitted to bring cellular phones to school. Cell phones also shall include all other electronic devices providing text messaging. All phones shall be turned off and placed in lockers or backpacks while the pupil is in school or at a school-sponsored event. Pupils on class trips may not use phones without the permission of the teacher or administrator. Pupils who use their phones while they are in school, or at a school-sponsored event, may have their phones confiscated and shall be subject to disciplinary action. Confiscated cell phones may be returned only to the parent/guardian. Repeat offenders shall be subject to the district's student discipline code. You may review this Board Policy 5516 on our website.

CHILD CARE

The YMCA of Western Monmouth County provides before and after school care for students for a nominal fee. It is located at 470 East Freehold Road. Childcare is provided at the school when school is in session. Please contact the YMCA directly at (732) 462-0464 extension 120 or 155 for more information.

CHILD FIND

The district conducts an ongoing community-wide effort to find and help students ages 3-21 in need of special educational programs. To qualify for preschool special education, the child must be 3-5 years old and experiencing a developmental delay as measured by appropriate diagnostic instruments and procedures in one or more of the following areas: communication, social/emotional, cognitive, adaptive, or physical including gross motor, fine motor and sensory (vision and hearing). For students in kindergarten through eighth grade, interventions in the general education setting are provided to students exhibiting difficulties in learning, behavior or health. Through implementation of the Intervention and Referral Services (I&RS) program, the staff of the general education program maintains written documentation, including data indicating the type of interventions utilized, the frequency and duration of each intervention, and the effectiveness of each intervention. A multidisciplinary team approach is used. Please contact your building principal or the Office of Educational Services for additional information.

CHILD STUDY TEAM

The child study team consists of school psychologists, school social workers, learning disabilities teachers-consultants and speech-language specialists. The team's primary function is to evaluate and design appropriate programs for students experiencing learning, health and/or behavioral difficulties. Some children may be eligible for special education. Individual education programs are designed for these students. Parents are encouraged to participate in all educational decisions concerning their children. The child study team also determines eligibility for related services such as speech and language therapy, occupational therapy and physical therapy. Please contact your building principal or the Office of Educational Services for additional information.

CO-CURRICULAR ACTIVITIES

Policy 2430 outlines eligibility standards for participation in co-curricular activities in the middle school. Below is an excerpt from the policy. The policy can be found in its entirety on the district website. Participation in a co-curricular activity is open to all students in buildings where a program exists. Participation is a privilege; therefore, the following rules must be adhered to:

1. *A student must be passing all subjects as outlined below.*
 - a. *Students who are failing any subject at the time that warning notices are generated will be placed on a probationary period of ten school days. After the ten days have passed and the student has attained a passing grade, the probationary period ends and the student is in good standing. After the ten days have passed and the student has not attained a passing grade, he or she will be prohibited from participating in activities for the remainder of the current marking period.*
 - b. *Students who fail any subject at the end of the marking period will be placed on a probationary period of ten school days. After the ten days have passed and the student has attained a passing grade, the probationary period ends and the student is in good standing. After the ten days have passed and the student has not attained a passing grade, he or she will be prohibited from participating in activities until the time that warning notices are generated.*
2. *Students who are ill and are in the nurse's office for three or more periods may not participate in a co-curricular activity that day.*
3. *Students must be in attendance at school on the day of an activity in order to participate in a co-curricular activity. In the case of an emergency, participation will be up to the Principal after reviewing the circumstances.*
4. *Students involved in co-curricular activities are expected to conduct themselves properly at all times and abide by the discipline code of the school. If the advisor establishes additional discipline rules, the student is expected to abide by them also. Students shall not attend activities on the days they are scheduled for detention or suspension.*

No pupil who has been absent for a school day may participate in a co-curricular activity scheduled for the afternoon or evening of that school day.

CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy 5600 to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including

on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and

the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.

Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupils' histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

COMMUNICATION

The staff in Freehold Township believes that open lines of communication must be maintained between the parents/guardians and staff for the children's success. All staff members have a district e-mail account. The e-mail address is the first initial of the first name and the entire last name followed by @freeholdtwp.k12.nj.us. For example, John Smith's e-mail would be jsmith@freeholdtwp.k12.nj.us. Staff members also have voicemail; please call the main office to be connected to the voice mailboxes.

The district website is located at <http://www.freeholdtwp.k12.nj.us>. This website has postings of information general to the district as well as unique to each school. Frequent written correspondence in forms of notices, flyers and newsletters are also sent home regularly to keep the parents informed of upcoming events.

DRESS CODE

A school dress code has been established in order to maintain an environment conducive to learning. The guidelines include:

1. Sleeveless shirts are permitted as long as they extend to the shoulder. Tank, tube and halter tops, including "spaghetti" straps, are not permitted.
2. Tasteful shorts are permitted during the school hours. Dresses, skirts and shorts shall be a length of at least mid-thigh.
3. Graphics or text on apparel that state or suggest obscene or offensive messages are prohibited.
4. Students are not permitted to wear hats in the building; however, they may bring them to school to wear during outside activities. Other inappropriate head coverings such as bandanas, sweatbands, caps, do-rags and any other headwear deemed inappropriate are not to be worn during the school day or school functions, except for medical and/or religious purposes.
5. The warm weather provides us with an opportunity to go outside on a daily basis after lunch and during outside play. Flip-flops, open backed, or platform sandals are not considered to be acceptable footwear for active outside play, and your child will be asked to sit out. In addition, rollerblade sneakers are not considered appropriate footwear for school.
6. Please remember that classrooms are fully air conditioned. Your child should be dressed appropriately.

If a child's dress is deemed inappropriate while attending the school day or other school related events, parents or guardians will be contacted to bring their child a change of clothes.

EARLY RELEASE OF STUDENTS

If it is necessary for a student to be dismissed prior to the end of the regular school day, the parent must send a note to the teacher. The student will be called to the office when the adult arrives at school. While most students are released only to parents/guardians, another adult will be allowed to take the student if **WRITTEN** permission is received from a parent. Please note that any adult picking up a student must be **18 years of age or older**. The parent (or authorized adult) must sign out the student in the office before leaving the building with him/her. Emergency requests should be presented in the front office. Students will not be released to others without **WRITTEN** authorization. Since the early release of students does disrupt the classroom, we request that students remain in the classroom unless it is absolutely necessary. You may be asked to present photo identification before your child is released to you or another authorized designee.

EMERGENCY SCHOOL CLOSINGS/DELAYED OPENINGS

In the event of a severe storm or other emergency closing of schools, a special announcement will be made between 6:45 AM and 8:00 AM over radio stations 1310 am, 94.3 fm, 101.5 fm, and 107.1 fm. Listen carefully for Freehold Township Schools, as three other districts have Freehold in their official titles. Announcements will also be made on News 12 NJ. Recordings of closings and delayed openings are also available by calling (732) 462-8400 or visiting our website at www.freeholdtwp.k12.nj.us.

