



STUDENT HANDBOOK & CODE OF CONDUCT 2023-2024

P.O. Box 327, 43 Cedar Street
Alloway, New Jersey 08001
(856) 935-1622 ■ Fax (856) 935-3017
Website: www.allowayschool.org
Facebook: @AllowayTownshipSchool

Dear Alloway Township School Families:

Welcome to a new school year! It's wonderful to see our returning students and families. If your child is joining us as a new student, we are thrilled that you have made Alloway your home. Our entire staff prides itself on strong academics, a safe and secure environment, and close connections with our community. ATS boasts that students enter as friends and leave as family.

Please use this Student Handbook and Code of Conduct as a reference guide for our school. If you have any questions, please contact us at 856-935-1622 and/or refer to the school website at www.allowayschool.org.

Sincerely,

Amy Morley

Chief School Administrator

Heather Principe

Assistant Principal

Alloway Township School Mission

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

- To provide all students with an equal opportunity to achieve excellence and reach their full potential as lifelong learners.
- To enable students to meet challenges with courage, conviction, and confidence.
- To expect that all students shall master the skills stipulated in the NJ Student Learning Standards
- To provide quality programs through the dedication of committed, skilled teachers and administrators.
- To maintain a staff of professional educators that support the New Jersey Student Learning Standards and the NJ Standards for Professional Development.
- To work collaboratively with parents/guardians to ensure a safe, orderly, caring and supportive community for learning.

Personnel Directory

You may contact any staff member through email using their last name, first initial@allowayschool.org. (i.e. lapec@allowayschool.org)

Administration

Amy Morley – Chief School Administrator
Melanie Allen - Business Administrator
Heather Principe - Assistant Principal
Kari Foote - Supervisor of Special Services

Board of Education

Richard Morris, Jr. - President
Michael Dennison - Vice-President
Elizabeth Decktor
Sara Cobb
Joseph Fedora
Jeffrey Hitchner
Carla Leady
Kenneth McKelvey, Jr.
Jeanie Horner

Business Office/ Shared Business Services

Melanie Allen - Business Administrator/Board Secretary
Lisa Hagan - Board Clerk
Alesia Carney - Board Clerk

Custodial/Maintenance Staff

Karl Schenck - Buildings & Grounds Supervisor
Dawn Harding - Custodian
Jonathan Gould - Custodian

Cafeteria Staff

Cynthia Tarry - Manager
Susan Remster - Cafeteria Worker
Lori Hoffman- Cafeteria Worker

Main Office

Conni Lape - Superintendent's Administrative Assistant
Kara Moran- Main Office/Child Study Team Administrative Assistant

Child Study Team

Kari Foote - Supervisor of Special Services
Kara Moran - CST Secretary

Instructional Aides

Cody Bowen, Terri Bowen, Meghan Christopher, Jozie DiGerolamo, Michele Hewitt, Amanda Hitchner, Nicole Hitchner, Rachel Rose, Justy Brobst-Turner, Jamie Wilson

Other Certificated Staff

Melissa Strawderman Title I and Testing Coordinator
Haili Abbott PreSchool
Amy Medina PreSchool
Kristi Popecki PreSchool
Alison Derenberger Kindergarten
Adriana Simiriglio Kindergarten
Lisa Ramos Grade 1
Terry Turner Grade 1
Olivia Wright Grade 2
Melissa Emel Grade 2
MaryAnn Acton Grade 3 Math & Science
Richard Kaufmann Grade 3 Language Arts & Social Studies
Courtney Brodzik Grade 4 ELA & Social Studies
Loretta LaRoy Grade 4 Math & Science
Kristy Leyman Grade 5
Amanda Hyatt Middle School Language Arts

Paul Kelly Middle School Language Arts
Christopher Beck Middle School Social Studies
Jamie Munyon Middle School Science
Cassidy Cain Middle School Math & Algebra
Colleen Rishel Middle School Math
Nancy Brawley Special Education
Heather Adams Special Education
Tonya Foster Special Education
Kerry Kramme Special Education
Jackie West Special Education
Emily Cassidy PT Middle School Spanish
Christopher Lindsay PT Music
Jennifer Gallatig PT Art
Shari Rupertus Librarian/Media Specialist for Digital Literacy
Michael Mayhew Physical Education/Health
Karen Murphy PreSchool Relief Teacher
Kellie Whelan School Nurse
Megan Matarese Guidance Counselor
Kiesa White PT Trauma Informed Educator, Social Emotional Learning Teacher

School Aged Child Care (SACC)

Kaiti Handte, Director
Cindy Tarry
Lauren Dennison
Aimee Huff
Nora Turner
Charlotte Nichterlein

General School Information

Main Number - 856.935.1622 FAX - 856.965.3017
SACC – 856.935.1622 x374

Website www.allowayschool.org

Facebook @AllowayTownshipSchool

Early Dismissal School Day

Emergency Closing: NO PM SACC. All students will take normal transportation home.

7:43 AM.....Student Arrival
7:50 AM.....Homeroom
12:25 PM.....Bus Student Dismissal
12:30 PM.....Riders/Walkers Dismissal

2 Hour Delayed Opening School Day

Morning SACC and Before School Activities Cancelled

9:43 AM.....Student Arrival

9:50 AM.....Homeroom

A Lunch (3-5) 11:20 -11:50 AM

B Lunch (K-2) 11:50 AM -12:20 PM

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

2:25 PM.....Bus Student Dismissal

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

Regular School Day

7:43 AM.....Student Arrival

7:50 AM.....Homeroom

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

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

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

2:25 PM.....Bus Student Dismissal

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

School Colors

Black & Gold

School Mascot

Al, the Alloway Tiger

Attendance/Tardiness (Policy #5113)

New Jersey State Law requires that all students must attend school until 16 years of age. Please notify the school if your child will be absent or tardy to school. Our phones are set up to leave this information via voicemail. Be sure to include your name, student's name, date of absence, and the reason. If we do not receive notification from a parent or guardian, our Main Office will contact you to confirm. If contact cannot be made, local authorities will be contacted to confirm the child's safety. Upon your child's return to school, a note from the parent or doctor must be turned into the Main Office to be considered as an "excused absence."

If your child must be out of school, please do the following that morning:

1. Call the school at 856-935-1622 and PRESS #5 to report your child absent with reason.
 - a. You may also email our Nurse, Mrs. Whelan at whelank@allowayschool.org.
 - b. Send in a note upon your child's return with the reason. With proper documentation, absences will be marked as "excused" per board policy. Please submit notes/documentation within 10 days of the absence.
- Absences: Parents/Guardians will be notified when their child has reached, 4, 8, and 10 unexcused absences. After the 10th unexcused absence, the CSA will pursue legal

actions through family court due to truancy.

- After 3 consecutive days of personal illness or injury, medical documentation is required to readmit the student to the school building.
- The following types of absences are allowable as excused with documentation: personal illness or injury, serious family illness, death in the family, religious holiday, medical appointments, Veteran's Day and "Take Your Child to Work Day."
- In order to prevent the spread of communicable disease, parents should keep a child home when they show evidence of any symptoms such as fever, vomiting, coughing, rash, red eyes with or without discharge, and/or diarrhea.
- Vacations: Please plan vacations with respect to the school calendar. These unexcused absences impact student progress. Students are expected to make up missing work immediately after they return from unexcused absences. Teachers are unable to pre-teach material and prepare packets of work in advance for unexcused absences.
- Late Arrival and Early Dismissal: In rare instances, it is necessary for students to arrive late or leave school early. A change in routine is disruptive to the educational process and affects more than just the student arriving late or leaving early. When possible, please plan appointments outside of school hours. We recognize that this isn't also possible, and appreciate your attention. Any missed lessons or assignments must be made up by the student the next school day. These absences are recorded as excused or unexcused based on provided documentation.

Asbestos Hazard Emergency Response Act (AHERA)

As required by the Asbestos Hazard Emergency Response Act, The Asbestos Management Plan of the Alloway School District is available in the Business Office. The district is monitored every six months by an accredited inspector. All inquiries regarding the asbestos plan or asbestos-related issues should be directed to the district's AHERA Designated Person at 856-935-1622 during regular business hours.

