

MANSFIELD TOWNSHIP SCHOOL DISTRICT

Tiffany Moutis
Superintendent

Danielle Dolci
Business Administrator/
Board Secretary



PARENT/STUDENT HANDBOOK 2022-2023

John Hydock Elementary School

Home of the Columbus Cougars
19 Locust Avenue
Columbus, NJ 09022
609-298-0308
609-298-1341 (fax)
Stacy Cullari, Principal
Kristine Patton, School Secretary, Registrar

Mansfield Township Elementary School

Home of Mansfield Mustangs
200 Mansfield Road East
Columbus, NJ 08022
609-298-2037
609-298-5812 (fax)
Glenn Kershner, Principal
Nicole Bonura, School Secretary, Registrar

Child Study Team

MTES 609-298-2037 x2200

Mr. Jason Shainline, Supervisor of Special Services

Amy Rivera, LDT/C

Angela Stewart, School Psychologist

Christa Edolo, Social Worker

Sandra Place, Speech/Language Pathologist

Dayna Bezila, Speech/Language Pathologist

Christie Simone, Occupational Therapist

Carol Lawrence, CST Secretary

www.mansfieldschool.com

MANSFIELD TOWNSHIP SCHOOL DISTRICT MISSION STATEMENT

The mission of the Mansfield Township School District is to provide programs, materials, experiences, and an environment that will ensure all students achieve the expectations of the Common Core State Standards (CCSS) and of the New Jersey Core Curriculum Content Standards (NJCCCS). In addition, the District's mission is to produce ethically, morally responsible students who possess the personal, interpersonal, intellectual, and social/emotional skills, concepts, and understandings that will allow all students to function in, and live productively in society.

In pursuit of our mission, we pledge to:

- Promote a learning environment that not only stresses the academic process but also self-discipline, self-worth, motivation and respect for self, others, and property.
- Provide equal access to a quality education where each student can reach his/her unique potential and recognize the efforts of each student.
- Promote an appreciation and understanding of diverse cultural backgrounds in our society and ensure a school climate that is accepting and welcomes everyone.
- Provide and maintain open communications between school and home and among all sectors of the community.
- Involve community members in the educational process by promoting volunteer programs.
- Encourage a spirit of pride, professionalism, and growth among staff members.
- Provide students with opportunities to use current technologies to help develop critical thinking and problem solving skills.
- Develop and offer parent-training programs that assist parents to enhance parenting skills.
- Encourage the development of partnerships with businesses and corporations for the support of our educational offerings.
- Provide the needed resources for continual revision and updating of program offerings and facilities.
- Offer professional support services that promote mental health for all students.

WELCOME TO THE MANSFIELD TOWNSHIP SCHOOL DISTRICT

On behalf of the entire Mansfield Township School Community, I welcome you and extend my best wishes for a successful school year. The utilization of technology in the school district is growing each year. All of our grade level homerooms are equipped with Smart Boards, and each class is being outfitted with more and more Google Chromebooks in addition to the multiple desktops in each homeroom. Integration of technology into the curriculum continues to be expanded.

To increase communication between the school and home, we encourage you to utilize our website, www.mansfieldschool.com. This wonderful website will keep you informed of meetings, activities, events, and programs that are taking place in our schools. In addition, the website is an important source for curriculum, Board of Education policies, and classroom information. Parents and teachers are able to utilize email as an additional tool for communication. Please register and sign-in to our website.

The Board of Education, administration, faculty, staff, parents and community are committed to providing our students with a successful educational experience. We count on our students to start the new school year with the goal to do their very best in every aspect of their education.

This handbook has been prepared by the Mansfield Township School District professional staff in order to provide an overview of the policies and organizational structure necessary for the effective operation of our schools.

If you have any questions or concerns about the information presented in this booklet, please do not hesitate to call the school. We will be happy to assist you in any way we can.

Sincerely,
MANSFIELD TOWNSHIP SCHOOL DISTRICT

Tiffany Moutis
Ms. Tiffany Moutis
Superintendent

Stacy Cullari
JHES Principal

Glenn Kershner
MTES Principal

Jason Shainline
Supervisor of Special Services

Kelly Gamez
Director of Curriculum

Mansfield Township Elementary School
200 Mansfield Rd. East, Columbus, NJ 08022
Glenn Kershner, Principal
609-298-2037 ext. 2310

Absentee Call-in Number	298-2037 option 3 then 1
School Office	298-2037 ext. 2310
Nicole Bonura, School Secretary, Registrar	298-2037 ext. 2310 298-5812 (fax)
Nurse's Office Grace Porrini	298-2037 ext. 2020

John Hydock Elementary School
19 Locust Avenue, Columbus, NJ 08022
Stacy Cullari, Principal
609-298-0308 ext. 1221

Absentee Call-in Number	298-0308 option 2
School Office	298-0308 ext. 1221
Kristine Patton, School Secretary, Registrar	298-0308 ext. 1221 298-1341 (fax)
Nurse's Office Tara Kowalczyk	298-0308 option 3 298-0308 ext. 1227

Emergency Closing Number 661 (listen for Northern Burlington Regional Schools on radio or call 298-2037, option 8 for MTES or 298-0803 for JHES). The District will attempt to utilize the Global Connect telephone system and post on the District website all emergency closings.

Office Hours 8:00 a.m. – 4:00 p.m. Mon. – Fri.

SCHOOL HOURS

JHES Grades K-2 8:45-3:35
Students are not to arrive before 8:43
Students will be marked **tardy** beginning at 8:55

MTES Grades 3-6: 8:40-3:20
Students are not to arrive before 8:33 a.m.
Students will be marked **tardy** beginning at 8:45 a.m.

JHES Preschool Half Day Program: 9:20 a.m. to 11:50 a.m.
JHES Preschool Full Day: 9:20 a.m. to 3:35 p.m.

Child Study Team
Jason Shainline, Supervisor of Special Services
609-298-2037 ext. 2200

Child Study Team Secretaries
Carol Lawrence 298-2037 ext. 2200

School Social Worker
Christa Edolo
 JHES: 298-0308 ext. 1251
 MTES: 298-2037 ext. 2210

LDT/C
Amy Rivera 298-2037 ext. 2136

School Psychologist
Angela Stewart 298-2037 ext. 2221

JHES Speech Language Specialist
Dayna Bezila 298-0308 ext. 1118

MTES Speech Language Specialist
Sandra Place 298-2037 ext. 2400

BOARD OF EDUCATION
609-298-2037

Business Administrator/Board Secretary
Danielle Dolci, ext. 2500

President
Frank Armenante

Vice President
Abbey True Harris

Simmer Bains
Ryan Ballard
Emily Green
James Kozachek
Andrea Melton
James Sullivan
Stephen Thomas

ADMINISTRATIVE OFFICES
609-298-2037

Superintendent
Tiffany Moutis, ext. 2000

Secretary to Superintendent
Beth Pigott, ext. 2010

Supervisor of Special Services
Jason Shainline, ext. 2136

Payroll
Marie Tilton, ext. 2510

Facilities Manager
Joe Occhiuzzo, ext. 2600

Director of Food Services
Gianni Rotondo - Maschio's, ext 2160

COLUMBUS HOME & SCHOOL ASSOCIATION

<http://www.columbushomeandschool.org>

The Mansfield Township School District has an active Home and School Association. It is the hope that you will become a member who seeks to maintain the best relations between the home and our school community. Become a member at the website above.