It may be necessary to delay the opening of school due to inclement weather or other emergencies. When this happens, school openings will be delayed for a period of 2 hours. Food services will be provided as usual. It is important to remember that your child's bus will arrive approximately two hours later than the normal pick up time.

An emergency may develop during the school day necessitating an early school closing. Parents should plan for such emergencies by arranging for child care if necessary. If snow is in the forecast, let your child know if you plan to be out for the day and whom you have listed as emergency contacts. This person should be a close neighbor or on the same bus routes as your child. Check with that person to make sure they plan on being home. This can save time for us, as well as anxiety for your child. We ask that you do not call the school to inquire as to whether school will be closed early. It is important that the telephone lines are left open.

Freehold Township has also implemented School Messenger. This service allows the district to communicate with parents and staff regarding emergency notifications with an automated phone call. Once you have a child in the district, you are automatically entered into the School Messenger system. To make sure that you continue to receive emergency notifications, please keep your telephone information current with the school district. Whenever you change any of your telephone numbers (home, work or cell), please notify your child's school so that you will continue to receive important messages. Emails sent via School Messenger will be sent from broadcasts@schoolmessengermail.com.

There are three days built into the calendar for inclement weather and other emergencies. If three snow days are used, the last day will be June 23, 2017. If two snow days are used, the last day will be June 22. If one snow day is used, the last day will be June 21. If none are used, the last day will be June 20. In the event the district uses more than three days for emergency closings, the calendar will be modified to add days to the end of the school year.

In a township as large as Freehold, weather and road conditions may vary. Should you deem conditions in your neighborhood too hazardous, it may be your decision to have your child remain at home. All such absences will be charged against the student's attendance record.

A reminder to the parents whose children are in the YMCA After-School Care Program: In the event of unscheduled early closings, please contact the YMCA for information regarding your child's after school care program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

GRADING POLICY

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	94-96	B	84-86	C	74-76	D	65-66
A-	90-93	B-	80-83	C-	70-73	F	Below 65

HARASSMENT, INTIMIDATION, AND BULLYING

Summary of Policy 5512 – Harassment, Intimidation and Bullying

You can access the full policy on the district website.

A. Policy Statement

Districts must include a statement in their Policy prohibiting acts of harassment, intimidation, or bullying of a pupil.

B. Harassment, Intimidation, and Bullying Definition

1. “Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:
 - a. Is reasonably perceived as being 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 that
 - c. Takes place on school property, at any school sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
 - d. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - e. Has the effect of insulting or demeaning any pupil or group of pupils; or
 - f. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

C. Pupil Expectations

1. Districts must include a description of the type of behavior expected from each pupil in a Board approved Code of Pupil Conduct.
2. Districts must involve a broad base of school and community involvement in the development of a Harassment, Intimidation and Bullying Policy.

D. Consequences and Appropriate Remedial Measures

1. Districts must list the factors for determining consequences and remedial measures for a person who commits an act of harassment, intimidation, and bullying.
2. Districts must develop and list appropriate consequences and remedial measures for a person who commits an act of harassment, intimidation, and bullying.

E. Harassment, Intimidation, and Bullying Off School Grounds

1. The Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:
 - a. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
 - b. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - c. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
 - d. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

F. Harassment, Intimidation, and Bullying Reporting Procedure

1. A Board member, school employee, contracted service provider, pupil, or volunteer who has witnessed or has reliable information that a pupil has been subject to harassment, intimidation, and bullying must report the incident to the appropriate school official designated by the district's policy or to any school administrator or Safe Schools Resource Officer, who must immediately initiate the district's investigation procedures.
2. A Board member or school employee is immune from a cause of action for damages arising from any failure to remedy the reported incident.
3. A school administrator who receives a report of harassment, intimidation, and bullying from a district employee and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, and bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, and bullying may be subject to disciplinary action.

G. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)

1. The Superintendent must appoint a district Anti-Bullying Coordinator who has certain statutory responsibilities.
2. The Principal in each school must appoint a school Anti-Bullying Specialist who has certain statutory responsibilities.

3. The district must form a School Safety Team in each school with certain statutory responsibilities.

H. Harassment, Intimidation, and Bullying Investigation

1. The investigation into each report of alleged harassment, intimidation and bullying shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident, but conducted by the school Anti-Bullying Specialist, who is appointed by the Principal.
2. The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, and bullying.
3. The Principal shall proceed based on the investigation findings and the report shall be submitted to the Superintendent within two school days of the completion of the investigation.
4. The Superintendent shall ensure the Code of Pupil Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, as necessary.
5. The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation.
6. Parents of pupils who are parties to the investigation shall be provided in writing with information about the investigation within five school days after the results are reported to the Board of Education.
7. A parent may request a hearing before the Board of Education after receiving the information.
8. At the regularly scheduled Board of Education meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision.
9. The Board's decision may be appealed to the Commissioner of Education.
10. A parent, pupil, legal guardian, or organization may file a complaint with the Division of Civil Rights based on membership in a protected group as enumerated in the "Law Against Discrimination".

I. Range of Responses to an Incident of Harassment, Intimidation, and Bullying

The Board shall authorize the Principal, in consultation with the school Anti-Bullying Specialist, to identify the range of ways in which a school will respond once an harassment, intimidation, and bullying incident is identified.

J. Reprisal or Retaliation Prohibited

A Board member, school employee, pupil, or volunteer is prohibited from engaging in reprisal or retaliation against a victim, witness, one with reliable information, or any person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The district shall develop a list of consequences and appropriate remedial actions.

K. Consequences and Appropriate Remedial Action for False Accusation

The district shall develop and list consequences and appropriate remedial action for a person found to have falsely accused another as a means of retaliation or as a means of harassment, intimidation, and bullying.

L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

1. The Harassment, Intimidation, and Bullying Policy must be disseminated annually to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in the school in the district, including a statement explaining the Policy applies to all acts of harassment, intimidation, and bullying that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.
2. Notice of the Harassment, Intimidation, and Bullying Policy must appear in any publication of the district that sets forth the rules, procedures and standards of pupil conduct and in any pupil handbook.
3. Districts must develop a process for discussing the district's Harassment, Intimidation, and Bullying Policy with pupils.
4. A link to the district's Harassment, Intimidation, and Bullying Policy must be prominently displayed on the homepage of the school district's website.
5. Districts will notify pupils and parents the Harassment, Intimidation, and Bullying Policy is available on the school district's website.
6. Districts shall post the required information for the district Anti-Bullying Coordinator and the Anti-Bullying Specialists on the designated district websites.

M. Harassment, Intimidation, and Bullying Training and Prevention Programs

1. Districts must annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches designed to create school-wide conditions to prevent and address harassment, intimidation, and

bullying and other initiatives in consultation with school staff, pupils, administrators, volunteers, parents, law enforcement, and community members.