Back-to-School Night / Meet & Greet

There are two Back-to-School events: Meet & Greet for Pre-K through 2nd grade and the traditional Back-to-School Night for 3rd through 8th grades. The Meet & Greet is held one evening before the first day of school. The event allows our youngest students an opportunity to visit their classroom accompanied by parents/guardians to meet the teacher. It is an event geared for the student and the student's family. Back-to-School Night is held mid-September and allows for parents/guardians of students in Grades 3-8 to follow the student's abbreviated schedule. This event is intended for the attendance of parents/guardians only.

Backpacks

Student backpacks are stored during the school day in a cubby, on a locker hook, or in a locker. Backpacks in classrooms present a tripping hazard and a potential security concern; therefore, backpacks are not permitted to be carried from class to class. Students in middle school are issued one locker for the school year.

Bedtime Story Night

This evening event is an opportunity for K-2 students and their parents to share their love of reading together with our teaching staff. Details will be provided in the Fall.

Birthdays

A child's birthday is a special day! Given the increase of allergies, medical concerns, and hygiene/health issues to consider, activities in place of food are encouraged. Often a surprise read-aloud by a family member or a fun, team building game or activity is better received and more memorable to a student. If you prefer to celebrate your child's birthday with a food item, please contact your child's teacher. Only commercial, pre-packaged food with ingredients and nutrition information printed on the label is permitted. We must follow the Wellness/Nutrition Policy and sugar in any form cannot be listed as the first ingredient. The "no food of minimally nutritional value" rule applies. The food will be served in the cafeteria during the students' lunch. Birthday party invitations may be distributed at school as long as all children in the classroom are invited.

Board of Education and Meetings

The Alloway Township School Board of Education holds its regular meetings on the fourth Tuesday of each month, except when posted otherwise, at 6:30 p.m. in the school building at 43 Cedar Street, Alloway, New Jersey. Board agendas are posted the Friday preceding the meeting on our website. Minutes are posted after meetings are concluded. Community members are encouraged to attend during the public portion of these meetings. Additional information about the BOE is available through our website.

Books

The Board of Education supplies the students with the necessary textbooks. Students are then responsible for the proper care and usage of these books. Books must be properly covered. Students may also check out books from our school library. If a student loses his/her book, he/she should report it to the teacher. Lost books that are found should be turned in to the main office. If a lost book is not found within a reasonable time, the student is charged for the lost book and a hold placed on their account until paid or the book is located.

Bus Transportation

Riding the school bus is a privilege. At the discretion of the administration, this privilege may be suspended or revoked as a consequence of irremediable behavior, and parents/guardians will need to provide their child's transportation to school. The following guidelines will be enforced in accordance with procedures and Board policies:

1. Enter or leave the bus when the door is fully opened.
2. Take turns and avoid pushing upon entering or leaving the bus.
3. Take assigned seats promptly and remain seated in it until the bus arrives at a stop.
4. Keep feet and belongings under the seat.
5. Keep hands off the property and person of other students.
6. Books and clothing are to be kept out of the aisle.

7. Avoid all boisterous, loud talk and other noises which might distract the driver.
8. Do not tamper with emergency doors or other bus fixtures.
9. Conscientiously observe all rules and respond quietly to the driver's instructions.
10. School policy regarding use of personal electronic devices and technology use applies to school transportation.
11. Bus students are not permitted to ride on any other bus except their assigned bus. a. Parent/guardian requests for transportation other than to and from the assigned stop must be made in writing to the Superintendent or their designee. Only requests due to extenuating circumstances will be considered.

Car Line (Pick up and Drop-off)

We encourage students with assigned transportation to take the bus to school each morning. This reduces congestion and traffic in the front of the school. When it is necessary to drop off or pick up your child off to/from school, please follow these guidelines and to keep the carline efficiently moving:

- If you require child supervision earlier than 7:40, please contact Kaiti Handte to arrange for SACC (School Aged Child Care) either before or after school. The bell rings at 7:43. Students arriving after 7:50 are marked tardy.
- Enter the carline to drop off your child. Your child must be independently able to buckle and operate the car door.
- Children should exit the car only from the passenger's side of the vehicle. Exiting on the driver's side places your child in the middle of the street during a moving carline. ● Drivers should not park in the Fire Lane. If you wish to escort your child to the school entrance, please park your vehicle in the lot and cross the street at the crosswalk. ● For the safety of others including your pets, please do not enter the carline with animals present in your vehicle.
- Please pull your car up past the Main Entrance Door to the end of the sidewalk to let your child out. This reduces traffic congestion at the intersection of Cedar Street and School Lane.
- Students in Pre-K through 1st grade line up and enter at the main entrance. Students in 2nd through 8th grade line up and enter at the music room entrance.
- Print a "walker" form from our website under the "Parents" tab. Send in this form if your child will be a walker on a regular basis.
- Send a note with your child indicating if they will be picked up or will be designated "walker." for the day.
- Students line up inside our Main Hall for carline pick up, and are called when their parent/guardian's car arrives.
 - Parents are asked to place a placard with their student's last name in the windshield to assist staff in releasing students efficiently. Students will exit the Main Entrance when called.
 - Walkers exit the Gym Door.
- Pedestrians may only cross the street at the crosswalk at the intersection of Cedar St. and School Lane.

- Students are only released to adults who are listed by the parent/guardian in OnCourse. Parents are asked to review this each August to make additions or deletions. All adults should be prepared to show identification if asked by office staff.

Clubs and Activities

Club and Activity information is shared through our weekly “TigerNet” and posted on our school website. This year we anticipate offering the following clubs and activities (pending available advisors): Chorus, Band, Drama, Safety Patrol, Academic League, and Student Government. Some clubs require teacher nominations or recommendations. Depending on the schedule some clubs and activities meet either before or after school and require parent transportation. All Clubs and advisors are board approved.

Communication

What’s happening at ATS? We aim to share information in multiple ways in order to reach as many in our community as possible. We do this through:

- Our school website, www.allowayschool.org
- Blackboard Connect emails (non-emergency)
- Blackboard Connect phone calls with email (urgent, important information)
- Blackboard Connect text messages
- Board Meetings
- TigerNet (weekly digital newsletter with attached flyers)
- Paper Flyers (occasionally, when needed)

Conduct/Discipline (Policy #5131)

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The board approved code of student conduct is established to achieve the following purposes:

- Foster the health, safety, and social and emotional well-being of students;
- Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
- Promote achievement of high academic standards;
- Prevent the occurrence of problem behaviors;
- Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
- Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors as applicable. The board of education expects students to conduct themselves in keeping with their level of maturity with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The board of education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property. Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English. The chief school administrator shall establish the degree of order necessary to the educational program in which students are engaged.

Pupils who display chronic behavioral or academic problems may be referred to the Child Study Team by the Superintendent/designee for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the Child Study Team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process. Before expulsion proceedings may begin, the pupil must be referred to the Child Study Team for comprehensive evaluation.

Teaching staff members and other employees of this Board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this Board.

Implementation

The Superintendent/designee shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

Classroom Discipline

Minor classroom problems are the teacher's responsibility. Each teacher will be responsible for an individual discipline plan for his/her classroom. This plan should be in full view for all students to see.

Some examples of parts of these plans are listed below:

- warn the student;
- conference with the student (recommend this conference be held in private);
- possible referral to I&RS, especially if problem concerns itself with:
 - home or school adjustment
 - academic problems
 - continual disruptive behavior
- parental notification and/or conference
- teacher detention (lunch or after school)
- classroom time outs

Consequence Definitions

Lunch Detention: Students will forfeit his/her free lunch due to behavior infraction. Students will report to the designated detention site to eat their lunch and stay for the duration of their lunch period.

After-School Detention: Students will report to the Main Office at dismissal time where they will be directed to the detention location. Detention is served from 2:30-3:30 pm. Parents/guardians are responsible for providing transportation home at 3:30 pm. Students are prohibited from participating in extracurricular activities on the day of their detention.

Internal Suspension: Students will report to the Main Office on the morning of their internal suspension. They will be directed to a supervised room for the entire school day and cannot leave the area without supervision. Students will do assigned class and homework assignments and will eat lunch in this location.