Executive Board Contact Information 2022-2023

President

Sabrina Petrella
4 Lincoln Drive
Columbus, NJ 08022
609-440-3436
spetrella1@gmail.com

Recording Secretary

Kristin Mederos
51 Wildflower
Columbus, NJ 08022
609-923-0874
kristinmederos1@gmail.com

Vice President - MTES

Erin Militch
139 Petticoat Bridge Road
Columbus, NJ 08022
609-306-9368
eeliberator@aol.com

Board of Trustees Member

Cindy Campbell
918 Mansfield Road West
Bordentown, NJ 08505
609-234-8484
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Vice President - JHES

Heather Brooks
13 Wildflower Court
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Board of Trustees Member

Adriana Javick
7 Longwood Lane
Columbus, NJ 08022
609-610-1955
a.javick@yahoo.com

Treasurer

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Board of Trustees Member

Amy Parker
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Corresponding Secretary

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5 Hansom Drive
Columbus, NJ 08022
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brendajoy558@gmail.com

Board of Trustees Member

Justine Ramos
15 Elizabeth Lane
Columbus, NJ 08022
609-668-0432
cjamos0328@gmail.com

ADMISSION/REGISTRATION/TRANSFER REGULATIONS

Board of Education Policy

In accordance with the policy recommended by the New Jersey State Department of Education, a child shall be **admitted to Kindergarten if the child's fifth birthday is on or before October 1st** of the school term.

For all new registrants the following are required:

1. Birth Certificate with raised seal.
2. Doctor's Certificate of Clinical Record of:
 - a. D.P.T. Series and Booster.
 - b. Polio Series and Booster.
 - c. Measles, Mumps & Rubella Vaccine - two doses.
 - d. Hepatitis B series.
 - e. Varicella vaccination or statement from parent or physician indicating the child has had the disease
 - f. Preschoolers: pneumococcal vaccine and influenza
3. 2 forms of proof of residency in Mansfield Township.
4. Transfer card and/or the exact address of the previous school.

Students who enter from another school district are required to present a transfer card, the last report card, and immunization records. Students transferring from another country may be required to have a Mantoux (PPD) tuberculosis test depending on grade level and the date of the most recent Mantoux test.

Preschool

See page 9 for immunization requirements.

First Grade

Students must be at least six years of age on or before October 1st, have successfully completed kindergarten in an approved educational setting, or transferred from a first grade classroom in another approved educational setting.

Sixth Grade

For students entering sixth grade Tdap and Meningococcal Vaccine is required.

Student Transfers from the State of New Jersey

Board of Education Policy 5111

Mansfield Township Schools will enroll transfer student(s) from a NJ school district upon receipt of the transfer card from the sending school. If a signed copy of the Health History and Appraisal is hand carried by the parent, this should be presented at the time of registration along with the birth certificate, proof of residency and results of a physical examination completed since the

child was first enrolled in school. If a signed copy is not hand carried by the parent, a copy of the school immunization form or the original must be sent or communicated to our district within 24 hours of such a request so that your child may be quickly enrolled.

Student Transfer from Out of State

Students enrolling from out-of-state must present documentation of up to date immunizations, a birth certificate, and results of a physical examination completed since the child was first enrolled in school. Out of state/county transfers have 30 days to complete this requirement.

MINIMAL IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: Immunization of Pupils in School

DISEASE(S)	MEETS IMMUNIZATION REQUIREMENTS	COMMENTS
DTaP	(AGE 1-6 YEARS): 4 doses, with one dose given on or after the 4th birthday, OR any 5 doses. (AGE 7-9 YEARS): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses	Any child entering pre-school, pre-Kindergarten, or Kindergarten needs a minimum of four doses. Pupils after the seventh birthday should receive adult type Td. DTP/Hib vaccine and DTaP also valid DTP doses. Laboratory evidence of immunity is also acceptable.
Tdap	GRADE 6 (or comparable age level for special education programs): 1 dose	For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until FIVE years after the last DTP/DTaP or Td dose.
POLIO	(AGE 1-6 YEARS): 3 doses, with one dose given on or after the 4th birthday, OR any 4 doses. (AGE 7 or OLDER): Any 3 doses.	Either Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) separately or in combination is acceptable. Polio vaccine is not required of pupils 18 years of age or older. Laboratory evidence of immunity is also acceptable.
MEASLES	If born before 1-1-90, 1 dose of a live Measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of a live Measles-containing vaccine on or after the first birthday. If entering a college or university after 9-1-95 and previously unvaccinated, 2 doses of a live Measles-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs a minimum of 1 dose of measles vaccine. Any child entering Kindergarten needs 2 doses. Previously unvaccinated students entering college after 9-1-95 need 2 doses of measles-containing vaccine or any combination containing live measles virus administered after 1968. Documentation of 2 prior doses is acceptable. Laboratory evidence of immunity is also acceptable. Intervals between first and second measles/MMR/MR doses cannot be less than 1 month.
RUBELLA and MUMPS	1 dose of live Mumps-containing vaccine on or after the first birthday. 1 dose of live Rubella-containing vaccine on or after the first birthday.	Any child over 15 months of age entering child care, pre-school, or pre-Kindergarten needs 1 dose of rubella and mumps vaccine. Any child entering Kindergarten needs 1 dose each. Each student entering college for the first time after 9-1-95 needs 1 dose of rubella and mumps vaccine or any combination containing live rubella and mumps virus administered after 1968. Laboratory evidence of immunity is also acceptable.
VARICELLA	1 dose on or after the first birthday.	All children 19 months of age and older enrolled into a child care/pre-school center after 9-1-04 or children born on or after 1-1-98 entering a school for the first time in Kindergarten or Grade 1 need 1 dose of varicella vaccine. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is also acceptable.
HAEMOPHILUS INFLUENZAE B (Hib)	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Hib vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Hib vaccine is needed after the first birthday. DTP/Hib and Hib/Hep B also valid Hib doses.
HEPATITIS B	(K-GRADE 12): 3 doses or 2 doses ⁽¹⁾	⁽¹⁾ If a child is between 11-15 years of age and has not received 3 prior doses of Hepatitis B then the child is eligible to receive 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
PNEUMO-COCCAL	(AGE 2-11 MONTHS) ⁽¹⁾ : 2 doses (AGE 12-59 MONTHS) ⁽²⁾ : 1 dose	Mandated only for children enrolled in child care, pre-school, or pre-Kindergarten. ⁽¹⁾ Minimum of 2 doses of Pneumococcal vaccine is needed if between the ages of 2-11 months. ⁽²⁾ Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday.
MENINGO-COCCAL	(Entering GRADE 6 (or comparable age level for Special Ed programs): 1 dose ⁽¹⁾ (Entering a four-year college or University, previously unvaccinated and residing in a campus dormitory): 1 dose ⁽²⁾	⁽¹⁾ For pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. ⁽²⁾ Previously unvaccinated students entering a four-year college or university after 9-1-04 and who reside in a campus dormitory, need 1 dose of meningococcal vaccine. Documentation of one prior dose is acceptable.
INFLUENZA	(AGES 6-59 MONTHS): 1 dose ANNUALLY	For children enrolled in child care, pre-school or pre-Kindergarten on or after 9-1-08. 1 dose to be given between September 1 and December 31 of each year.

AGE APPROPRIATE VACCINATIONS (FOR LICENSED CHILD CARE CENTERS/PRE-SCHOOLS)

CHILD'S AGE

2-3 Months
4-5 Months
6-7 Months
8-11 Months
12-14 Months
15-17 Months
18 Months-4 Years

NUMBER OF DOSES CHILD SHOULD HAVE (BY AGE):

1 dose DTaP, 1 dose Polio, 1 dose Hib, 1 dose PCV7
2 doses DTaP, 2 doses Polio, 2 doses Hib, 2 doses PCV7
3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
3 doses DTaP, 2 doses Polio, 2-3 doses Hib, 2-3 doses PCV7, 1 dose Influenza
3 doses DTaP, 2 doses Polio, 1 dose Hib, 2-3 doses PCV7, 1 dose Influenza
3 doses DTaP, 2 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose PCV7, 1 dose Influenza
4 doses DTaP, 3 doses Polio, 1 dose MMR, 1 dose Hib, 1 dose Varicella, 1 dose PCV7, 1 dose Influenza

PROVISIONAL ADMISSION:

Provisional admission allows a child to enter/attend school but must have a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series. If a pupil is <5 years of age, they have 17 months to complete the immunization requirements. If a pupil is 5 years of age and older, they have 12 months to complete the immunization requirements.