2. Districts must provide training on the Harassment, Intimidation, and Bullying Policy to school employees, contracted service providers, and volunteers.
3. Teachers shall complete at least two hours of instruction in harassment, intimidation, and bullying prevention as part of the professional development requirement.
4. The required two hours of suicide prevention instruction for teachers shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying.
5. Board members shall be required to complete a training program on harassment, intimidation, and bullying.
6. Districts must annually observe a “Week of Respect”, beginning with the first Monday in October.

N. Harassment, Intimidation, and Bullying Policy Re-Evaluation, Reassessment, and Review

Districts must annually conduct a re-evaluation, reassessment, and review of their Harassment, Intimidation, and Bullying Policy including input from the school Anti-Bullying Specialist and revise as necessary.

O. Reports to Board of Education and New Jersey Department of Education

1. The Superintendent shall report two times each school year at a public hearing all acts of harassment, intimidation, and bullying. The information shall also be reported to the New Jersey Department of Education.
2. The information reported to the Department of Education shall be used to grade each school in a school district and each district. The grade shall be posted on the appropriate district websites. A link to the report shall be available on the district website within ten days of receipt of the grade.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and must be reported to law enforcement in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act’s effective date, January 5, 2011.

R. Pupils with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a pupil with a disability with regard to disciplinary actions or to general or special education services and supports.

HEALTH GUIDELINES

The Board of Education employs certified school nurses for every building. These nurses work under a set of Standing Orders signed by the school physician and follow policies approved by the board of education as outlined in the Procedure Book for School Nurses. You will be required to return a signed health information form for your child each year. If any of the information on the form changes, please notify the school nurse immediately. If you have any questions regarding health services, please contact the nurse in your child's building.

During the school day, your children interact with many other children and adults. In order to maintain a healthy environment for all, please follow the guidelines below:

1. If your child has any of the following: fever over 100, vomiting, irritability, diarrhea, rash with fever or behavioral change, mouth sores with drooling, persistent cough and/or nasal discharge or symptoms that prevent your child from participating in school activities he/she should remain home until symptom free for 24 hours or a physician has determined the child is able to return.
2. If your child has a generalized illness (see above) during the school day, he/she will be excluded and should remain home until symptom free for 24 hours or until a physician has determined the child is able to return.
3. If your child has strep throat, he/she is excluded until 24 hours after medication with antibiotics has been instituted.
4. If your child has pink eye (purulent conjunctivitis), he/she will be excluded until examined by a physician and approved for readmission with no purulent (pus) discharge.
5. All cuts and abrasions should be kept clean and covered with a bandage. Any unusual amounts of drainage or swelling will be referred to the child's medical provider. If your child has impetigo and/or a draining wound that cannot be covered sufficiently, he/she is excluded until appropriately treated.
6. A child will also be excluded for communicable diseases in accordance with New Jersey Law/American Academy of Pediatrics Red Book and/or the Health Department.
7. If your child has any serious injuries, surgery or is hospitalized, a note from the doctor is needed to return to school. The note should indicate if there are any limitations or if your child is allowed to participate in all school activities. **The school physician has the final review of any reports and orders from a child's medical provider.**
8. The spread of any infectious disease can be prevented or deterred if students adhere to basic principle of good personal hygiene, cleanliness and recommended use of personal protective measures.

Parental Absence from the Area

If you plan to leave your child in the care of relatives or friends while you are out of the area, please notify the school nurse in writing. Also, please consider providing a notarized letter of permission for the caretaker to act in your place in a medical emergency.

Communicable Disease Control

In order to prevent the spread of contagious diseases, parents are required to notify the school nurse whenever their child contacts one of the following: pertussis, chickenpox, German measles, measles, mumps, streptococcal infections (including scarlet fever), staphylococcal infections, influenza, hepatitis,

mononucleosis, meningitis, encephalitis, tuberculosis, pediculosis (head lice), ringworm, impetigo, scabies or conjunctivitis.

Emergency Care

A child who becomes ill or who is injured at school will be seen by the school nurse. If, in the nurse's judgment, further care is required, the parent will be notified. If the parent cannot be reached, the nurse will contact the person designated on the student's emergency card. Transportation to the home or the source of medical care is to be provided by the parents. No child will be permitted to go home without being accompanied by a responsible adult. In a serious emergency, the services of the local rescue squad will be utilized and the parents will be notified promptly.

Health Assessment

Annually, the school nurse will screen all students in the areas listed below. Any apparent deviation from normal will be reported to the parents and the appropriate referral, if indicated, will be made.

1. Visual acuity in grades preschool, K, 2, 4, 6 and 8
2. Hearing in grades preschool - 3 and grade 7
3. Scoliosis in grades five and seven
4. Blood pressure

Physical Examinations

1. All physical examinations must be conducted by the student's private physician/advanced practice nurse/clinic. If the student does not have one, the school physician may perform the exam upon the written request of the parent/guardian.
2. Physical examinations are required for entrance into school. This exam must be completed no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in school. For students transferring into the district, there is a 60-day limit for receipt of the report of the exam.
3. A physical examination within 365 days of first practice is required for participation in a middle school interscholastic or intramural athletic squad or team. A health history update is required for each sport season within 60 days of first practice. All forms must be completed per NJAC 6A: 16-2.2. or they will be returned.
4. It is recommended that every child have at least one physical examination during early childhood, the middle school years, and in high school.

Physical Education Limitation

To promote the health and well-being of students and to protect them against further injury, the following regulations were adopted by the Board of Education.

1. A child may be excused from two consecutive days of physical education/directed physical activity with a note from the parent.
2. Additional or extended excuses from physical activity require a written order, signed by the physician, advanced practice nurse, dentist or chiropractor.
3. A child with an obvious injury (cast, splint, sling, sutures, support bandage, brace, etc.) will be removed from physical education /directed physical activity by the school nurse. A written directive signed by the child's physician is required to return to the program. The school physician will make the final determination for allowing return to physical activities.
4. Any child excused from physical education may not participate in any directed physical activity, sports activity or field day activities.
5. Excused children may report to the physical education teacher during class time. They are not to be on the playground during directed physical activity or lunchtime play.
6. Children not totally excused from physical education/directed physical activity, but because of a

medical condition are limited in the type and/or amount of physical activity, may be permitted to participate in certain activities which their physician specifies in writing. These activities must be approved by the school physician.

Signatures

Medication orders, permission to resume physical activity, reports of physical examinations, exclusion/return to school, requests for home instruction and all other pertinent medical communications require the actual SIGNATURE of the physician, dentist, or advanced practical nurse.

Physical Education Safety Requirements

Students should wear footwear to gym that is appropriate for athletic activity. In order to minimize the potential for injury, we strongly recommend that students wear only athletic sneakers for physical education class. An athletic sneaker has a sole that provides sufficient cushioning of the feet and has a lace or Velcro closure. An upper that provides toes, heel and arch support can help protect feet and prevent injuries. Elevated heels, platform soles, metal or plastic lace hooks are not permitted. Jewelry, which presents a hazard, must be removed.