Out of School Suspension: Students are not permitted to attend school nor be on school property for the duration of the suspension. Students are prohibited from attending extracurricular activities, field trips, or school sponsored events for the duration of the suspension. Parents or students should contact teachers for missed work to complete during this time. Remote or virtual instruction is not available to students on suspension. Students are responsible for making up any work, including tests and quizzes.

Restricted List: Students on this list are not permitted to attend any extracurricular events or activities. These may include concerts, dances, school trips, graduation. Exceptions to any activity will only be at administrative discretion.

Restorative Practices: Restorative practices is a social science that studies how to improve and repair relationships between people and communities. The purpose is to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships. Administration and/or the Guidance Office or Child Study Team may present an option of a restorative remedy to address the root cause of the behavior infraction. More information on this can be found at

<https://www.edweek.org/teaching-learning/opinion-ways-to-implement-restorative-practices-in-the-classroom/2020/01>

Discipline Referrals

When a problem exists and the student misbehavior continues after the teacher has used other interventions, then the student may be referred to the Assistant Principal. Consequences will be assigned based on the discipline matrix. An administrator or teacher will notify the parent/guardian of the infraction and consequence. Alloway Township School administration and the Board of Education may enforce the discipline code for any offense which applies to all school sponsored events that may take place outside of the regular school day.

Detention

Parents will be notified by a staff member when their child has a lunch or after school detention. Students assigned to detention are to follow the detention instructions and report to

the designated room immediately during their lunch period or following dismissal. After-school detention transportation home is the responsibility of the parent or guardian.

Failure to attend detention

Those students failing to attend an assigned detention will receive two detentions. Failure to attend additional detentions may result in in-school suspension.

In-School or Out-of-School Suspension (Policy #5114)

The Board of Education recognizes the need for every pupil to have a safe and orderly environment in which to learn. Additionally, the Board deems the suspension or expulsion of a pupil to be a very serious penalty that should be imposed only when the pupil has materially and substantially interfered with the maintenance of good order in the school, or when it is necessary to protect the pupils' emotional safety and well-being.

Pupils may be suspended by the Superintendent or designee for any of the following reasons:

- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- Physical assault upon another pupil or upon any teacher or other school employee;
- Taking, or attempting to take, personal property or money from another pupil, or from his/her presence, by means of force or fear or gambling;
- Occupancy by any group of pupils or individual pupil in an unauthorized area.
- Incitement that is intended to or results in truancy.
- Leaving grounds without permission.
- Cutting class, leaving class without permission.
- Use or possession of unsafe or illegal articles
- Smoking, vaping, or use of any tobacco product on school property.
- Truancy or chronic lateness
- Use, possession or sale of a controlled dangerous substance.
- Turning in a false alarm, intruder, or bomb threat.
- Tampering with or damaging the property of others
- Selling or buying lottery tickets or any other gambling on school property.
- Use of profane, abusive, or threatening language or materials towards peers.
- Use of Electronic Recording Devices to record video, photograph, text, browse, and/or transmit material of a sexual or pornographic nature.
- Threats to use explosives or weapons against others or the school.
- Repeated offenses listed above and other repeated offenses as noted on this document.
- Missed two or more detentions.

Students serving a suspension are marked as excused absences. Students are permitted to make up any work missed during a suspension. It is the student's and/or parent's responsibility to request the work.

Students serving an in-school or external suspension are not permitted to attend school events during suspension.

Students serving **5 (five) or more days of** in-school and/or external suspensions may be denied attending school events such as dances, field trips, Field Day and Graduation.

Any pupil who is in possession of a firearm/explosive device on any school property, school transportation, or at a school-sponsored function, or is convicted of a crime while armed with a firearm/explosive device shall be removed from the school's educational program for a period of not less than one calendar year.

GUIDELINES FOR IMPLEMENTING DISCIPLINE PROCEDURES

Part I – Disruption

| Offense | First | Second | Third | Fourth |
|---|--|--|--|--|
| Academic dishonesty- Minor (includes, but not limited to homework, classwork, or minor assignments) | Teacher warning documented | 1 lunch detention. Teacher notification to parent. Redo assignment | 2 lunch detentions. Admin notification to Parent. Redo assignment 5 Day Restricted List | 1 Afterschool Detention 0 on assignment Admin notification 10 Day Restricted List |
| Academic dishonesty-Major (includes, but not limited to tests, quizzes, or major projects or assignments) | Redo assignment to replace 0. Teacher notification to Parent. 1 Lunch Detention 1 Day Restricted List | Redo assignment to replace 0. Admin notification to Parent. 2 Lunch Detention 3 Day Restricted List | 1 Afterschool Detention 0 on assignment Admin notification 5 Day Restricted List | 1 day In-School Suspension 0 on assignment Admin notification 10 Days Restricted List |
| Cafeteria Violations | Warning by Staff Change of seat | Warning by Staff 1-3 days Lunch Detention depending on severity Change of seat | 1 day afterschool detention | 1-3 internal suspension |
| Defiance and/or disrespect of school staff | 1 lunch detention 1 Day Restricted List | 2 days lunch detention 2 Days Restricted List | 1 day internal suspension w/parent conference 5 days Restricted List | 2 days internal suspension w/parent conference 10 days Restricted List |
| Verbal Altercation w/Peer | 1 lunch detention 1 Day Restricted List | 2 days lunch detention 2 Days Restricted List | Severity will determine #days of after school detention or ISS and restrictions. | Severity will determine #days of after school detention or ISS and Restrictions |

| | | | | |
|--|--|---|---|---|
| Violation of Technology Acceptable Use (<i>Tech Restriction or loss of privileges will be used only in the most severe circumstances.</i>) | Teacher Warning Teacher notification to parent 1-3 Days Lunch Detention Restitution for Damage/Repair | 1-3 Days Afterschool Detention Teacher notification to parent Restitution for Damage/Repair 3 days Restricted List | 1 Day In School Suspension Restitution for Damage/Repair Admin notification to parent 5 days Restricted List | 3 Days In School Suspension Tech Restriction Restitution for Damage/Repair Admin notification to parent 10 days Restricted List |
| Non-school issued ECRD (Electronic Recording Device) powered on w/o staff permission. Item will be confiscated and will be returned only to the parent/guardian. | 1 lunch detention 1 Day Restricted List | 2 lunch detentions 2 days Restricted List | 1 day internal suspension w/ parent conference 3 days Restricted List | 1 or more days internal or out of school suspension w/parent conference 5 or more days Restricted List |
| Use of non-school issued ECRD (Electronic Recording Device) to record, video, photograph, text, browse, and/or transmit w/o staff permission or supervision. | 1 afterschool detention 3 days Restricted List | 1 day internal suspension 5 days Restricted List | 1 day out of school suspension 10 days Restricted List Parent conference | 3 days out of school suspension 20 days Restricted List Parent Conference |
| Use of any ECRD to record, video, photograph, text, browse, and/or transmit material of a sexual or pornographic nature. (<i>Depending on severity of the offense, suspension, administration may upgrade suspension.</i>) | 1 day internal suspension Indefinite Restricted List Counseling referral Police referral | 1 day out of school suspension Indefinite Restricted List Counseling referral Police referral | 2 days out of school suspension Indefinite Restricted List Counseling referral Police referral | 3 days out of school suspension Indefinite Restricted List Counseling referral Police referral |
| Public display of affection/intimacy (may include, but not limited to kissing, touching, embracing) | 1 lunch detention 1 Day Restricted List | 2 days lunch detention 2 days Restricted List | 1 day internal Suspension 5 days Restricted List | 2 days internal Suspension 10 days Restricted List Parent Conference |
| Forgery (pass or parent note) | 1 day lunch detention 1 day Restricted List | 2 days lunch detention 2 days Restricted List | 1 day internal suspension 5 days Restricted List | 3 days internal suspension 10 days Restricted List Parent conference |