GRACE PERIODS:

- 4-day grace period: All vaccine doses administered less than or equal to four days before either the specified minimum age or dose spacing interval shall be counted as valid and shall not require revaccination in order to enter or remain in a school, pre-school or child care facility.
- 30-day grace period: Those children transferring into a New Jersey school, pre-school, or child care center from out of state/out of country may be allowed a 30-day grace period in order to obtain past immunization documentation before provisional status shall begin.

AFFIRMATIVE ACTION

Board of Education Policy #1140, 2260

The Mansfield Township Board of Education is an Equal Opportunity Employer. State and federal regulations prohibit a school district from discriminatory practices in employment or educational opportunity against any person by reason of race, color, national origin, ancestry, age, sex, or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or a typical hereditary cellular or blood trait of any individual, in employment or in educational opportunities. Further state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status.

Glenn Kershner: Affirmative Action Officer
Mansfield Township Elementary School,
200 Mansfield Road East, Columbus, NJ 08022.
609-298-2037

Section 504 is the Rehabilitation Act, which prohibits discrimination on the basis of a physical or mental handicap.

Mansfield Township Elementary Schools give equal access to all programs and activities under their control without regard to race, creed, religion, sex or national origin. The board of education will maintain an instructional and working environment that is free from harassment of any kind. The administration will make it clear to all staff, pupils and vendors that harassment is prohibited.

ASSEMBLY RULES

Be Safe:

1. Follow the teacher's directions upon entering and leaving the gymnasium to remain safe.

Be Responsible:

1. Respond and show appreciation with manners (Appropriate questions, interaction with guests, and applause).

Be Respectful:

1. Respect the presenter and the classmates around you (Use ears and eyes only).

ATTENDANCE REGULATIONS

ATTENDANCE, ABSENCES, AND EXCUSES

Board of Education Policy 5200, 5230, 5240

The board of education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Core Curriculum Content Standards. The superintendent shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good attendance
- B. Discourage unexcused absences
- C. Identify patterns of absence, tardiness and early departures from school
- D. Intervene to prevent and correct problems with attendance.

Definitions

- A. "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. A school day shall consist of not less than four hours of actual instruction under the guidance and direction of a teacher engaged in the teaching process (this is exclusive of lunch and recess periods).

The mere presence of a student at roll call shall not be regarded as sufficient to be considered in attendance for a school day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, or cooperative education assignment, will be considered to be in attendance.

- B. "Excused absence" The following reasons may be considered an Excused Absence upon verification of documentation (documentation should be submitted immediately following an absence-one note per occurrence):
 - 1. The student's illness (requires an original note from a physician with date, copies will not be accepted);
 - 2. *Requirements of a student's individual health care plan;
 - 3. A death or critical illness in the student's immediate family, or others with permission of principal;
 - 4. Quarantine;
 - 5. *Observance of the student's religion on a day approved for that purpose by the State Board of Education;
 - 6. The student's suspension from school;

7. *Requirements of the student's Individualized Education Program (IEP);
8. *Alternate short or long term accommodations for students with disabilities;
9. The student's required attendance in court;
10. Interviews with an admissions officer of an educational institution;
11. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
12. Such good cause as may be acceptable to the principal.

***Mandated**

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each pupil assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

- C. "Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed in paragraph "Excused Absences" above. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):
1. Family travel;
 2. Performance of household or babysitting duties; and
 3. Other daytime activities unrelated to the school program.
- D. "Truancy" is a student's absence from all or a part of the school day without the knowledge of the student's parent. A student between the ages of six and sixteen will also be considered truant if he or she:
1. Has accumulated unexcused absences of 10 or more;
 2. Leaves school without permission when school is still in session;
 3. Leaves class because of illness and does not report to the school nurse as directed; or
 4. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive at school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5600 Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention,

loss of credit and an unexcused school day absence.

Attendance

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students are required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A. A student shall be considered absent from class for tardiness in excess of one half of the total class period.
- B. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of 160 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

Unexcused Absences

When a student fails to report to class or school, the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

Persistent Absences

If a pattern of unexcused absences arises consisting of up to ten absences in one semester the district shall schedule a meeting with the parents/guardians. The purpose of this meeting shall be to develop an action plan to assist the student to return to school and maintain regular attendance. The action plan shall be developed in coordination with the parent/guardian and may include the classroom teacher, school nurse, principal or other relevant staff.

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;
- C. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence;
- D. The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, school psychologist, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

1. Referral or consultation with the building's Intervention and Referral Services team;
2. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
3. The consideration of an alternate educational placement;
4. Referral to a community-based social and health provider agency or other community resource;

5. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

Discipline

All discipline regarding the attendance of students shall be consistent with the board policy 5600 Conduct and Discipline and the code of student conduct. Consequences for absences may include:

- A. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
- B. Loss of partial or total course credit;
- C. Detention or suspension.

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board regulation 5600 Student Grievance Procedure.

Truancy

For cumulative **unexcused absences of 10 or more**, the student between the ages of six and 16 is truant, **pursuant to law**. The district shall:

- A. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- B. Make a reasonable attempt to notify the student's parents of the mandatory referral;
- C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

- A. Individualized Education Program (IEP);
- B. Procedural protections set forth in N.J.A.C. 6A:14;
- C. Alternate short or long term accommodations for students with disabilities as required by law;
- D. Requirements of a student's individual health care plan.

District Sending and Receiving Relationships

The receiving school shall report attendance problems to the sending district responsible for the student. Following five or more cumulative unexcused absences school officials shall proceed in accordance with the sending district's board attendance policy and procedure.

Regular Release of Pupils Before the End of the Normal School Day

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As the agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Requirements of a student's individual health care plan;
- C. Requirements of the student's Individualized Education Program (IEP);
- D. Alternate short or long term accommodations for students with disabilities;

- 20 or more absences (excused/unexcused) Student will be retained.*

*Exceptions can be made by the school principal due to illness or other extenuating circumstances.

Tardiness (per year)

5 incidents: Letter to parent/guardian

10 incidents: Letter and I&RS Referral Letter to be sent to parent/guardian

Every 5 incidents shall equal one unexcused absence

ABSENTEE CALL-IN SYSTEM

As an outreach of community concern for children's safety, our school has an absentee call system. The parent is to call John Hydock Elementary School for grades PreK-2 at 609-298-0308 option 2 or Mansfield Township Elementary School at 609-298-2037 option 1 before 9:00 am and leave a message describing the absence. If due to an illness, list your child's symptoms and if a fever is present, state the specific temperature on the absentee call. **An automated call will go out to all absent students.**

ASBESTOS MANAGEMENT PLAN

Prior to the late 1970's, asbestos was a commonly used building material because of its insulating, sound absorbing, and fire retardant properties. Virtually any building constructed before this time contained some asbestos materials. Intact and undisturbed asbestos containing building materials (ACBM) generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers (friable ACBM). If those fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which required schools to be inspected to identify any ACBM or suspected ACBM. The law further required that an asbestos management plan be in place by July 1989. The Mansfield Township School District developed a plan and conducts re-inspections every three years and periodic inspections every six months to determine the condition of any known or assumed ACBM as required by law.

The Mansfield Township Elementary School and the additions and alterations to the John Hydock Elementary School contain no known ACBM and therefore no operations and maintenance programs or future inspections are required. Some ACBM and suspected ACBM are located in the 1964 and 1959 wings of the John Hydock School.

It is the intention of the Mansfield Township School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a safe and healthy environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the office of the Facilities Manager during regular business hours. Any inquiries related to the asbestos management plan or asbestos related activities should be directed to Mr. Joe Occhiuzzo, Facilities Manager of the Mansfield Township School District.

Date of last Periodic Surveillance: May 13, 2021

BASIC SKILLS INSTRUCTION

If identified for Basic Skills Instruction, it is our hope that the children will feel more positive about their increasing ability to do well in Reading and/or Math. We will be using the LLI Program to assist struggling readers who meet the criteria for entry into the program. LLI is an acronym for Leveled Literacy Intervention. LLI works in conjunction with the classroom teachers to reinforce skills taught and build confidence while providing a small group setting for our learners to flourish. Math Basic Skills will be provided using mostly a “push-in” model in which the basic skills teacher assists students in their homeroom during math instruction.