Medication Policy

The Freehold Township Board of Education Policy/Regulation #5330 states: “Parents and legal guardians are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. Medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupils parent or legal guardian, a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency”. Students who have a life threatening condition, such as asthma or other potentially life threatening illness or allergic reaction, and, following the regulations in Board of Education Policy #5330, may be permitted to self-administer medication for these conditions. No other students will be permitted to have medication in their possession during the school day or during school sponsored events. **All medications must be delivered to the school by the parent or legal guardian and must be in original containers.** For your convenience, all medication forms are available in Health Offices and on the district website (Resources-Parents- Health Office).

A. Permission for Administration of Medication by the School Nurse

Any medication, whether prescription, over-the-counter or nutritional supplement, that is to be administered during school hours, requires the following:

1. The parent/guardian must provide a written request for the administration of the medication at school.
2. Written orders, SIGNED by the private medical provider (physician/advanced practice nurse/dentist), must be provided to the school, and include the following: (Refer to Medication Order Form N60, Asthma Treatment Plan or Allergy Action Plan):
 - a. The pupil’s name
 - b. Name of the medication
 - c. The purpose of its administration
 - d. The proper timing and dosage of medication
 - e. Any possible side effects
 - f. Length of time for which the order is valid (may not exceed the school year)
3. The medication must be brought to school by the parent/guardian in the ORIGINAL container, appropriately labeled by the pharmacy, physician, dentist or pharmaceutical company.

4. Medication orders and requests may not exceed one school year. A new order and parental request must be filed each year. Medication, which has been discontinued, shall be retrieved by the parent/guardian and retrieved at the end of the school year.

B. Administration of Epinephrine

1. The parent/guardian provides a written authorization for the administration of epinephrine with written orders from the physician or advanced practice nurse that the child requires the administration of epinephrine for anaphylaxis. This authorization includes a signed statement from parent/guardian acknowledging the district shall have no liability as a result of any injury arising from the administration of epinephrine (refer to Allergy Action Plan).

2. The school nurse has the primary responsibility for the administration of epinephrine however additional employees of the district may be designated and trained in the administration of epinephrine in an emergency when the school nurse is not physically present at the scene. The parent/guardian must notify the principal and nurse in writing of participation in any school sponsored activities.

3. The permission for the emergency administration of epinephrine is effective for the school year it is granted and must be renewed every year.

C. Permission for Self-Administration of Medication

Permission may be granted for self-administration of medication for a pupil with asthma or other potentially life threatening illness or a life threatening allergic reaction under the following conditions:

1. The parent/guardian must provide a written request for the administration of the medication at school and sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil (Refer to Parent's Request For Student With Life Threatening Condition to Self Administer Medication- Form N151).

2. Written orders, SIGNED by the private medical provider (physician/advanced practice nurse), must be provided to the school, that the pupil has asthma or another potentially life threatening illness or allergic reaction and is capable of, and has been instructed in, the proper method of self administration of medication (Refer to Physician's Request For Student With Life Threatening Condition To Self Administer Medication- Form N150). The written certification must include:

- a. The pupil's name
- b. Name of the medication
- c. The purpose of its administration
- d. The proper timing and dosage of medication
- e. Any possible side effects
- f. Length of time for which the order is valid (may not exceed the school year)

ALL MEDICATION ORDERS MUST BE SIGNED BY THE PRIVATE MEDICAL PROVIDER (PHYSICIAN OR ADVANCED PRACTICE NURSE), COUNTER-SIGNATURES OR STAMPS WILL NOT BE ACCEPTED. Information in regards to a student's medication may be shared with staff when such release of information is in student's best interest. Although these regulations may seem strict, they are for the protection and well-being of all the children. If you have any questions concerning this, please contact your child's school nurse.

Pediculosis Information (Head Lice)

Pediculosis (head lice) is common among children and is found in all geographic and socioeconomic areas of the country. They are **not** considered a sign of uncleanliness nor do they spread any disease. Head lice are caused by a small tan colored insect, *Pediculosis humanus capitis*. Lice cannot hop or fly; they crawl. Transmission may occur if a child comes into close head to head contact with someone who has head lice. Children should be taught not to share personal items such as combs, brushes, and hats. In order to minimize the problem of head lice in our schools, we ask that you observe the following procedure:

1. Check your child's head periodically, possible signs of the condition are an itchy scalp or a rash, especially behind the ears or at the nape of the neck. Lice themselves may not be easily seen since they move quickly and tend to adopt the color of the carrier's hair, but their eggs (nits), which are white and resemble a flake of dandruff, may be seen on the hair shaft. Unlike dandruff, they cannot be pulled off the hair shaft easily.
2. If you suspect that your child has lice, you may bring your child to the school nurse to be checked. If school is not in session, contact your child's physician.
3. Lice can be treated with over-the-counter preparations. Consult your physician or pharmacist for his/her recommendation. It is important that you follow the package directions carefully. Retreatment may be necessary in seven days depending upon the preparation used.
4. Because no treatment is 100% effective in killing nits, Freehold Township Schools enforces a "NO NIT" policy. Following treatment, you can use a fine-toothed comb or tweezers to remove all nits. **ALL VISIBLE NITS MUST BE REMOVED BEFORE YOUR CHILD CAN RETURN TO SCHOOL.**
5. All members of the household and other close contacts should be examined and treated if lice or nits are present.
6. It is important to wash all bed linens, nightgowns, and towels in hot water and dry in the clothes dryer. Furniture, carpeting, and car seats should be vacuumed. Toys, personal articles, and other items that cannot be laundered with hot water and a dryer can be kept in a sealed plastic bag for 10 days if there is a concern about lice having crawled from an infested child onto these articles.
7. After treatment has been completed and all visible nits have been removed, your child must be checked by the school nurse before returning to school.
8. If you have any questions or concerns, please do not hesitate to contact your child's school nurse. Working together, the home and school can ensure an environment that will promote the well-being of your child.

HOMEWORK

Homework is an extension of classroom instruction designed to expand and enrich the regular classwork. It is assigned to provide practice, reinforce or apply newly acquired concepts and learn necessary skills of independent study. Homework, like many aspects of the learning process, is a shared responsibility among the teachers, parents and students. Each child is given either a folder or an agenda to record homework and stow important papers. Please review the contents of these items on a daily basis.

HOURS

School

Regular

Delayed

Early Dismissal

Barkalow	7:40 a.m. – 2:16 p.m.	9:40 a.m. – 2:16 p.m.	7:30 a.m. – 11:40 a.m.
Eisenhower	7:40 a.m. – 2:16 p.m.	9:40 a.m. – 2:16 p.m.	7:30 a.m. – 11:40 a.m.
Applegate	8:20 a.m. – 2:55 p.m.	10:20 a.m. – 2:55 p.m.	8:20 a.m. – 12:20 p.m.
Catena	8:50 a.m. – 3:25 p.m.	10:50 a.m. – 3:25 p.m.	8:50 a.m. – 12:50 p.m.
Donovan	8:50 a.m. – 3:25 p.m.	10:50 a.m. – 3:25 p.m.	8:50 a.m. – 12:50 p.m.
Errickson	8:20 a.m. – 2:55 p.m.	10:20 a.m. – 2:55 p.m.	8:20 a.m. – 12:20 p.m.
West Freehold	8:20 a.m. – 2:55 p.m.	10:20 a.m. – 2:55 p.m.	8:20 a.m. – 12:20 p.m.