| | | | | |
|--|--|---|---|---|
| Damage to school property or property of others | 1-2 days detention (depending on severity) Restitution 1-2 day Restricted List Possible police referral | 1 day internal suspension Restitution 5 days Restricted List Police referral | 2 days external suspension Restitution 10 days Restricted List Police referral | 3 days external suspension Restitution 20 days Restricted List Police referral |
| Stealing, gambling, extortion | 1-2 days detention (depending on severity) Restitution 1-2 day Restricted List Possible police referral | 1 day internal suspension Restitution 5 days Restricted List Police referral | 2 days external suspension Restitution 10 days Restricted List Police referral | 3 days external suspension Restitution 20 days Restricted List Police referral |
| Being in unauthorized area; cutting class | 1 day internal suspension w/parent conference | 2 days internal suspension w/ parent conference | 2 days external suspension | 3 days external suspension |
| Leaving school without permission | 3 days internal suspension Possible police referral | 5 days internal suspension Possible police referral | 3 days external suspension Possible police referral | 5 days external suspension Possible police referral |
| Possession of inappropriate item (not limited to noisemakers, water balloons, battery operated light up items, toys/items deemed inappropriate for the school setting) | Warning Possible lunch detention dependent on severity | 1 day lunch detention 1 day Restricted List | 2 days lunch detention 2 days Restricted List | 1 day internal suspension 3 days Restricted List |
| Possession and/or use of tobacco and/or tobacco/vaping paraphernalia | 1 day external suspension Possible Police referral | 2 days external suspension Possible Police referral | 3 days external suspension Police referral | 5 days external suspension Police referral |
| Possession and/or use of drugs and/or alcohol | 5 days external suspension Police referral | Indefinite external suspension Possible Board review Police referral | Indefinite external suspension Possible Board review Police referral | Indefinite external suspension Possible Board review Police referral |
| Unauthorized Food/Drink in Hall/Classroom | Teacher Warning | 1 day lunch detention 1 day restricted list | 2 days lunch detention 2 days restricted list | 1 day internal suspension 5 days restricted list |

Part II – Endangering the Welfare of Others

| Offense | First | Second | Third | Fourth |
|---|---|---|--|---|
| Use of profanity, offensive language or materials | 1 lunch detention | 2 lunch detentions | 1 day internal suspension 5 day Restricted List | 3 days internal suspension 10 day Restricted List |
| Use of threatening language or materials toward peers | 1 day internal suspension | 2 days internal suspension | 1 day external suspension Counseling referral 5 day Restricted List Possible police referral | 5 days external Suspension Counseling referral 10 day Restricted List Possible police referral |
| Running in Halls, Roughhousing, Horseplay | 1 lunch detention | 1 day after school detention 1 day Restricted List | 1 day internal suspension w/parent conference 3 days Restricted List | 3 days internal suspension w/parent conference 5 days Restricted List |
| Fighting and/or Physical Assault | 3 days external suspension 10 days Restricted List Counseling referral Possible psychological Police referral | 5 days external suspension 15 days Restricted List Counseling referral evaluation Possible psychological evaluation Police referral | 7 days external suspension possible Indefinite Restricted List Possible psychological evaluation Board review Police referral | Indefinite external suspension possible Indefinite Restricted List Psychological evaluation Board review Police referral |
| Endangering the well-being and safety of another student | 3 days internal suspension 5 days Restricted List Counseling referral Possible police referral | 3 days external suspension 10 days Restricted List Counseling referral Possible police referral | 5 days external suspension 15 days Restricted List Possible Board review Possible police referral | Indefinite external suspension Indefinite Restricted List Possible Board review Possible police referral |
| Use of profane, abusive, or threatening language or materials toward staff member | 3 days internal suspension 5 days Restricted List Counseling referral Possible police referral | 3 days external suspension 10 days Restricted List Counseling referral Possible police referral | 5 days external suspension 15 days Restricted List Possible Board review Possible police referral | Indefinite external suspension Indefinite Restricted List Possible Board review Possible police referral |
| Physical assault on and/or endangering the well-being and safety of | Indefinite external suspension Indefinite Restricted List | Indefinite external suspension Indefinite Restricted | Indefinite external suspension Indefinite | Indefinite external suspension Indefinite |

| | | | | |
|---|---|---|--|---|
| a staff member | Possible Board review Police referral | List Possible Board review Police referral | Restricted List Possible Board review Police referral | Restricted List Possible Board review Police referral |
| Setting off alarms; call(s) to 911; initiating a bomb scare | 3 days external suspension 5 days Restricted List Police referral | 5 days external suspension 15 days Restricted List Police referral | 7 days external suspension Indefinite Restricted List Police referral | Indefinite external suspension Indefinite Restricted List Police referral |
| Possession, use, threatening to use fireworks, bombs, explosives; possession or use of weapons or dangerous instruments | 5 days external suspension 15 days Restricted List Possible Board review Police referral | 10 days external suspension Indefinite Restrict List Possible Board review Police referral | Indefinite external suspension Indefinite Restrict List Possible Board review Police referral | Indefinite external suspension Indefinite Restrict List Possible Board review Police referral |

Part III – Emotional/Social

| Offense | First | Second | Third | Fourth |
|---|--|---|---|--|
| Insulting remarks and/or gestures; name calling; teasing | 1 lunch detention Counseling referral | 1 after school detention 1 day Restricted List Counseling referral | 1 day internal suspension 3 days Restricted List Counseling referral | 3 days internal suspension 5 days Restricted List Counseling referral |
| Gossiping; starting or spreading rumors; ignoring/excluding; slander | 1 lunch detention Counseling referral | 2 lunch or 1 after school detention 1 day Restricted List Counseling referral | 1 day internal suspension 3 days Restricted List Counseling referral | 3 days internal suspension 5 days Restricted List Counseling referral |
| Verbal or written harassment based on race, color, religion, ethnicity, gender, disability, or sexual orientation | 1 day internal suspension 3 days Restricted List Counseling referral Possible police referral | 2 days internal suspension 5 days Restricted List Counseling referral Police referral | 3 days external suspension 10 days Restricted List Counseling referral Police referral | 5 days external suspension 15 days Restricted List Counseling referral Police referral |
| Sexual advances, requests for sexual favors, distribution of sexual material and other inappropriate verbal, written or technology based conduct of a sexual nature when made by any student toward another student | 3 days external suspension 10 days Restricted List Counseling referral Police referral | 5 days external Suspension 15 days Restricted List Counseling referral Police referral | 7 days external suspension Indefinite Restricted List Board review Police referral | Indefinite external suspension Indefinite Restricted List Board review Police referral |

| | | | | |
|---|---|---|--|--|
| Inappropriate physical contact of a sexual nature when made by any student toward another student | 3 days external suspension 10 days Restricted List Counseling referral Police referral | 5 days external suspension 15 days Restricted List Possible Board review Police referral | 7 days external suspension Indefinite Restricted List Possible Board review Police referral | Indefinite external suspension Indefinite Restricted List Possible Board review Police referral |
|---|---|---|--|--|

- Minor classroom problems are the teacher’s responsibility. Each teacher will be responsible for posting an individual discipline plan for his/her classroom and notifying the parent regarding behavior concerns.
- When the teacher’s discipline plan has failed to solve a problem, the teacher should fill out a referral in OnCourse.. Disciplinary actions and administrative consequences are reported by telephone to the student’s parents/guardians. A parent conference is required upon a student’s external suspension and return to the school building. Students serving an in-school or external suspension are not permitted to attend school events during suspension. Students serving **5 (five) days or more** in-school and/or external suspensions within a school year may be denied attending school events such as dances, field trips, Field Day and Graduation during that same school year. School administration has the authority to modify consequences for disciplinary actions relative to the circumstances of the incident and the developmental level of the student.
- Counseling and/or Child Study Team evaluation may be recommended as a consequence of disciplinary infractions. Detailed procedures regarding Alcohol and Other Drugs are outlined in Board Policy 5131.6. Detailed procedures regarding Weapons and Dangerous Instruments are outlined in Board Policy 5131.8. The term assault shall be defined as simple assault or aggravated assault pursuant to NJSA 2C:12-1, et.seq.

Cafeteria

Lunchtime in the cafeteria is an opportunity for students to enjoy a meal with their peers. We ask that the students abide by the following rules of courtesy:

- Turn in lunch money during homeroom.
- Wait your turn patiently in line, recognizing the rights of others.
- Eat in an orderly manner.
- Remain seated until finished eating.
- Follow directions of school staff and be respectful of others.
- Clear the table and return your tray.
- Uneaten food must be left in the cafeteria.
- Students may not trade, share, or take another students’ food.
- Students are not permitted to leave school property during the lunch periods.
- It is our policy not to permit students to charge their lunch unless absolutely necessary.
- Students who charge their lunch may not purchase snacks.