BATHROOM RULES

Be Safe:

1. Use the bathroom fixtures properly.
2. Do not take any items into the bathroom with you (hang the bathroom pass outside of bathroom)

Be Responsible:

1. Follow classroom sign in/out procedures.
2. The bathroom visit should not exceed five minutes.
3. Flush toilets, wash hands, and place paper towels in the trash can.
4. Report any problems in the bathroom to the teacher immediately.

Be Respectful:

1. Respect the privacy of others.
2. Respect the bathroom environment by keeping it clean.

BICYCLES

Students may ride bicycles to school if the parent gives permission **in writing**. Once the student arrives at school, he/she should secure the bicycle to the bike rack. Also, he/she should not arrive at the school prior to 8:33 AM. Students riding bicycles to school **must** wear helmets. This saves lives and is New Jersey law.

BUS BEHAVIOR

Pupil behavior on the school bus is directly related to safety and is a matter of mutual cooperation. The law is precise regarding behavior on a school bus. New Jersey Statutes Annotated, Title 18A:25-2 clearly states: *“The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupils to the principal of the school they attend. A pupil may be excluded from the bus for disciplinary reasons by the principal, and the parents shall provide transportation to and from school during the period of such exclusion.”*

BUS RULES

Be Safe:

1. While on the bus, remain seated with your seatbelt fastened. (Includes facing forward, feet flat on the floor in front of you, not in the aisle, backpacks not in the aisle.)
2. Keep hands, feet, objects, and inappropriate comments to yourself.

Be Responsible:

1. Use inside voices.
2. Report problems to the driver and/or the principal.

Be Respectful:

1. Respect the environment (Do not eat or drink, litter, or draw on seats), the driver, and other passengers.

In addition, parents should discuss bus behavior with their children, emphasizing the following points:

1. Remain seated at all times unless directed to move by the bus driver.
2. Talk in a low voice only to your neighbor; loud noises are distracting to the driver.
3. Keep feet, arms, legs, bookbags, etc... out of the aisle so others won't trip on them.
4. Always sit in your assigned seat and stay there.
5. Report problems to the bus driver who will take care of them or report them to the principal.
6. Never push, shove, crowd, or argue over who should be first on the bus. All pupils have assigned seats.
7. Never put arms or heads out of the bus windows.
8. Never shout out the windows or throw objects out the window.
9. Respect the bus driver and follow directions at all times.
10. Do not open or close windows without the driver's permission.
11. Be on time; the bus will not wait.
12. Never stand in the roadway; keep to the side.
13. Behave in a safe way while waiting for the bus.
14. Wait for the driver's signal to cross the road or move toward the bus.

15. Do not damage surrounding property while waiting.
16. Do not throw objects inside the bus.
17. Treat bus equipment as you would valuable furniture in your home.

Bus Referrals

Depending on the infraction, the administrator will have the option of implementing one or more of the following interventions (or another intervention based on the code of conduct):

- Administrative Warning
- Seating change
- Lunch and Recess Detention
- After School Detention
- Loss of Bus Riding Privileges
- In-School Suspension
- Out of School Suspension

***Riding the school bus is a privilege.* Students who do not respect the rights of others in riding the school bus may be suspended from the bus. This includes misbehavior at the bus stop as well.**

CAFETERIA RULES (SMILES)

1. **S** - Stay seated at table until excused.
2. **M** - Make sure you are kind and respectful at all times.
3. **I** - Inside voices should be used at all times.
4. **L** - Leave the cafeteria only when excused or given permission.
5. **E** - Everyday, clean up your own lunch space (table and floor).
6. **S** - Share smiles; not food or money

CAFETERIA POLICY - Students are required to pay for lunches this year unless they meet the requirements of the free and reduced lunch program.

CARE OF ILL OR INJURED STUDENTS

Board of Education Policy #s 8441, 5310, 8451

A certified school nurse is on duty during regular school hours. There is no nurse on duty before or after regular school hours. If an accident or sudden illness occurs, first aid will be administered and the child's parents notified. No care beyond first aid will be given by the school nurse unless specific orders from a child's physician are provided or unless the care is supported by the school physician's orders.

For the protection of all students, any student who has been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician at the discretion of the school nurse. In case of illness at school, the child's parent is responsible to provide for pick-up within one hour of being contacted by the nurse. Approval for early dismissal is only

given by the school nurse/principal.

Medications will be given only in compliance with the school policy and procedure. This applies to both prescription and over the counter medications. Procedures are as follows:

1. Written note from doctor detailing the medication, the dose, reason for giving, time to be given, and the side effects.
2. Written permission note from a parent.
3. Labeled prescription bottle or medication in the container in which it was purchased.

CHANGE OF TELEPHONE NUMBER

Please notify the school office immediately if there is a change in any of your telephone numbers, emergency contact numbers, and/or email addresses.

CHILD FIND

Child Find is a procedure for identifying children ages 3-5 who demonstrate a disability in one or more areas that interferes in his or her ability to participate in age appropriate activities. A parent of a preschooler who has concerns can request an evaluation through the Child Study Team, the evaluation results will be used to determine the need for services provided through the preschool program.

CHILD STUDY TEAM

(see also "Special Education")
Board of Education Policy 2460

The Mansfield Township Elementary School District maintains a Child Study Team to assist our students. The basic CST is made up of three members. They are the learning consultant, social worker and psychologist. The job of the psychologist is to assess a student's intellectual and emotional characteristics. The learning consultant is concerned with looking at the student's academic skills and learning styles. The social worker reviews the student's developmental background and the family's perception of the student. If the IEP Team determines the need, other evaluations can be included in the process.

A student can be referred to the CST at the parent's/guardian's request, the RTI/I&RS Committee, or by a teacher or administrator. Due to timeline regulations, all parents' referrals must be in writing and signed. **Requests sent via email will not be accepted.**

Once a student is referred, the CST is required by law to meet with the parent/guardian within twenty calendar days, excluding school holidays. At this

meeting it will be decided if an evaluation is warranted. If warranted, an Evaluation Plan will be developed. Once the evaluations are completed, a conference is held with the parent/guardian and the CST members involved in the evaluation process. At this meeting, the results of the evaluations will be presented and the possible options for helping the student will be discussed.

CLASS TRIPS

Board of Education Policy #2340

Class trips have a definite place in the instructional program. Teachers are encouraged to take their classes on one informative trip per grade level per year. A permission slip signed by the parent is required of every student. No student is permitted to go on any field trip unless the signed permission slip is returned to the teacher. Parent chaperones are assigned to field trips by the Columbus Home and School Association and classroom teachers. Chaperones may not bring additional children on school trips. ***No purchases may be made on class trips (in gift shops) by chaperones or students. Chaperones are not permitted to distribute food/beverages to students due to food allergies.***

ACADEMIC INTEGRITY

Each student in the Mansfield Township School District (MTSD) is expected to observe the highest standards of integrity when meeting the requirements of his/her academic program. Violations of academic integrity such as cheating or plagiarism for quizzes, tests, and/or projects will result in mandatory re-completion of the assignment (different version) by all students who participated in the offense. Additional penalties may be applied depending upon the severity of the offense.

The following are some examples of infractions that violate academic integrity:

- Obtaining help or giving help to another student during a test.
- Submitting or knowingly participating in submitting a report, essay, homework assignment, or any other product that is not an honest representation of the individual's effort.
- Using books, notes, or any unauthorized sources of information during an examination.
- Obtaining or giving, without authorization, information concerning a test that is to be administered.
- Altering any answers on any test or assignment after it has been submitted for grading.
- Reproducing, distributing, and/or receiving copies of quizzes or tests.

CONDUCT: SECTION B HARASSMENT, INTIMIDATION, AND BULLYING

Board of Education Policy 5512

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board 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.

The standards of character education are an essential component of the Mansfield Township School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions.

The superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and 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. The board directs the superintendent or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

“Harassment, intimidation or bullying” is defined as 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 grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. 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/her person or damage to his/her property; or**
- B. Has the effect of insulting or demeaning any student or group of students; or**
- C. Creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.**

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a cell phone, computer, or ipad.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying

Students

Consequences and remedial measures for a student 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 student and the student’s history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;

- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

A. Consequences

- 1. Admonishment;
- 2. Temporary removal from the classroom;
- 3. Deprivation of privileges;
- 4. Classroom or administrative detention;
- 5. Referral to disciplinarian;
- 6. In-school suspension during the school week;
- 7. After-school programs;
- 8. Out-of-school suspension (short-term or long-term);
- 9. Legal action; and
- 10. Expulsion.

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;
- f. Supportive student interventions, including participation of the intervention and referral services team;
- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- h. Behavioral management plan, with benchmarks that are closely monitored;
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- j. Involvement of school disciplinarian;
- k. Student counseling;
- l. Parent conferences;
- m. Student treatment; or
- n. Student therapy.

2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Adjustments in hallway traffic;
- h. Modifications in student routes or patterns traveling to and from school;
- i. Supervision of students before and after school, including school transportation;
- j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- k. Teacher aides;
- l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- m. General professional development programs for certificated and non-certificated staff;
- n. Professional development plans for involved staff;
- o. Disciplinary action for school staff who contributed to the problem;
- p. Supportive institutional interventions, including participation of the intervention and referral services team;
- q. Parent conferences;
- r. Family counseling;
- s. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as non-disabled students and may be disciplined in accordance with their IEP.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Referral to disciplinarian;
5. Withholding of Increment;
6. Suspension;
7. Legal action; and
8. Termination

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Support group;
- d. Recommendations of behavior or ethics council;
- e. Corrective action plan;
- f. Behavioral assessment or evaluation;
- g. Behavioral management plan, with benchmarks that are closely monitored;
- h. Involvement of school disciplinarian;
- i. Counseling;
- j. Conferences;
- k. Treatment; or
- l. Therapy.

2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;
- m. Conferences;
- n. Counseling.

Reporting Harassment, Intimidation and Bullying Behavior

The superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who

has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

District Anti-Bullying Coordinator

The superintendent shall appoint a district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

- A. Be responsible for coordinating and strengthening the school district's

policies to prevent, identify, and address harassment, intimidation, and bullying of students;

- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
- C. Provide data, in collaboration with the superintendent, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school;
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in school.

School Safety Team

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a student

in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- F. Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

No parent/guardian who is a member of the school safety team shall:

- A. Receive complaints of harassment, intimidation or bullying of students that have been reported to the principal;
- B. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;
- C. Identify and address patterns of harassment, intimidation or bullying of students; or
- D. Participate in any other activities of the team which may compromise the confidentiality of a student.

Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
 1. Taking of statements from victims, witnesses and accused;
 2. Careful examination of the facts;
 3. Support for the victim; and
 4. Determination if the alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
 1. Any services provided;
 2. Training established;
 3. Discipline imposed; or
 4. Other action taken or recommended by the superintendent.
- F. The superintendent or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:

1. The nature of the investigation;
2. Whether the district found evidence of harassment, intimidation, or bullying; or
3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The Board of Education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);

- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted_service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted_service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be

consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

Consequences

1. Admonishment;
2. Temporary removal from the classroom or school;
3. Deprivation of privileges
4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
5. Classroom or administrative detention;
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. After-school programs;
9. Out-of-school suspension (short-term or long-term);
10. Legal action;

11. Withholding of Increment;
12. Suspension;
13. Expulsion;
14. Termination;
15. Termination of service agreements or contracts (vendors, volunteers);
16. Public sanction (board members);
17. Ethics charges (some administrators, board members).

A. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Peer support group;
- d. Recommendations of a student behavior or ethics council;
- e. Corrective instruction or other relevant learning or service experience;
- f. Supportive student interventions, including participation of the intervention and referral services team;
- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- h. Behavioral management plan, with benchmarks that are closely monitored;
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- j. Involvement of school disciplinarian;
- k. Counseling;
- l. Conferences;
- m. Treatment; or
- n. Therapy.

2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;

- m. Conferences;
- n. Counseling.

Appeal Process

The parent or guardian may request a hearing before the board after receiving the information from the superintendent regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Week of Respect

The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed healthcare professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A.18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the

superintendent will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period.

The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 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;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the website within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The superintendent will annually submit a report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The superintendent shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incidents of harassment, intimidation, and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsified the report. Therefore, the superintendent shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Schools and school districts shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

Publication, Dissemination and Implementation

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment, intimidation, and bullying that takes place on school grounds, at any

school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The superintendent shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to this policy on a prominent place on each school's website;
- C. Distribute this policy annually to all staff, students and parents/guardians; and
- D. Print this policy in any district publication that sets forth comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, phone number, school address and school email address of the district anti-bullying coordinator on the homepage of the district website. Each school within the district shall publish the name, phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the homepage of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parents/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

Legal References: N.J.S.A. 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure

<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-112</u>	Instruction on suicide prevention for public school teaching staff
<u>N.J.S.A. 18A:111</u>	General mandatory powers and duties
<u>N.J.S.A. 18A:12-33</u>	Training program; requirements

<u>N.J.S.A.</u> 18A:17-46	Reporting of certain acts by school annual report; public hearing (acts of employee; violence)
<u>N.J.S.A.</u> 18A:252	Authority over pupils
<u>N.J.S.A.</u> 18A:26-8.2	School leader defined; training as part of professional development
<u>N.J.S.A.</u> 18A:36-19	Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
<u>N.J.S.A.</u> 18A:36-19a	Student records (Newly enrolled students; transfers of records, identification)
<u>N.J.S.A.</u> 18A:37-1 et seq.	Submission of Pupils to Authority (Discipline)
<u>N.J.S.A.</u> 18A:37-13 et seq.	Anti-Bullying Bill of Rights Act

See particularly:

<u>N.J.S.A.</u> 18A:37-14, -15, -17	Harassment, intimidation, and bullying
<u>N.J.S.A.</u> 18A:5420	Powers of board (county vocational schools)
<u>N.J.A.C.</u> 6A:14-2.8	Discipline/suspension/expulsions (students with disabilities)
<u>N.J.A.C.</u> 6A:16-1.1 et seq.	Programs to support student development (includes student conduct code)

See particularly:

<u>N.J.A.C.</u> 6A:16-1.4, -7.1, -7.6, -7.9	
<u>N.J.A.C.</u> 6A:32-12.1	Reporting requirements
<u>N.J.A.C.</u> 6A:32-12.2	School-level planning

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been deliberately indifferent to harassment of which it is actually aware. The harassment must be “severe, pervasive and objectively offensive.”

Saxe v. State College Area School District 240 F.3d 200 (3rd Cir 2001) A Pennsylvania school district’s anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L. W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the

Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the "reasonable person" test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

Possible

Cross References:

- *1130 Ad hoc advisory committees
- *1400 Local units
- * 2415.01 Goals and objectives for students
- *2430 Extracurricular activities
- *2460 Child study team
- *2460 Special education
- *2481 Alternative educational programs

- *3381 Employee protection
- *3240 Staff development; inservice education/visitation conferences

- *5020 Role of parents/guardians
- *5124 Reporting to parents/guardians
- *5200 Attendance, absences and excuses
- *5511 Dress and grooming
- *5530 Drugs, alcohol, tobacco (substance abuse)
- *5600 Conduct and discipline
- *5610, 5620 Suspension and expulsion
- *5600 Student safety
- * 5700 Rights
- * 5700 Freedom of speech/expression
- *5750 Equal educational opportunity
- *5710 Pupil grievance procedure
- *5770 Questioning and apprehension
- *5770 Search and seizure
- *7610 Vandalism/violence
- *8600 Transportation safety
- *8467 Weapons and dangerous instruments

CONDUCT: SECTION C
SUSPENSION AND EXPULSION
Board of Education Policy #5600, 5610, 5620

Students who engage in continued and willful disruptive behavior may be suspended or expelled from school.