INTEGRATED PEST MANAGEMENT NOTIFICATION

This notice complies with the NJ School Integrated Pest Management Act. The district has adopted an Integrated Pest Management (IPM) Policy and implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests. All schools in New Jersey are required to have an IPM Coordinator to oversee all activities related to IPM and pesticide use. The district’s IPM Coordinator is Paul Rowan, 60 Jackson Mills Road, Freehold, NJ 07728, and can be contacted at (732) 866-6808. The IPM Coordinator maintains the pesticide product label and the Material Safety Data Sheet (MSDS), when one is available, for each pesticide product that may be used on school property. The label and MSDS are available for review by parents/guardians, staff, and students attending the school. The IPM Coordinator is available to parents/guardians and staff members for information and to discuss comments about IPM activities and pesticide use at the schools. As part of a school pest management plan, the district may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides in order to determine that the use of a pesticide, in accordance with instructions printed on the label, does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health; thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure. The IPM Policy and a list of the chemicals used in the last 12 months can be viewed at each school.

INTERNET TERMS AND CONDITIONS

FREEHOLD TOWNSHIP SCHOOLS INTERNET ACCEPTABLE USE POLICY

POLICY

**Freehold Township
Board of Education**

Section: Program

2361. ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

Date Created: August, 2002

Date Edited: July, 2012

2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (M)

The Freehold Township School District’s Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Freehold Township School District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district’s goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district’s technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Superintendent to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop

procedures to support this policy while ensuring compliance with Federal and State laws that regulate Internet safety.

These procedures are written to support the Electronic Resources Policy of the Board of Education and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Consent Requirement

No pupil shall be allowed to use the computer network, use the Internet, publish to the Internet, be provided district e-mail access, or use other electronic resources unless they shall have filed with the Principal or designee a consent form signed by the pupil and his/her parent(s) or guardian(s).

Network

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

Use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students includes:

- Creation of files, multi-media projects, (which include audio and video files) and web pages using network resources in support of education and research;
- Participation in the creation of content in collaborative resources online, e-mail correspondence and web pages that support education and research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Use of student owned mobile devices to support teaching and learning with the approval of the District Technology Coordinator or Assistant Superintendent. Use of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by district students includes, but is not limited to:

- The intentional disruption of network traffic or crashing the network.
- Degrading or disrupting equipment or system performance.
- Stealing data or other intellectual property.
- Gaining or seeking unauthorized access to the files of others or vandalizing the data of another.
- Gaining or seeking unauthorized access to resources or entities.
- Forging electronic mail messages or using an account owned by others.
- Misrepresenting oneself by accessing the network or any other online account, including email, as another individual.
- Invading privacy of others.
- Using the electronic resources of the school district for commercial purposes, financial gain or fraud.

- The access, upload, download or distribution of pornographic, obscene or sexually explicit material.
- The transmission of obscene, abusive or sexually explicit language.
- The violation of any local, state or federal statute.
- Vandalizing, damaging or disabling the property of another person or organization.
- The access of another person's materials, information or files without the implied or direct permission of that person.
- The violation of copyright, or otherwise using another person's intellectual property without their prior approval or proper citation.
- Cyberbullying, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture).
- Attaching unauthorized equipment to the district wired or wireless network. Any such equipment will be confiscated.
- Engaging in other activities that do not advance the educational purposes for which computer networks and electronic resources are provided.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet. These policies are applicable any time a student accesses the district network, including outside of school hours and regardless of the device from which they access the district network.

Internet Safety: Personal Information and Inappropriate Content

Students should not reveal personal information, including a home address and phone number, on web sites, web-based resources, and e-mail or as content on any other electronic medium.

Students should not reveal personal information about another individual on any electronic medium.

No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.

No student pictures may be used for individual profiles associated with online accounts, including e-mail.

If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of School or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

Filtering and Monitoring

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in

accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian. This permission will be obtained one time and will remain in place through the student's graduation from the Freehold Township School District. Permission may be revoked in writing at any time.

Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not share account passwords with others;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of New Jersey.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on a regular basis.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures and agree to abide by the provisions set forth in the district's Acceptable Use Policy.

Violation of any of the conditions of use explained in the district's Acceptable Use Policy or in these procedures could be cause for disciplinary action including, but not limited to:

- Use of the network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of electronic resource privileges;
- Revocation of computer privileges;
- Detention;
- Suspension from school;
- Expulsion from school; and/or
- Legal action and prosecution by the authorities.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy – Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year’s annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act and the school district enforces the requirements of these Acts and this policy.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

LOST AND FOUND

Any items found around the school will be placed in a designated area in the school. Students should check the lost and found when missing any items, upon arrival to school or at dismissal. You are asked to mark your child’s name inside ALL outerwear and lunch boxes. Items not claimed in a reasonable amount of time will be donated to a local charity.

LUNCH AND BREAKFAST

A hot lunch program is available daily. Students may bring lunch from home. Milk and snacks may be purchased separately. Menus are distributed monthly and can be accessed through the school website.

Lunch Prices for the 2016-2017 School Year

Regular lunch costs \$2.65 for elementary school students and \$2.70 for middle school students. Reduced lunch is available for those who qualify. Please refer to MealTime on our website, www.freeholdtwp.k12.nj.us, for information on creating/depositing money in a student’s account.

Breakfast Prices for the 2016-2017 School Year

Breakfast will be offered at the Laura Donovan School and Early Childhood Learning Center. Regular breakfast costs \$1.70 and reduced breakfast is available to those who qualify. As stated above, MealTime will be used for breakfast.

Sodexo Ingredient Disclaimer

The district may not know the exact ingredients used in the preparation of food and beverage items served within the school lunch program and/or by parent and school organizations. Every effort is made to instruct our food production staff on the severity of food allergies. In accordance with the Food Allergen Labeling and Consumer Protection Act, the major allergen ingredients of milk, eggs, peanuts, tree nuts, soybeans, wheat and shellfish are to be identified on food labels. However, food manufacturers are not required to declare these same allergenic ingredients which may be introduced through cross contact. Cross contact /contamination may occur during harvesting, transportation, manufacturing, processing and storage.

While these ingredient lists are available, there is no guarantee of the absence of these major food allergens. In addition, based upon vendor availability food products may be substituted with similar brands without notice. The parent/guardian of a student with anaphylaxis to food is to be responsible for their child’s purchase and consumption of any food product sold or provided by the school and needs to be aware of the potential hazards associated with the consumption of food not provided from the home. For information pertaining to ingredient labels please contact Sodexo School Services at 732-462-8400, ext. 8870 or 8871.