Cell Phones and Electronic Recording Devices (Policy #5516) During school

hours, personal electronic devices and cell phones will remain off and stored in lockers (Grades 5-8), backpacks (Grades PreK-4), or stored in classroom provided receptacles. Students may not keep cellphones or other ECRD on their person during the instructional day. They must be powered off and stored away while on school transportation, trips, and after school activities. With staff member permission and supervision, students may use their devices to contact parents for transportation needs. Electronic devices necessary to maintain the health of a student are exempt with approval from the superintendent with supporting

medical documentation. In no case will the school district or employees be responsible for the loss, theft, or damage of a student's personal ECRD or cell phone. If needed, parents should call the Main Office to provide messages to their children. Parents should not call or text student cellphones while school is in session. Parents or guardians will be contacted by the Main Office to pick up any cell phones confiscated during the instructional day.

Conferences

Parent Teacher Conferences will take place in mid February for this school year. Students will be dismissed early to allow time for teacher participation in afternoon and evening conferences. An online sign up portal will be available for parents to reserve their appointment times with their child's teacher. A link to Sign Up Genius will be sent to families in January via email.

Dressing for School (Policy #5132)

It is the responsibility of the parents/guardians to send children to school properly dressed. Students are encouraged to be neat, clean, and comfortable. Backless shoes or sandals that stay on your feet may be worn; however, sneakers are required for physical activities and for participation in Physical Education classes.

- Halter, tube, see-through, spaghetti strap, backless, and/or low-cut tops, and any other shirts revealing the mid-section, back or chest shall not be worn.
- Undergarments (including men's undershirts and boxer shorts) may not be worn as outer garments.
- Clothing, book bags, or other accessories with offensive, obscene, or suggestive language or pictures shall not be worn.
- Shorts, skorts, dresses and skirts may be worn provided they are appropriate for the age of the student and adequately cover the buttocks and abdomen.
- Pajama tops or bottoms may not be worn as outer garments, unless it is an approved class or school dress up day.
- Excessively tight fitting or sheer clothing is unacceptable.
- Students may not wear hats, bandanas, sweatbands, or sunglasses in school, unless approved for medical or religious reasons, and except for special school events.
- All pants are to be properly worn at the waist. Undergarments should not be visible in any way.
- Coats worn over normal attire are not to be worn indoors.
- Parents of students who do not come to school properly dressed will be contacted to provide a change of clothing.

E-Mail Addresses

All employee email addresses may be accessed by using their last name and first initial at [allowayschool.org](mailto:doej@allowayschool.org) (doej@allowayschool.org).

Equity

Equity in schools means that schools provide a light for everyone's path so that individuals can access their fullest potential. We comply with Title VII of the Civil Rights Act of 1964, Title IX of

Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the New Jersey laws against discrimination. Assurance of equity includes underserved, underrepresented groups of students including children of color, students with disabilities, students in poverty, English language learners, and LGBTQ students.

Field Trips

Students at Alloway Township School participate in class trips to a variety of educational places. All trips, including walking field trips, require a signed permission from the student's parent/guardian. Without a signed permission slip, students may miss out on one of these opportunities. Teachers coordinate any parent/guardian chaperones that may be needed for the trip, if needed.

Grades

It is the goal of Alloway Township School to utilize best practices when teaching and assessing your children. Grades should be transparent and reflect the mastery level of skills learned. Until we can fully utilize the benefits of a proven, skill-based report card, teachers will continue to assess your child(ren) with traditional, numerical grades. Student grades are calculated in the following manner: Major Assessments 50% (tests/projects/published writing pieces, etc) Minor Assessments 25% (quizzes/small projects, smaller writing pieces, etc.) Daily Classwork/Homework 25%

In Art, Music, Digital Media/Library, and PE/Health for Grades K-5, the following grades are used:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

In Art, Music, Digital Media/Library, and PE/Health, for Middle School (6-8), the following grades are used:

- A+ 98-100
- A 94-97
- A- 93
- B+ 90-92
- B 85-89
- B- 84
- C+ 81-83
- C 77-80
- C- 76
- D+ 74-75

- D 71-73
- D- 70
- F 69 and below

For academic (non special area classes) in grades Kindergarten through grade 2, the following grades are used:

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

For academic (non special area classes) in grades 3 through 6, the following grades are used:

- A Excellent
- B Good
- C Average
- D Danger of Failure
- F Failure

For academic (non special area classes) in grades 7 and 8, the following grades are used:

- A+ 98-100
- A 94-97
- A- 93
- B+ 90-92
- B 85-89
- B- 84
- C+ 81-83
- C 77-80
- C- 76
- D+ 74-75
- D 71-73
- D- 70
- F 69 and below

Guidance Office

The guidance office is prepared to help students and families in many ways. Students will be counseled regarding classes, academic achievement, and interpersonal relationships. The counselor also conducts the testing program, works with teachers, makes referrals to the proper agencies, keeps the student records up to date, and conducts social emotional learning lessons at each grade level. You may find the counselor in the classroom discussing study habits, vocations, or common issues affecting student life.

The guidance counselor is always ready to help and to make your school experience the best that it can be.

Harassment, Intimidation, and Bullying (HIB) (Policy #5131.1) The BOE prohibits harassment, intimidation, and bullying. The Anti-bullying Bill of Rights Act specifically guides schools to educate the school community about HIB, prevent acts of HIB, and to address them when they occur.

New Jersey's Anti-Bullying Bill of Rights defines HIB as follows:

Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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 by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
2. has the effect of insulting or demeaning any student or group of students; or
3. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Conflict differs from a HIB violation in that conflict is a mutually competitive or opposing action, including disagreements or arguments. Occasional conflict is part of normal development. However, bullying creates an imbalance of power, in which one person, or a group intends to physically or emotionally hurt another.

Our Guidance Counselor is the district's Anti-Bullying Specialist. The Chief School Administrator is the Anti-Bullying Coordinator. In the event of an allegation, our counselor will begin an investigation. All parties will be notified in the event that it has been confirmed as an HIB violation.

For school-specific information including policy, reporting forms, and the school's grade, refer to the school Website under 'HIB.'

Health Services

The health office provides a wide array of services to all students. In addition to student services, the nurse provides helpful information to students and families on health and nutrition throughout the year. For additional health related information from our nurse, refer to our Website under 'Health Office.'

- **Broken Bones/Crutches/Walking Boots**

Please contact our school nurse, Mrs. Kellie Whelan, if your child has been under medical care and has a mobility injury. Doctor's notes are required for students on crutches.

- **Individualized Health Plans (IHP)**

An IHP provides clear directives for school personnel to provide what the individual requires to manage a permanent or temporary health issue.

- **Injury or Illness During the School Day**

Our school nurse, Mrs. Kellie Whelan, is a full-time certified Nurse. If a student, staff member, or visitor is injured or becomes ill, medical attention will be provided. The nurse will notify parents/guardians in the event of an injury or illness. Students will be directed to the nurse and the nurse will contact parents. If the parent is not reachable, alternate contacts will be notified. In extreme emergencies, 911 will be activated.

- **Medication**

Under certain circumstances, it may be necessary for students to take medications while at school. Be advised that the following regulations are in place:

- Only a certified school nurse or physician will administer medications.
- Students are not permitted to bring aspirin, vitamins, or other non-prescribed medications to school.
- Parents/guardians should contact the school nurse if medicine must be administered to their child during school hours.
- Medication is only given on written order of the physician and parents.

- **Physicals**

Physical examinations are required for new students who have never attended a public/private school. The physical must be done and the completed school form must be submitted within 30 days of enrolling. If a new student is transferring from another private/public school, the nurse will review the transfer documentation and contact the parent/guardian if a physical is required. Students transferring into Alloway Township School from out-of-state or out-of-country will be allowed 30 days in order to obtain entry examination documentation. It is important to obtain physical examinations for your child at least once during each developmental stage, at early childhood (preschool through grade three), pre-adolescence (grade four through six) and adolescence (grades 7 through 12).

- **Screenings**

The nurse conducts annual screenings according to state mandated requirements. Students are screened for the following: height, weight, blood pressure, visual acuity, auditory acuity, and scoliosis.