CONDUCT: SECTION D
DRUG POLICY
Board of Education Policy #5530, 3218, 4218

The Mansfield Township Board of Education has adopted a drug and alcohol policy. The district has also implemented a drug prevention program for their students that, at a minimum, provide:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students.
2. A statement to students that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
3. Standards of conduct that are applicable to students in our schools and that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs or alcohol by students on school premises or as part of any of its activities.
4. A clear statement that disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct, and a description of those sanctions. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
5. Information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students.
6. A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required.
7. Notification for parents and students that compliance with the standards of conduct is mandatory.

DISMISSAL

There are three standard ways students are dismissed at the conclusion of the school day.

1. Bus
2. Parent Pick-Up
3. MVP (After school program)

The only exception to the above: students who have written permission to ride their bike to/from school. (MTES Only)

If a child is going home by the way of parent pick-up, the parent and/or designee

must be prepared to **show ID** and sign them out. A note must be sent to the office indicating your intentions. No child will be released to an individual that is not listed in the student information system as “approved”. Outside doors will remain locked until the conclusion of MVP at 6:00 to insure the safety and security of your child.

JHES DISMISSAL

PreK - Grade 2
8:45AM-3:35PM

MTES DISMISSAL

Grades 3-6
8:35AM-3:25PM

JHES EARLY DISMISSAL

Grade K-2
8:45 a.m. - 1:00 p.m.

MTES EARLY DISMISSAL

Grades 3-6
8:35 a.m. - 12:50 p.m.

JHES PRESCHOOL FULL DAY STUDENTS

9:20 a.m. - 3:35 p.m.

JHES PRESCHOOL HALF DAY STUDENT

9:20 a.m. - 11:50 a.m.

ELECTRONIC DEVICES & PERSONAL PROPERTY

Board Policy #5516

Electronic devices should not be visible during the school day. Students are **strongly encouraged** to keep the following items at home. If the items listed below are brought to school, they must be turned off and remain in the child’s locker during the school day. While waiting for the bus, the items must remain off and in the child’s backpack.

- Cell phones (turned off)
- Electronic devices (turned off) with or without cameras such as:
 - smart phones
 - gaming systems such as Nintendo Switch
 - IPOD, IPAD, CD player, MP3 player,
 - Radio, Kindle, Nook, etc.
- Headphones
- Trading or game cards of any type, i.e., Bakugan, Pokemon, etc.
- Toys such as fidget spinners, Lego's, matchbox cars, yo-yos, etc.

- Any item (s) brought to school for the purpose of trading or selling.

Students are not permitted to sell or trade any items in school. **At no time (indoor recess, bus arrival and dismissal, etc...) are students permitted to access/play with the items noted above.**

EMERGENCY CLOSING INFORMATION

When available, the following media will be utilized to notify parents of emergency closing. Emergency closing announcements are made on the District website, Twitter: @MTSDmtes_jhes, Facebook: Mansfield Township School District, BComm: Call or Text, Mobile App: Mansfield TWP School District.

When available, the district will use a calling system to notify parents about emergency information. Emergency calls will be made as follows:

1. Delayed opening and school closing will be made to the home number on record.
2. In the event that school closes while in session, the district will use the prioritized emergency contact numbers.
3. If you are unable to pick up your child, please ensure that an emergency contact person is available.

ENGLISH LANGUAGE LEARNER SERVICES

Board of Education Policy #2423

Services will be provided for students who are designated through evaluation, as requiring instruction toward the mastery of the English language.

Communication with parents/guardians of students in these programs shall be in writing and in both English and their primary speaking language. Reports of students' progress shall be made to parents/guardians on the same schedule as reports of students in the regular program.

FIRE DRILLS/EVACUATION DRILLS

Board of Education Policy #8420

As per state regulations, the administration shall conduct a minimum of one fire drill and one emergency drill each month. It is required by law that all parents, staff and visitors exit the building during fire drills.

GUIDANCE

Board of Education Policy 2411

There are resources in the school system to help students. Our school district Guidance Counselors are Mrs. Julie Katz and Mrs. Valerie Meslin. In addition, students are encouraged to meet with the classroom teacher for help with solving problems and classroom difficulties. The partnership between school and home is important. Conferences can be arranged between a student's parent and teacher, a parent and an administrator, or parent and a member of the faculty to address a concern.

HEALTH REGULATIONS (General)

Board of Education Policy #8451

Certain medical conditions are communicable and require a definite period of absence from school. The following guidelines have been approved by our school physician:

Chicken Pox - excluded from school until blisters have stopped erupting and all blisters are scabbed over and drainage free. Diagnosis of these diseases must be reported to Burlington Co. Health Dept. Students must be examined by the school nurse before re-entry into class.

Conjunctivitis (pink eye) - excluded from school until seen by a physician for proper diagnosis. If medication is ordered, the student must be treated for a full 24 hours before returning to school. A doctor's note verifying treatment and permission to return to school is requested.

Coxsackie Virus A (hand, foot and mouth disease) - excluded from school until lesions are gone and student is fever free for 24 hours.

Erythema Infectiosum (Fifth's disease) - exclude until fever subsides. Doctor's note requesting permission to return to school. Virus is also a concern to pregnant women.

Flu or Viral infections - student excluded from school until he/she is free of all symptoms (diarrhea, fever, vomiting) for a 24 hour period without the aid of medication.

Gastrointestinal Infections: Excluded from school until the student is free of all symptoms (diarrhea, vomiting and fever) for 24 hours.

Impetigo – May attend school if the lesion is completely covered or on medication for 24 hrs. Doctor's note verifying treatment is requested.

Measles, Mumps, Rubella – a doctor's note is required for re-entry into school. Diagnosis of these diseases must be reported to Burlington Co. Health Dept.

Pediculosis (head lice) – excluded from school until treatment is completed. Student must be checked by the school nurse prior to entering the classroom on the day of return. A parent will bring the student upon arrival for this re-check.

Pinworms - excluded from school until treated. Doctor's note verifying treatment is requested, with date of return stated.

Ringworm - excluded from school until treatment has been initiated. May attend school if lesions can be covered and/or on medication for 24 hours. A doctor's note is requested.

Scabies - excluded from school until treated. Doctor's note requested verifying treatment and return to school, with date of return stated.

Streptococcal Infections - excluded from school for a minimum 24 hours after treatment has begun. Students must be fever free without fever reducing medication for 24 hours before returning to school. Doctor's note suggested verifying treatment and the date that the student can return to school.

The student's illness requires an original note from a physician in order for absences to be considered "excused."

HOME SCHOOLING

Board of Education Policy # 9270

Parents who wish to instruct their children at home are encouraged to notify the superintendent of their intent to educate their child elsewhere than at school and must withdraw from the district.

HOMEBOUND INSTRUCTION

Board of Education Policy #2412, 2481

Pupils who are unable to attend school because of prolonged illness or other medical problems may receive home instruction for five hours per week, provided extended absence is ordered by a physician for a minimum of ten consecutive days (except in special circumstances). Homebound instruction does not apply in cases of temporary illness.

The parents of pupils determined by a physician to need confinement at their residence for a minimum two-week period of time should present the doctor's note to the principal so arrangements can be made.

Instruction provided for pupils confined to a hospital, convalescent home, or other medical institution for a minimum two-week period of time, determined by a physician to be capable of instruction may also receive services. All homebound instructional services must be approved and monitored by the school physician.

HOMEWORK GUIDELINES

Board of Education Policy #s 2330

Homework can be assigned by the teacher to be done outside of class or at home. Homework assignments can be given in almost every type of subject to assist students in studying and understanding their work better. Homework is not given for disciplinary reasons. It is an extension of classroom study and correlates with the work being taught in class.

INSTRUCTIONAL PROGRAM

Board of Education Policy #'s 2428.1, 2210, 2624, 2230, 2220

The instructional program places primary emphasis upon the needs and development of the individual child. In addition to the basic program of Reading and Language Arts, Mathematics, Science, and the Social Sciences, the following are also stressed:

Physical Education- The health and physical education program includes rhythms, dancing, games of low organization, lead-up games to sports, tumbling, physical fitness testing, and self-testing activities. Through these activities, the student develops skills, coordination, and efficient use of the body.