MARKING PERIODS

The marking periods for the 2016-2017 school year are as follows:

Quarter	Dates	Report Cards
1	September 6 - November 18	December 2
2	November 21 – February 3	February 15
3	February 6 – April 7	April 26
4	April 18 - June 23	June 23

NUTRITION POLICY

Regulation 8505 – School Nutrition

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
 - a. Soda Water
 - b. Water Ices - Those water ices which contain fruit or fruit juices are not included.
 - c. Chewing Gum
 - d. Certain Candies
 1. Hard Candy: Includes such food as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.
 2. Jellies and Gums: Includes such foods as gumdrops, jellybeans, jellied and fruit-flavored slices.
 3. Marshmallow Candies
 4. Fondant: Includes such foods as candy corn and soft mints.
 5. Licorice
 6. Spun Candy
 7. Candy-Coated Popcorn
2. All food and beverage items listing sugar, in any form, as the first ingredient.
3. All forms of candy.
4. Homemade baked goods such as cookies or cupcakes.
5. Home prepared items such as vegetable or fruit platters; and

6. Food items that are not sealed by the manufacturer or store

All snack and beverage items served anywhere on school property during the school day shall meet the following standards:

1. Based on manufacturers' nutritional data or nutrient facts labels:
 - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.
3. All beverages shall not exceed 12 ounces, with the following exceptions:
 - a. Water.
 - b. Milk containing 2% or less fat.
4. Whole milk shall not exceed 8 ounces.

When serving food items as part of a celebration during the school day, the following items are permissible. However, please read the nutritional information carefully as they must meet the guidelines listed above:

- 100 Calorie Cookies and Crackers
- 100% Fruit Snacks
- Animal Crackers
- Cheese & Crackers
- Crackers
- Cheese Sticks
- Party Mix
- Cookies or Cupcakes
- Fruit Ices
- Fruit Trays (sealed only)
- Granola Bars
- Ice Cream Frozen Desserts
- Jello
- Mini Bagels
- Mini Brownie Bites
- Mini Muffins
- Cereal Bars
- Pudding Cups
- Krispy Cereal Treats
- Small Bags of Pretzels, Popcorn, Chips, Cheese Puffs
- Rice Cakes
- Vegetable Trays (sealed only)
- Yogurt Pops
- Snacks purchased from the district school lunch provider

When serving food as part of a celebration during the school day and that celebration is away from school grounds, the only restrictions are those items identified in the regulation as foods of minimal nutritional value and homemade food items.

When serving food on days that the school cafeteria is not serving lunch, the only restrictions are those items identified in the regulation as foods of minimal nutritional value, homemade food items and sealed food items.

The following is a list of “nonfood alternatives” to celebrate birthdays. If it is important for you and your child to have a food item as a treat, the list also includes “healthy food alternatives.” Providing healthy classroom celebrations demonstrates a school commitment to providing healthy behaviors.

- Reading a book to the class
- Donating a book to the classroom library
- Providing a token sticker or pencil to classmates
- Providing a goodie-bag of non-food items including such items as: an eraser, a pencil, a pencil sharpener etc.

In February 2012, the Freehold Township Board of Education approved a revision to Regulation 5331, Management of Life Threatening Allergies in Schools, which will impact the procedure used when planning classroom celebrations. The revision is located in the section of the Regulation titled, “Family’s Role” and reads as follows:

“Review the foods and corresponding ingredients that will be served during classroom celebrations. If the ingredients do not include known allergens, the parents may provide written permission to the teacher for the student to eat those foods. The specific foods for which the parents are granting permission must be included in the note to the teacher and cannot conflict with the student’s IHCP or doctor’s orders.”

In order to facilitate the implementation of this revision, it is important for parents to be notified in advance of food items to be served during classroom celebrations. Therefore, teachers must be made aware of food items, including specific brands and a list of ingredients, to be served at classroom celebrations at least five school days in advance of the celebration. Then, the teacher will send home to parents a list of the specific food items with the list of ingredients. This procedure will ensure that parents of students with known life threatening food allergies may make an informed decision about providing written permission for their children to consume specific food items during classroom celebrations. Please note that written permission must be provided for each classroom celebration and that this procedure will only occur in classrooms that include students with known life threatening food allergies.

PARENT-TEACHER CONFERENCES

Parent conferences are scheduled in the winter of each year. Information regarding the scheduling of conferences will be sent home from your child’s school. Conference dates include January 12, January 24, and February 1, 2017.

PARENT-TEACHER ORGANIZATION

The PTO for each building is comprised of volunteer parents, administrators and teachers. The goals of the organizations are to enrich the academic and social environments of each individual building. Membership is open to all teachers, staff, and the parents or guardians of students attending the school. Dues vary by school, and meetings are held monthly. Fund raisers and special events for the students are

planned and coordinated with the school's administration and teachers. All are encouraged to join and be involved in any way possible. Membership information is sent home with all students. Additional membership forms can be obtained in the school's office.

PARKING

Please follow the guidelines for parking during school hours.

- It is imperative that no cars enter the bus drop-off area during the times that the buses may be dropping off or picking up children, approximately 10 minutes before school and 10 minutes before the end of the school day.
- Please also note that parking can only occur between the white lines of a designated spot.

PUPIL RECORDS

Parents may examine their child's Permanent Record Folder if they wish. To make the necessary arrangements, please call the principal's office to arrange for an appointment. State law provides that school officials may take a reasonable time to ready records for your inspection. Parents whose native language is other than English and who need the services of an interpreter, or parents who are hearing impaired, may bring someone with them to aid in the interpretation of their child's records. The school district may aid in obtaining the services of an interpreter. Your child's permanent record folder will identify other locations where pupil records may be kept.

PROTECTION OF PUPIL PRIVACY

The Protection of Pupil Rights Amendment (PPRA) generally governs the administration of student surveys in public school districts and is intended to protect pupil privacy in connection with student surveys and physical examinations. It requires the board to give parents and students effective notice of their rights under the law including: the right to inspect a survey and accompanying instructional materials whenever a survey to be conducted is federally funded, in whole or in part, or is otherwise part of a program which receives federal funds; the right, under certain circumstances, to have the district obtain written parental consent prior to the administration of the survey; and the right to inspect any instructional material used as part of the educational curriculum for the student.

Districts must directly notify parents, at least annually, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: (1) activities involving the collections, disclosure, or use of personal information collected from students for the purpose of marketing, selling, or otherwise providing that information to others who intend to sell or market the information; (2) the administration of any survey containing one or more of the following subjects: political affiliation or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisal of other individuals with whom the student has a close family relationship; legally recognized privileged relationships; religious practices, affiliations or beliefs of the student or student's parents; and income; and (3) any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student subject to the examination/screening, or of other students.