- **Vaccines/Immunizations**

Please contact Mrs. Kellie Whelan at whelank@allowayschool.org for New Jersey requirements for student vaccinations in public school.

Homework

In addition to academic benefits which help students to review, self assess and prepare themselves for skills and content, homework provides students with time management and executive functioning skills. Homework should be able to be completed independently and should not be excessively time-consuming. Homework is expected to be turned in by the teacher's designated due date. Students who were absent when the work was assigned will have one day per absence to complete any make-up work.

Generally, students should plan to spend time on homework and study each night. This time would be in addition to at least 20 minutes of reading everyday.

Grade-level time guidelines:

- Grades Pre-K - 2 – 15-30 minutes
- Grades 3 and 4 – 30-40 minutes
- Grades 5 - 8 – 30-60 minutes

Honor Roll

Students in grades 5 through 8 are eligible for honor roll recognition each marking period if they meet the following requirements:

First Honors: All A's in academic subjects and O/S or A/B in Special Area

Second Honors: A's and B's in academic subjects and O/S or A/B in Special Area

Insurance

Student accident insurance information will be distributed in September. Parents and guardians have the option to purchase. Parents are encouraged to seek out 3rd party insurance to cover accidental or intentional damage to borrowed Chromebooks or other school issued devices.

Lockers

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline,

enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils and their parents/guardians shall be informed of this policy when lockers are assigned.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same gender as the pupil. Before instituting such a search, except in cases of emergency, the Superintendent/designee shall try to inform the parents/guardians and request their presence.

Substance Abuse Searches

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

Lunch

Students have a 30 minute lunch block each full day of school and during delayed openings. Students may purchase lunch from the monthly menu or bring from home. We are unable to manage deliveries for student lunches. Menus are shared via TigerNet at the beginning of each month and are viewable on our website. Families are encouraged to set up a PaySchools account to make purchasing lunch each day quick and easy for your child. You may find this information on our school website by clicking the "Cafeteria" tab on the left side of the home page.

Cafeteria prices for students for the 2023-24 school year are as follows:

Pre-K snack - \$.60

Pre-K milk - \$.35

Student lunch (K-8) - \$3.00

Student lunch - reduced eligibility - \$0.40

Main Entree (w/out lunch) - \$2.60

Additional entree (w/ lunch) - \$2.25

Milk or juice - \$0.60

Bottled Water \$0.50

Ice cream - \$.60-\$1.25

Chips, cookies, snacks - \$.30-\$1.50

Salads (Wed & Thurs) K-8 - \$3.00

*The student meal prices reflect no increase over 2022-2023.

Menus Subject To Change

Available daily: Fresh Fruit or Chilled Fruit, Peanut Butter & Jelly Uncrustable

Available Mon-Wed-Fri: Cereal, yogurt and a cheese stick

Milk Available Daily
Low Fat White
Non Fat Chocolate
Non Fat Strawberry

Free or reduced lunch prices are available for those who qualify. Applications are available on our website in September and this information is kept in confidence. If you need a paper copy of the application, please contact the Main Office.

Make-Up Work

Students shall be provided the opportunity to make up all work and assessments missed due to absence. Failure to make up such work or take such assessments shall be reflected accordingly in the gradebook. Students will be afforded one day for each day absent to make up work. Students who are serving internal suspension will be able to complete most work/assignments during the school day. Parents of students who are serving out-of-school suspension should reach out to the individual teachers to pick up assignments to be completed while out of the building. If remote or virtual instruction continues to be available to students who are isolating or quarantining due to Covid-19, it will not be available to students who are out of school due to vacations or suspensions.

Measurement of Academic Progress (MAP)

We administer MAP Assessments in the fall, winter, and spring for students in grades K through 8th. MAP Growth assessments determine students' instructional level and measure students' academic growth throughout the school year and from year to year in math and reading.

MAP is an adaptive, computer based assessment that is aligned to the New Jersey Student Learning Standards (NJSLs). If the student answers a question correctly, the next question is more challenging. If the student answers a question incorrectly, the next one is easier. This results in a detailed picture of what students already know and what they are ready to learn - whether it is on, above, or below their grade level. MAP reports are sent home in envelopes with students.

Media Consent Release Form

Prior to obtaining your child's schedule and teacher assignment each year, parents/guardians will be prompted within the OnCourse system to complete this form. This advises the school district of your decision regarding media permissions.

Memorandum of Agreement

Alloway Township School District Board of Education maintains and supports a MOA between the Salem County Superintendent of Schools, Alloway Township School District, and the New Jersey State Police.

New Jersey Student Learning Standards (NJSLS) and Assessment (NJSLA)

The New Jersey Student Learning Assessment or NJSLA is administered each spring to students in grades 3 through 8 in math and reading. Grades 5 and 8 also take the Science assessment. The results of these assessments provide the state with information on whether our school is making progress and compares our results with similar schools in New Jersey. At the school level, the results are useful in analyzing student needs and informing instruction. The dates of these assessments typically take place in the Spring. Our school community will be notified of these dates as soon as possible. We ask that parents prepare students for these important days by providing a healthy breakfast and a good night's sleep at home. Supporting your children all year long in their learning is also crucial and much appreciated!

OnCourse

Our district uses the OnCourse online student information system. Parents and Guardians are issued a logon and password to register, review, confirm and/or change student information. Families will be prompted in August to sign on to the system to verify information such as phone numbers and emergency contacts. Some permissions and forms are required to review each year. Student schedules, teacher assignments, attendance records, and progress reports are also available. If you need a password reset, please contact the Main Office during school hours. Our school secretaries, Mrs. Moran and Ms. Lape will try to respond as soon as possible. Please understand that we receive many requests just as student schedules are posted.

Parent Teacher Association (PTA)

The mission of the PTA is to connect home and school in order to benefit the students' experience at school. The PTA at Alloway Township School is organized, energetic, and well-rounded. This committed group hosts a variety of events, provides a variety of services, and raises funds, too. Joining the PTA is a great way to get involved as a parent/guardian.

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

The PTA officers for 2023-24 are:

TBA

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

- email - pta@allowayschool.org
- Website - <http://www.schoolrack.com/AllowayPTA/>

- Facebook - 'Alloway Township PTA'
- Remind app (to sign up for text reminders) - text @allowaypta to 81010

Physical Education and Health

Appropriate attire is required for participation in physical education.

Shoes: any type of athletic sneaker. Sneakers not made for athletic activity (i.e., “trendy” sneakers with heels) are not acceptable.

Clothing: Students should wear loose, comfortable clothing to physical education (i.e., shorts, sweatpants, t-shirt). Socks must also be worn for hygienic reasons.

Families will be notified in advance of any Health lessons regarding puberty, sexual health, or reproduction. If these lessons are in conflict with personally held beliefs, parents should fill out an “OPT OUT” form for their child. The form may be found on the school website under the “Curriculum” tab. Children will be given alternate instruction or assignments when those lessons are scheduled.

Pre-Kindergarten and Kindergarten

Our Pre-K class is a general education full-day program which promotes the development of the whole child through the ‘play with a purpose’ philosophy and pedagogical approach. Alloway continues to provide this program to children residing in our community tuition-free with transportation.

Children entering our general education Pre-K must be three years of age on or before October 1 of that school. Preschool aged 3 and 4 year old students with IEPs or Individualized Education Plans may be eligible for our Preschool Disabled Program or PSD.

Children who will be five years of age on or before October 1 of that school year will be admitted to the full-day Kindergarten program.

The following documentation is required. Registration cannot be completed without the following: student’s original official birth certificate with raised seal, immunization records (refer to Health Office for specific requirements) and two documents attesting to proof of residency. Registration is online through a link on our school website. Please contact the Main Office if you have any questions.

Report Cards/ Progress Reports

Progress Reports are posted to view through OnCourse approximately halfway through each marking period. Report cards are available through OnCourse.

Room Parents and Grade Level Parents

For Pre-K through 5th grade, two room parents serve to assist homeroom teachers with various special events during the school year. Room parents may be asked to organize parties (Halloween, Holiday/Winter, and End-of-Year) and assist with Field Day. Depending on the grade, teachers may call upon the room parents to assist as needed with other school/classroom events.