Music - The music program includes classroom instruction in the reading and appreciation of music.

Art- Students develop skills in drawing, painting, printing and three dimensional compositions by completing a variety of creative projects.

Media Tech - Students are being prepared for the technology-oriented world through a comprehensive computer program. Classes are regularly scheduled in the computer lab/media center. Topics include word processing, spreadsheets, Internet proficient multimedia presentations. In addition, students receive instruction on locating books, authors, & using a variety of references.

World Language- Students in grades K-6 receive Spanish instruction, as well as cultural and character building stories from around the world.

LOCKERS

All Mansfield Township School students will be issued a locker. The lockers are the possession of the school and are subject to periodic administrative inspection.

LOST AND CARE OF BOOKS, SCHOOL SUPPLIES AND PROPERTY

Board of Education Policy #5513, 7450

Books and other equipment that are the property of the school should be treated accordingly. Pupils are responsible for supplies issued to them. A child should notify the teacher when a book or other supply is missing so that it can be replaced. The District reserves the right to seek restitution for the cost of any District lost or damaged property.

LOST AND FOUND

Mansfield Township School District is not responsible for lost or stolen personal property. **All students are encouraged to keep all valuable personal items at home.** Parents are encouraged to label all personal items such as coats, hats, and lunchboxes.

Parents should remind their children not to bring any items of value to school. Unclaimed lost items will periodically be donated. Students should be instructed not to leave money, outdoor clothing or valuable objects in their desks. Students should report cases of theft immediately to their teacher or to

the building principal.

MANSFIELD INTERVENTION REFERRAL SERVICE (I&RS)

Board of Education Policy #2417

The Intervention and Referral Service (I&RS) Committee is a district-based team of teachers and specialists which designs and monitors the implementation of strategies for educating non-classified pupils who are referred by their teachers because they are experiencing difficulties in their classes. The I&RS Committee meets regularly to monitor and/or develop classroom strategies to assist students.

I&RS has been formed in an effort to assist teachers in developing strategies for working with students who have learning and/or behavior problems.

I&RS offers teachers a means of drawing on resources in the district in an effort to determine which kind of service will most benefit the student who has special needs.

Members of the committee may include:

Principal

Homeroom Teacher

Teacher requesting assistance

Child Study Team member

Other professionals as needed

I&RS reviews student needs, recommends interventions, and evaluates the effectiveness of the interventions. It assists teachers in developing successful strategies for students at risk. Emphasis is on teachers helping teachers, with administrative support, facilitation, and monitoring.

MEDICATIONS AT SCHOOL

Board of Education Policy 5330

Students requiring medication at school must have a written statement from the doctor, which identifies the type, dosage and purpose, time, frequency, and the side effects of the medication which must be taken during the school day. A written statement from the parents giving permission to administer medication prescribed by the family physician is required. All medication notes and instructions concerning the above must be directed to the school nurse. If you anticipate a doctor's visit where medication will be ordered, an authorization form can be obtained from the school nurse for this purpose. In addition, the physician can fax these orders to the attention of the school nurse, in which case a written permission form from the parent is also necessary.

The only medications that can be given by the school nurse without a prescription from a student's family doctor are throat lozenges (cough drops). In

addition, acetaminophen (Tylenol) and Ibuprofen (Advil) can be administered to students for specific situations only named by the school physician. The permission for these medications is signed and renewed annually on a special form distributed at the beginning of the school year. Students may be given acetaminophen for: headache without fever, earache, or a temperature over 101 degrees. In the case of the latter circumstance, the student must be picked up and be fever free for 24 hours without the help of medication prior to returning to school. Students may be given ibuprofen for menstrual cramps as appropriate.

Over the counter medications and/or topical treatments can not be given without the physician and parents' written information stated above.

In accordance with state law, district boards of education may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses under specific conditions. If your child has a life-threatening illness (any situation which could result in loss of life if medication was not given immediately), please see the school nurse to obtain necessary permission forms and to learn about our protocol for self-administration of medication.

All medication shall be brought to the school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier. Medications left at school after the last day will be discarded.

MISSING CHILDREN PROCEDURE

The Board of Education recognizes its responsibility to play a preventative role in the problem of children missing from the educational system. The Board of Education directs the superintendent to continue already established procedures in the area of custody and attendance. In addition, the board directs the administration to notify the Mansfield Township Police Department of suspected cases of missing children. In reporting the incident to the police, the administration is authorized to give the student's full name, home address, chronological age, sex, description, parent/guardian name(s), parent/guardian(s) workplace, and phone contacts.

In all instances where doubt exists, the matter shall be resolved in favor of the well-being of the child. Finally, all reasonable attempts at finding the missing child within the school setting will be exhausted.

NUTRITION WELLNESS POLICY

Board of Education Policy #8505,8540

The Board of Education and the Food Services Department recognizes that childhood obesity has reached epidemic levels. A poor diet and lack of physical activity has an impact on a student's ability to learn. Both the Board of Education and the Food Services Department are committed to:

1. Providing students with healthy and nutritious foods.
2. Encouraging the consumption of fresh fruits and vegetables, low fat milk, and whole grains by offering them in the school lunch program.
3. Supporting healthy eating through nutrition education.
4. Encouraging students to select and consume all five components of the school lunch.
5. Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.

The following items are not to be served, sold or given out as free promotion anywhere on school premises during school hours:

1. Foods of minimal value which are soda, water ices, chewing gum, hard candy, jellies and gums, marshmallow candies, fondants, licorice, spun candy, and candy popcorn.
2. All food and beverage items listing sugar, in any form, as the first ingredient.
3. All forms of candy.
4. Foods with more than 8 grams total fat per serving with exception of nuts and seeds in their natural state.
5. Foods with more than 2 grams of saturated fat per serving.

All beverages shall not exceed 12 oz except water or milk that contains 2% or less fat. Whole milk shall not exceed 8 oz. Also, 100% of all beverages offered shall be milk, water or 100% fruit or vegetable juice.

In addition, due to the increasing prevalence of food allergies in our students, there will be no food served at classroom parties/celebrations.

PARENT/TEACHER CONFERENCES

Board of Education Policy #9280

Conferences with teachers should produce wholesome outcomes and are encouraged. You will be notified prior to the end of the first marking period of a scheduled conference time. An evening conference time may be arranged for those families where both parents work during the day.

Should additional conferences be desired, please contact the school in advance for a time that is convenient for both you and the teacher. All attempts will be made to plan parent-teacher conferences at such times when the teacher does not have classroom responsibilities or obligations.

PARTIES

There are three scheduled class parties each year, Fall Harvest, Winter Recess,

and Year End parties, for grades PreK-6 at the discretion of the teacher. Birthday parties for students are prohibited, as is the distribution of party invitations to selected students. All students in the class must be invited for invitations to be distributed during the school day.

PAYMENTS

Checks made as payment to the office, classroom, or cafeteria that are returned for insufficient funds will be assessed a charge of \$25.00 per check paid to the Business Office. Those individuals may also be denied check writing privileges and may be required to pay by cash, money order, or certified check in the future. Checks are made payable to Mansfield Township School District or "MTSD", unless advised otherwise.

Annual Integrated Pest Management Notice For School Year 2022-2023

Dear Parent, Guardian, or Staff Member: This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Mansfield Township School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice. All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for The Mansfield Township School District is: Name of IPM Coordinator: Joe Occhiuzzo CEFM Business Phone number: 609 298 2037 ext. 2600 Business Address: 200 Mansfield Road East, Columbus NJ 08022 The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, 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 school. As part of a school pest management plan Mansfield Township School 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.

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Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for The Mansfield Township School District is:

Name of IPM Coordinator: Joe Occhiuzzo CEFM

Business Phone number: 609 298 2037 ext. 2600

Business Address: 200 Mansfield Road East, Columbus NJ 08022

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, 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 school.