Parents also must be notified that they have the right to opt out their children from participating in any of the surveys or activities outlined above, unless otherwise accepted.

REGISTRATION

A child is eligible for entrance into kindergarten if she/he attains the age of five on or before October 1 of the year in which she/he applies for entrance.

A child is eligible for entrance into first grade if she/he attains the age of six on or before October 1 of the year in which she/he applies for entrance.

A child who was not eligible by reason of age for admission under the district's admission policy of October 1st of that school year, and is enrolled in a private school program, will not be accepted on transfer to kindergarten during the school year.

A child who was not eligible by reason of age for admission under the district's admission policy of October 1st of that school year, and is enrolled in a public or private school first grade program, will be accepted on transfer to first grade on a trial basis. Ultimate placement of the child will rest with the school authorities.

A child who has completed a public or accredited private school kindergarten, who was not eligible by reason of age for admission under the district's admission policy of October 1st of that school year will be assessed for first grade readiness skills in June of the year prior to beginning school in Freehold Township. The child must be completely registered for kindergarten prior to this assessment. Ultimate placement of the child will rest with the school authorities.

A child who has attended a public or private school, and has completed first grade or higher, may be placed at the grade level recommended by the previous school. Ultimate placement of the child will rest with the school authorities.

FUTURE DOMICILIARIES

A nonresident child otherwise eligible for attendance whose parent(s) or legal guardian(s) anticipates district residency and has entered a contract to buy, build, or rent a residence in this district may be enrolled without payment of tuition for a period of time not greater than four (4) weeks prior to the anticipated date of residency. If any such pupil does not become a resident of the district within four (4) weeks after admission to school, tuition will be charged for attendance commencing the beginning of the fifth (5) week and until such time as the pupil becomes a resident or withdraws from school.

KINDERGARTEN

A child must be five years of age on or before October 1st of the year the child is to be admitted to the kindergarten class. The parent must present the following at the time of registration:

1. A birth certificate with the official raised seal of the municipality.
2. A signed record of a complete physical examination, performed within one year of entry, on a standardized Form N107, available in every school, which must be SIGNED by the child's physician. Included on this form is a complete immunization record confirming a minimum of:
 - 4 doses of diphtheria, pertussis, tetanus vaccine (DtaP), with one dose given on or after the fourth birthday OR any 5 doses
 - 3 doses of polio vaccine, with one dose given on or after the fourth birthday OR any 4 doses
 - 2 doses of measles containing vaccine given after the first birthday OR laboratory evidence of immunity
 - 1 dose of rubella and 1 dose of mumps vaccine given after the first birthday OR laboratory evidence of immunity

- 3 doses of hepatitis B vaccine
- 1 dose of varicella vaccine on or after first birthday or physician history of disease or laboratory evidence of immunity

3. Two proofs of domicile in Freehold Township, e.g., tax bill, rent receipt, etc.

RETURNING TO THE BUILDING AFTER SCHOOL HOURS

All school buildings will be locked after school hours. If absolutely necessary, you may return to the building up to one hour after dismissal. You must ring the buzzer and wait for office personnel to respond to your ring. Students must be accompanied by an adult. There is no guarantee that entrance to the building will be possible after the stated times. Once you enter the building, parents are required to sign in, and school personnel will escort you to your destination and back out of the building. Please help us to build student responsibility. If students are frequent abusers of this privilege, it will be monitored by the principal and, if determined, the privilege will be revoked. All students have planning folders or agendas to help them stay organized and to write down assignments.

SAFE SCHOOLS

The district has developed and implemented a comprehensive safe schools and crisis management plan for each of its schools. This plan has been reviewed by crisis response teams in each school, as well as the Township’s crisis management response committee, which includes administrative personnel from the township council, the police and fire departments, and CentraState Medical Center. During a time of crisis, it is only natural for parents to be concerned about the safety of their children. Your children’s safety is also the primary concern of our staff. When necessary, the schools will call parents to inform them of any procedures about the release of children from school. This is why it is important to keep our phone lines open and free of incoming calls. If you feel it is necessary to come to school during a crisis, be sure to let the school authorities know before you remove your child from school.

SCHOOL BUS REGULATIONS

The Board of Education provides transportation for some students in Freehold Township. The primary goal is to provide a safe and efficient trip to and from school on a daily basis. Bus routes are established and stops designated each year to serve the community in an efficient and equitable manner. Bus stop locations are determined by specific criteria and influenced by certain factors. Examples include age of students, special needs of students, speed limits, presence of sidewalks and conditions of roadways. Should you decide to allow your child to walk to and from school, please provide the principal with written permission so the school can dismiss those students accordingly. Parents are requested not to transport their children except in the case of an emergency. Children should be encouraged to utilize the sidewalks and crosswalks where they have been provided. As traffic flow increases, the crosswalks provide greater safety for both pedestrians and vehicles. The Freehold Township Police Department employs and supervises crossing guards posted at key intersections. Calls concerning bus routes, stops, timing, etc., should be directed to the Transportation Coordinator, (732)-866-6810. If your child has a disability, please call your principal.

In order to ensure the safe and orderly operation of the district transportation system, certain rules and regulations must be observed by the pupils and enforced by bus drivers and the administration in cooperation with parental support. The rules and regulations pertain to transportation of students during all school-sponsored activities including, but not limited to, daily transportation, field trips, athletic activities and special events.

Students may not ride another student’s bus FOR ANY REASON.

It is the responsibility of the parent/guardian to transport students to and from day care.

- When approaching their bus stops, pupils should stay on the sidewalks or walk on the left hand side of the road facing oncoming traffic, refraining from trespassing on private property.
- Upon sighting the appropriate bus, the pupils shall line up in an orderly fashion and not move toward the bus until it has stopped completely and red lights are activated. Pupils must always stay within view of the bus driver. They should never attempt to pick something up in front or behind the bus because the bus driver will not be able to see them.
- Pupils must always stay within view of the bus driver. They should wait for a signal from the bus driver before crossing the road.
- State law requires that each student should have an assigned seat. After boarding the bus, the child shall go to his/her assigned seat. Students are to fasten seat belts correctly.
- Pupils shall remain seated at all times.
- State law specifies that the bus driver be in complete charge of the bus. He/she should be treated courteously and with respect.
- Loud talking, unnecessary noise and disruption are to be avoided at all times.
- At no time should a pupil place his/her head or any part of his/her body out of the window of the bus. Objects are never to be thrown from the bus or held out of a window. Windows are not to be lowered beyond two notches.
- Personal belongings such as books and lunch boxes should be contained in a book bag held on the student's lap. Open food and beverages, glass containers, medication, animals, or cages are not allowed on the bus. Large items such as projects are not permitted on the bus.
- Students are not permitted to eat, drink or chew gum on the bus.
- Students are to treat bus equipment with care and avoid behavior that would damage it.
- Students will be reported to the principal/assistant principal for misbehavior on the bus. The Administrator will notify the student's parents of the infraction. Subsequent incidents could result in written warnings and/or suspension of bus privileges.
- If a student misses the bus home, the parent or designee will be contacted and required to make alternative arrangements for transportation home.
- Bus students must present a written note to their classroom teachers from their parents/guardians if they will not be riding the bus on any given day.
- Pupils should avoid wearing clothing that could be especially hazardous to boarding and disembarking. Especially hazardous are long drawstrings, long backpack straps, long scarves and other loose clothing.