For middle school, two parents per grade will assist the grade level teachers to organize various events for middle school students. The ratio of chaperones to students in middle school is lower, but we use a lottery system when we do need parents as additional chaperones. Please contact your child's teacher if you are interested in being a room or grade level parent.

School Age Child Care (SACC)

Contact person: Kaiti Handte (Director) 856.935.1622 x 374 or email Handtek@allowayschool.org

Our SACC program provides childcare for Kindergarten through eighth grade students during the hours before and after regularly scheduled school hours. SACC begins on the first day of school. SACC is open from 6:45 a.m. to 8:00 a.m. and 2:35 p.m. to 6:00 p.m. except for the Wednesday before Thanksgiving, the last day of school before Winter Break and on the last day of school (8th Grade Graduation Day) when SACC closes at 4:00 pm.

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

School Closing and Delayed Openings

School closing and delayed opening information will be communicated to parents/guardians by phone and email via the Blackboard Connect system. It can be viewed on the following local television station: 6ABC (Philadelphia) #906

Please estimate delayed opening bus pick ups to arrive 2 hours later. For instance, if your child's bus arrives at 7:30 am, please have your child at the bus stop at 9:30 am. There is no morning SACC on delayed opening days. Children should not be dropped off at the school building earlier than 9:40 am on delayed openings as we will not have adult supervision available.

Special Education

Placement in Special Education classes is based on program recommendations outlined in the student's Individualized Education Plan (IEP). This plan is informed by student need as defined by testing, student data, and stakeholders' input. Child Study Team members, parents/guardians, classroom teachers, and administration are all stakeholders.

A parent or guardian of a child in the district may request a referral to the Child Study Team by contacting the Chief School Administrator.

Student Records

Under Federal Education Records Privacy Act (FERPA), student records are available to the parent/guardian, adult student (18 years of age or older), and any non-adult student with the written permission from the student's parents/guardians. Schools are not required to provide copies of records and may charge a fee for copies. FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions: school

officials with legitimate educational interest, schools to which the student is transferring, specified officials for adult or evaluation purposes, appropriate parties in connection to financial aid, organizations conducting studies for or on behalf of the school, accrediting organizations, to comply with a judicial order, appropriate officials in cases of health and safety emergencies and state and local authorities within the juvenile justice system pursuant to specific State Law.

Technology

Students in all grade levels have access to school issued technology devices in the classroom. Depending on grade level and class, this may include Chromebooks, Tablets, desktop computers, and Promethean Display Panels. Students are issued a logon and google email account with the domain name @student.allowayschool.org.

To provide additional safety and security, Alloway Township School grants parents and guardians access to **GoGuardian Parent**, a mobile app to help keep parents/guardians aware of your children's activity on school-issued devices and provide you with additional controls during out-of-school hours. **GoGuardian Parent** is a companion to the classroom management and internet filtering tools that ATS uses for devices issued to students. Through the use of this app, we hope to encourage more open and honest conversations between parents and children that will result in safer practices and responsible browsing habits.

What is GoGuardian Parent?

GoGuardian Parent was created to help provide additional educational support to administrators and teachers by allowing parents to both see what sites and documents their children are browsing and by providing parents with additional internet controls at home. The app gives parents a bird's eye view of the apps and websites that their kids are on most often and control over school-issued devices during out-of-school hours. With this perspective, parents can be made aware of what types of browsing behavior schools are seeing from students so they can all work together to encourage more effective internet browsing habits at home and at school.

What's the intention of the app?

By providing insight and controls over student browsing activity, our goal is to empower parents to take a more active role in their children's online learning. We aim to create a greater sense of transparency with student browsing to help bring about a greater sense of accountability on both the parent's and the student's part. We also believe that transparency and insight will increase the likelihood of productive student browsing habits on a more consistent basis.

What is included in this app:

- Top 5 summary of student browsing (apps, extensions, documents, and websites visited)
- Teacher interventions
- 30-day view of websites, videos, documents, apps, and extensions
- Ability to block websites on school-issued devices during out-of-school hours ● Ability to pause internet access on school-issued devices during out-of-school hours, either on-demand

or at a scheduled time

To access the app, please follow the below instructions:

1. Download the app
 1. iPhone: Visit App Store, search for GoGuardian Parent, and tap the download button.
 2. Android: Visit Google Play Store, search for GoGuardian Parent, and tap the download button.
2. After the app is successfully downloaded and installed, open it up and enter the email address registered with the school. Note: If you forgot your registered email address, please reach out to your school administrator.
3. Login/Check Email: Check your email on your phone for a link to log in to the app. Tap the "Verify your email", and it will take you straight to the app. *Note: If you don't have access to your email through the device you used to log in, tap on "Login with verification code", and copy and paste the verification code from the email into the app.*

1:1 Chromebooks for Grades 4-8

As part of your student's enrollment, students in Grades 4-8 will be issued a 1:1 Chromebook device on the first day of school by the Alloway Township School District. A student's eligibility for participation in this program will be determined by the following:

1. Returned permission by a parent or guardian through our OnCourse system.
2. Parent and/or Guardian indication that this document has been read and reviewed with their child(ren).
3. The student does not have outstanding fees in previous years for lost/damaged Chromebooks, hotspots, or associated items (case, charger, repairs, etc.) A student may be cleared for a new device once the fees have been settled.

Chromebook Rules and Guidelines

The following provides awareness to students and parents/guardians of the responsibilities involved with the use of a district-owned Chromebook. In general, this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines will result in administrative review.

- Technology, including Chromebooks, must only be used for:
 - To support learning and be academically productive.
 - Activities in compliance with local, state, and federal laws.
- Students are prohibited from:
 - Defacing issued equipment in any way, including, but not limited to:
 - Marking, painting, or drawing on any surface or carrying case
 - Applying stickers or other tags to the device or case.
 - Tampering with the circuitry or internal cables.
 - (Note: if any occurs, the student may be billed the cost of repair or replacement per the chart below)
 - Using the Chromebook for the use of illicit websites or purposes. This is strictly forbidden at school OR at home. (Parents are highly encouraged to monitor student internet activity during out of school hours and follow the information

- above regarding GoGuardian Parent Portal.)
 - Using proxy sites in an attempt to mask online activity or bypass content filters. (Violation could result in revocation of device privileges)
- Security Reminders
 - Share logins or passwords with parents or guardians ONLY.
 - Follow internet safety guidelines
 - Understand that device and network use are filtered and logged. Students should have no expectation of privacy in their use of these school resources.
- Listening to Music
 - At School - Listening to music on your Chromebook is not allowed unless assigned by your teacher for instructional purposes.
 - At Home - Listening to music on your device is allowed at home with permission and supervision from parents/guardians.
- Watching Video, including movies
 - At School - Watching video on the device is allowed only as part of a teacher-directed and supervised learning activity
 - At Home - Watching video on your device is allowed at home with permission and supervision from parents/guardians.

Caring for the Chromebook

The Chromebook is district property and all users will follow the Alloway Township School Student Acceptable Use Policy and these steps to limit potential damage and discipline:

- Students will use the Chromebook and charger assigned to them and not lend or borrow a device from another student.
- Students are responsible for the general care of the school-issued Chromebook
 - Keeping the device battery charged for school each day.
 - Keeping the Chromebook and charger in the case provided when not in use.
 - Using only a clean, soft cloth to clean the screen and no cleansers of any type.
 - Plugging/unplugging charger cords carefully into the Chromebook.
 - Never leave the device unattended, in an unlocked locker, unlocked car, unsupervised area or in extreme heat or cold.

Storing the Chromebook

- The Chromebooks should always be carried in the protective case.
- Placing the Chromebook inside a book bag or backpack instead of the provided case is prohibited due to the increased risk of damage to the device.
- Carrying cases should not hold other objects (folders, books, etc) to avoid placing excessive pressure and weight on the Chromebook screen.
- Do not pick up or carry the Chromebook by the screen.
- Take care not to bump the device against lockers, doors or floors.

Damaged Chromebooks or devices failing to operate properly must be evaluated immediately by our Tech Support. Tech Support will determine and communicate to the Administration the reason for the damage or malfunction, the repair / replace cost, timeline, and the degree to which the student is responsible for the cost based on misuse or neglect. Main Office Personnel, Administrators and/or Tech Support will communicate these determinations to parents or guardians.