If your child loses something on the bus, please contact the Transportation Department by calling (732) 866-6810 to report the loss.

SCHOOL COUNSELORS

Each school has a student guidance counselor. The counselor serves the school community by being a resource for students, parents and school staff. If you would like your child to speak with the counselor, please contact the counselor. Students may also initiate contact on their own. At times, the school counselor may find it necessary to speak with your child regarding a variety of issues or experiences during the course of the day.

I & RS (Intervention and Referral Services)

The school's guidance counselor also serves as the chairperson of the I&RS team. Each school has an I&RS team comprised of educational professionals whose purpose is to provide assistance to regular education students. This assistance can relate to the full range of student learning, behavior and health problems.

SECURITY

All exterior doors to the building will be locked at all times, before, during, and after the school day. Visitors must ring the bell and enter through the main entrance doors. All visitors to the school or the school's grounds must report to the office to sign-in and receive a visitor's pass.

Other security guidelines include:

1. Vehicles should not pull up to the main entrance of the school. All vehicles must be parked, even if you are simply dropping something off in the main office. The office staff will ask you to move your vehicle prior to entering the building.
2. Upon ringing the doorbell, the office staff will ask each visitor his or her name and purpose for visiting to insure building security.

Our Safe Schools' Plan has been developed in consultation with the Freehold Township Police Department and is based upon best practices. We appreciate your cooperation in keeping our school a safe environment for all.

SPECIAL SCHOOL EVENTS

Freehold Township Schools firmly believe that the education of all children requires constant and open communication with the families. The more the families know about the school, its organization and the programs being delivered to the students, the better the overall experience for everyone. Therefore, several events occur throughout the year: (Please refer to the district calendar for school specific dates.)

1. **Back to School Night:** Each school sets its own date for this event. (*Donovan 9/8, Errickson 9/14, West Freehold, 9/19, Applegate 9/20, Barkalow 9/21, Eisenhower 9/22, ECLC 9/28, Catena 9/29*) Parents are invited to the building in the evening to meet the staff, school administrators, PTO members and to visit their children's classrooms. This evening includes a presentation from the teachers detailing his or her expectations for the year and a brief overview of the curriculum. This is not a night for individual conferences. The information is all general and not specific to any one child. Be sure to visit the related arts teachers to see their special presentations. *Please do not bring children to this event.*
2. **Parent-Teacher Conferences:** A formal parent-teacher conference is held each winter. Please see the district calendar for dates. The purpose of this meeting is to discuss your child's academic and social progress to date. Day and night time conferences are available.
3. **Picture Day:** Each school schedules a day to have each child photographed individually and with his or her class. The portraits are used in the yearbook, and photo packages are available for purchase. Please keep a look out for the notice and order form that will go home during the fall.
4. **Class Parties/Celebrations:** Classroom holiday and special event parties will be coordinated through the classroom teacher and/or the class room parent. Please adhere to the guidelines established for each event. State and school regulations limit the kinds of food served to students during the school day. Candy and foods of minimal nutritional value (as defined by State guidelines) may not be served at any time. This includes candy, soda, water ices, etc. If you have any questions about these regulations, please contact your child's teacher. For further information, please refer to the district's nutrition policy/regulations included in this handbook.
5. **Birthdays:** Young children love to celebrate their birthday in school with their teacher and classmates. Please keep in mind that this is an instructional setting and we cannot accommodate parties. Please make arrangements beforehand with the classroom teacher to provide a healthy snack that are in accordance with the school nutrition regulations or non-food alternative. Also, please note that birthday invitations and/or cards will only be distributed in school if there is one for each child in the class.

SUPPLIES

The Board of Education provides instructional materials for classroom work. Students are expected to be responsible for the materials issued to them. These are on loan to students. Materials are to be kept free of writing and other markings. The students will be responsible for lost or abused materials. Fines will be assessed for damaged or lost materials at the end of the school year.

TELEPHONE

School telephones are available to be used by students for emergencies ONLY during school hours.

TRANSFERRING TO A NEW SCHOOL

At the time of registration, transfer students from New Jersey schools are required to present a copy of their State of New Jersey Health History and Appraisal (A-45) and the entrance physical examination from the previous school district. If transferring from outside of New Jersey, immunization records and the physical exam documentation must be received within 30 days of entry. New Jersey law requires that any student transferring from another country designated as high risk by the Department of Health must have a valid Mantoux test to screen for tuberculosis. Contact your school nurse to determine if a Mantoux is required for your child.

Parents of students transferring out of this school district should notify the office of the school their child attends, giving the new address and the date of transfer. The parent must come to the office to sign a release of records and to secure a copy of the immunization records to present to the new school. Upon request from the new school, original records will be forwarded to public schools within the state of New Jersey and copies will be sent to private schools and public schools outside of New Jersey.

VISITORS TO THE SCHOOL

To ensure students' safety, all visitors to the Freehold Township Schools are required to enter through main doors and pass through the main office to show identification, sign-in and receive a visitor's pass. Please ring bell, show identification and wait to be let in. Visitors must also return to the main office to sign-out and return the pass before leaving. There are no exceptions to the visitor policy. All teachers have been directed to send all visitors to the office. A direct stop in the school office will avoid any delay. Conferences with teachers must be arranged in advance.

Lunches, books, sneakers or other items to be delivered to a child should be taken to the school office. Emergency messages will also be delivered to your child. When you call, please give the child's name, teacher's name, and the message. No child will be called from the classroom during instructional time to take a telephone call.

During the year, opportunities will be made available for parents to visit classrooms, and we hope that you take advantage of this.

CONTACT FLOW CHART

Where do I go with a question or concern?

Initial Stage



Teacher
Call the school to arrange a conference

Questions or concerns regarding instructional practices and/or discipline problems in your child's classroom should be addressed with your child's classroom teacher.

Second Stage



Principal/Supervisor
Call the school and use the main office extension.

If more information is needed or you still have questions or concerns, a conference should be set up with either the principal or building supervisor.

Third Stage



Central Office
Assistant Superintendent for Curriculum and Instruction
Dr. Pamela Haimer
732-462-8400, Ext. 8811

The last level of contact with the district about a question or concern regarding either curriculum and instruction or human resources and technology is to Central Office personnel.

Central Office
Assistant Superintendent for Human Resources/Technology
Mr. Neal Dickstein
732-462-8400, Ext. 8808

Fourth Stage

Central Office
Superintendent of Schools
Dr. Ross Kasun
732-462-8400, Ext. 8807