Using the Chromebook at School

Students are expected to bring fully charged Chromebooks to school every morning. Students are also expected to bring their Chromebook to all classes unless a teacher advises them not to do so.

- For students that fail to bring their Chromebook to school:
 - Students may check out a loaner for the day.
 - Students will be responsible for any damage or loss to the loaner device. ○ Students requiring a loaner device more than once will be tracked and reported to building administration, which may result in disciplinary action.
 - Students borrowing Chromebooks for the day must return the loaner at the end of the school day. Loaner Chromebooks not returned will be reported to building administration for possible disciplinary action.
- For student Chromebooks that need repair:
 - Loaner Chromebooks will be issued for devices that are in need of repair, providing that the failure was not caused by damage.
 - Chromebooks on loan for extended repairs are allowed to go home
 - Students will either be told verbally or contacted when their issued device can be picked up. Most repairs can be accomplished within the school day.

Chromebook Home Use

- Students are responsible for the care and safekeeping of the Chromebook device at all times.
- Parents/Guardians are responsible for supervising student use of the Chromebook at home
- A Wi-Fi Internet connection is required for full functionality of Chromebooks, however, some applications can be used if no internet access is available. Students are bound by the Acceptable Use Policy and all other guidelines for student use.
- Care of Chromebooks at Home:
 - Charge the Chromebook fully each night on a flat surface such as a table or desk.
 - Do NOT use the Chromebook on soft surfaces, such as pillows or blankets.
 - Store the Chromebook on a desk or table but never on the floor.
 - Protect the device from extreme heat/cold, food and drinks, small children, and pets.
 - Do not leave the Chromebook in a vehicle.

Chromebook Return Procedures

- Chromebooks and accessories will be collected prior to the end of each school year.
- Students transferring out of Alloway Township School must return the Chromebook and accessories before the final day of attendance.
- Students may be billed for the cost of replacing devices and accessories that are not returned or repairing devices and accessories that are damaged upon return. ● Any damage or replacement costs must be paid in full as soon as possible. Any unpaid balance will result in:
 - Hold on Report Card and/or Graduation Diploma
 - Field Trip Hold- cost of replacement must be made before fees paid for Field Trips.
 - Hold on issuing a replacement device.

Liability for Chromebook Damage, Loss or Theft

Students are responsible for any damage, loss, or theft of district-issued devices not covered by the manufacturer's warranty. **Families may want to consult their insurance provider to obtain 3rd party coverage for potential damage to the device and its accessories, which include but are not limited to the Chromebook, the carrying case and the power adapter/charger.**

In The Event of Theft:

- Theft of the device in school must be reported immediately to administration.
- Theft of the device outside of school must be reported to the police and a copy of the written report must be provided to school administration.

Technology Permissions

In August, all registered students and their families will receive a notice to log on to their OnCourse account to update personal information and sign beginning of the year forms. All parents with students in grades Prek-8 must review the "The Alloway Township School Student Acceptable Use Policy" before their child may have technology privileges at school. A copy of this agreement is on the next page.

Parents of students in Grades 4-8 must also complete a Chromebook Permission Form in OnCourse prior to their child receiving a school issued Chromebook. A copy of this form is on the following page.

Alloway Township School Student Acceptable Use Policy

I will follow the rules below for online safety and computer use at school. If I break these rules, I understand that I will endure the consequences deemed appropriate by the school administration. Consequences could result in losing computer privileges.

1. I will not use the internet, electronic devices or other technology to harm other people or their work.
2. I will not attempt to bypass school security by searching for and/or using proxy sites.
3. I will not use the GUEST log-in for Alloway Wi-Fi as this is for visitors to our building.
4. By definition, VANDALISM means deliberately mischievous or malicious destruction or damage of property. I will not vandalize school technology in any way. I will treat all equipment with respect. This includes not writing or attaching stickers on the chromebook, case, or charger.
5. I will save chat rooms, social networking sites, e-mail, instant messenger, online music, games and personal websites for home. Unless it is assigned by a teacher for a school assignment (not "free time"), there are NO EXCEPTIONS!
6. I will use my school username and password to access only items on the network I have permission to view. No trespassing applies at school too!
7. I will not bring software or files from home. This includes the use of sd cards and flash drives. Sharing viruses is not fun! I will use my Alloway Google Workspace account to share documents with my teacher from home if necessary.
8. I will not display or save offensive or inappropriate material on the school computers or laptops. This includes computer desktops. I understand that the administration has the right and ability to

look in my file at any time.

9. I will stay out of websites not approved by the teacher.
10. I will not install software on the school computers or laptops nor change the settings on the computer unless told to do so by the teacher.
11. I will tell an adult right away if I come across any information that makes me feel uncomfortable or that I know to be inappropriate.
12. I will not give out personal information over the Internet. (name, address, phone number, etc.)
13. I will not give out my school username and password to anyone other than my teacher and my parents. I understand that I will be held accountable for anything found in my personal folder or website history.
14. I understand that my parents and/or guardians will have access to my browsing activity through GoGuardian Parent and may block websites and pause internet access during out-of-school hours.
15. I understand that taking care of this device is my responsibility while on loan from the school. If damage or replacement is necessary, I will let the school know as soon as possible and will refer to the price listed on this document.
16. I agree to submit the replacement costs and/or fines as outlined below in the event that my Chromebook is either accidentally or intentionally damaged.
17. As a parent/guardian of a student at Alloway Township School, I have read the above information about the appropriate use of computers at school, have reviewed the expectations with my child and take responsibility for any loss or damage to school devices while on loan.

Replacement Costs and Fines:

Dell 3100 Chromebook \$230

HP Chromebook 11 G8 EE \$250

Cracked or Damaged Screen \$100

Gumdrop Case for Dell 3100 Chromebook \$65

Gumdrop Case for HP Chromebook 11 G8 EE \$30

Charger \$55

Missing Keys/Replacement Keyboard \$100

Sticker/Graffiti Removal Fine \$10

Accidental Miscellaneous Damage

\$50 Flat Fee for 3rd party repair



CHROMEBOOK HOME USE PERMISSION FORM

Before filling out the Chromebook Home Use Permission Form below, please read the 2022-2023 Student Handbook & Code of Conduct that outlines:

- Chromebook Rules and Guidelines
- Caring for the Chromebook
- Storing the Chromebook
- Using the Chromebook at School
- Chromebook Home Use
- Chromebook Return Procedures
- Liability for Chromebook Damage, Loss or Theft (including replacement and repair costs)

Student's Name

First _____ Last _____ Grade _____

Date: _____

Consent *

- I have read the Code of Conduct listed in the Family Handbook and have discussed this with my child.

Permission *

Please check the appropriate box.

- I DO grant permission for my child to participate in the Chromebook take home program
- I DO NOT grant my child permission to participate in the Chromebook program.
- My child is in grades PreK-3 and we have a device at home in case of quarantine or school closure.

Student Name/Signature:

electronic signature (First, Last) _____

Parent/Guardian Name/Signature:

electronic signature (First, Last) _____

7/12/22

Visitors

All visitors are required to enter through the main entrance and report to the main office.

Visitors are expected to wear the visitor badge issued to them in the Main Office.

Parents/guardians who visit the school for scheduled meetings or to see the nurse do not require administrative approval. In order to preserve the integrity of the academic program, classroom visitors require permission in advance from the administration.

Volunteers

Parents, Guardians and Community Members who wish to volunteer have the opportunity to do so through the PTA, as a room parent, as a special visitor or through invitation from the classroom teacher to assist with special projects and lessons. These arrangements for planned volunteer visits are made through teachers and administration. Some examples of volunteer opportunities may include: class celebrations, chaperoning, special projects and events, read alouds, presentations and library assistants. All volunteers and visitors must have prior approval by administration, wear a visitor badge, and must enter and exit through the Main Office.

Walkers

Walking students must supply a parent signed permission slip to be permitted to walk home unaccompanied by a parent. This form can be found on our Website under 'Parents.' Parents and students using School Lane are reminded to walk on the sidewalk opposite the Post Office and to cross at marked crosswalks.