As part of a school pest management plan Mansfield Township School 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 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 the 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 following items must be included with this annual notice:

- **A copy of the school or school district's IPM policy.**
- **The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- **A list of pesticides that are in use or that have been used in the past 12 months on school property.**

Integrated Pest Management Policy

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Mansfield Township Elementary School shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how Mansfield Township Elementary School will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The Superintendent shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Facilities Manager of the John Hydock elementary School is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Sub Chapters 1-12
Pesticide Control Act of 1971

Revised 9/12/03

Pesticides that are in use or that have been used in the past 12 months.

- Advion Ant Bait Gel
- Tempo 1% Dust (Outdoor Only)
- Wasp-Freeze (Outdoor Only)

PLAYGROUND RULES

Be Safe:

1. Use equipment in safe ways.
2. Keep hands, feet, and objects to yourself.
3. Play safe games (no tackle football, dodgeball, wall ball, etc..)
4. Stay within the boundaries.

Be Responsible:

1. Include others in organized play.
2. Share equipment, take turns.
3. Inform supervisory aides of problems as soon as they happen.

Be Respectful:

1. Respect the supervisory aides and classmates.
2. Line-up for the first time the whistle is blown.
3. Respect the playground environment by picking up after yourself (equipment and trash).

PHONE USAGE

Student cell phones must be turned off and kept in lockers during the school day.

Students are allowed to use the school phone in an emergency situation, i.e. forgotten medicine or glasses, or when an adult has canceled an event on the day for which it was scheduled. The administration does not look upon the following situations as emergencies:

1. Calling to arrange a play-date or to go home with a friend.
2. Calling home to report incidents that have occurred at school.

The underlying philosophy of these rules is to teach students to become responsible by planning ahead. Please help your child by encouraging them to plan ahead so that the phone is used in emergencies only.

Notices canceling school-sponsored events should be in the office no later than 1:30 PM the day prior to the event. This will eliminate the need for many students to use the phone at any given time, the hassle of trying to arrange for rides home, and the frustration felt by parents/students who have already made plans based on the scheduled event. When the event is canceled on the day of the event, students will be allowed to use the office phone.

PHYSICAL EXAMINATION—STUDENT REQUIREMENTS

Board Policy 5310

The law and rules of the NJ State Board of Education and the NJ Department of Health and Senior Services require that each district board of education adopt policies regarding the content and procedures for the administration of student medical examinations. In order to ensure that the learning potential of each student is not diminished by a remediable physical disability, that the student is able to participate in the school program, and that the school community is protected from the spread of communicable disease, certain physical examinations are required.

Each student medical examination must be conducted by a healthcare provider or advanced practice nurse chosen by the student's parent/guardian at the provider's facility (the student's "medical home"), and a full report of the examination—documented in an approved school district form, dated, and signed by the medical provider—must be presented to the school. If a student does not have a "medical home", the district may provide the examination at the school physician's office or other appropriately equipped facility. Proof of a medical exam is required upon entry into a school district in NJ. This documentation must be presented within 30 days of transferring into the district or the child will be excluded from school until it is provided.

PUPIL RECORDS

Board of Education Policy #8350, 8330, 8335, 9240

The board of education shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing, allowing access to and destruction of pupil records. Pupil records shall include all those mandated by the New Jersey administrative code or state statutes, or authorized by administrative directives, and such permitted records as the board of education shall authorize by resolution at a regular public meeting in order to promote the educational welfare of the pupil.

Records so authorized must comply with code standards as to relevance and objectivity.

Parents/guardians shall be notified annually in writing of their rights in regard to pupil records.

Such rights include:

1. Written notification of rights in the dominant language of parent/adult pupil, if possible. When the parent or adult pupil's dominant language is not English, or the parent/adult pupil is deaf, the district shall provide interpretation of the record in the dominant spoken or sign language;
2. Copies of applicable state and federal laws and local policies made available upon request.
3. Should the parental rights of either parent/guardian be terminated by a

court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district and provide documentation that the right to review pupil records should be denied for the person whose rights have been terminated.

4. Parents/guardians have the right to seek to include in the records material they think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the pupil's present educational situation or otherwise improperly contained in the pupil's record. Parents have the right to request an immediate stay of disclosure pending final determination of the challenge procedure. They have the right to challenge the district's granting or denial of access to the pupil's record. The chief school administrator shall devise procedures to review requests. Procedures include an appeal process as required by NJ Administrative code.

RELIGIOUS HOLIDAYS

No student will be penalized in any way for absences due to religious observances approved by the state. Follow procedures under student absences as to school notification.

REPORT CARDS

Report Cards are issued three times per year, following a schedule of three marking periods. For specific dates, please refer to the district calendar on the web site. The calendar also includes the dates for parent-teacher conferences, which take place at the end of Marking Period 1. Report cards will be posted in the OnCourse Parent Portal.

RTI: Response to Intervention

Mansfield Township Public Schools utilizes the Response to Intervention approach that provides increasing levels of intervention to address academic and/or behavioral concerns when a student may be having difficulty.

Response to Intervention is the practice of providing high quality instructional intervention matched to student needs. Data is collected relative to the child's performance and their rate of improvement over time in order to make sound and appropriate educational decisions.

Response to intervention or RTI provides increasing levels of support called Tier One Interventions, Tier Two Interventions, and Tier Three Interventions.

Tier One interventions are intended to be **routinely used** within the classroom when a student is experiencing difficulty with core instruction. Students will be given periodic benchmark assessments, and teachers will

monitor their students' strengths and weaknesses. If a child struggles within Tier One, they will be placed in Tier Two.

Tier Two intervention will be provided in a small group setting for 30 minutes per session. Tier Two interventions will monitor the targeted skill deficit area 2X per month. Sessions will last 10-12 weeks. After this time, a decision will be made whether the child should exit the program, continue in Tier Two or move to Tier Three.

Tier Three intervention is for those students who have not been successful in Tier Two or who have had two 10-12 week sessions of Tier Two. If a child is in Tier Three, they will receive small group instruction and the number of sessions per week may be increased. If the need is very severe, a child may receive 1:1 instruction. Again the target skill(s) are monitored at least twice a month. After 10-12 weeks of intervention, a decision will be made regarding whether the child exits the program or moves to a different Tier. It may be possible that a child would be referred to the Child Study Team.

Parents will be encouraged to be actively involved in the Response to Intervention approach. We anticipate and welcome your participation.

ROLE OF PARENTS/GUARDIANS

Board of Education Policy 9230

The board believes that the education of children is a joint responsibility, one it shares with the parents/guardians and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The board recognizes the vital role of parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents/guardians are familiar with the needs, problems, gifts, and abilities of their children, staff should seek to involve parents/guardians as much as possible in the planning of the individual program. Parents/ guardians must, by law, be included in the development of certain educational programs for their children.

Parents/guardians are requested to keep the school apprised of changes in factors in the home situation which may affect student conduct or performance. Parents/guardians are specifically requested to inform the school of any changes in legal custody of the child.

Parents/guardians are responsible for their child's punctuality, attendance, cleanliness and propriety of dress.

SPECIAL EDUCATION
(also see “Child Study Team”)
Board of Education Policy #2460

The programs and services for special education students are administered and monitored through the Child Study Team (CST) office. If a child is thought to have special academic needs, parents or school personnel may request an evaluation in writing to the building principal or Child Study Team director. Due to timeline regulations, requests via email will not be accepted.

Parents of special education students are guaranteed by federal law and state regulation the right to be involved in planning their child’s individual education program (P.L. 94-142)—The Education for All Handicapped Children Act of 1975, (P.L.108-146)—Individual with Disabilities Education Improvement Act, the regulations implementing section 504 of the Rehabilitation Act of 1973, and New Jersey State Code. Parents have the right to request an evaluation of their child and to participate in the development of their child’s Individualized Program (IEP).

STUDENT DRESS GUIDELINES

The Mansfield Township Board of Education firmly believes that good grooming and appropriate dress enhance the educational environment and promote good conduct in the school. During the school day, clothing of students should be neat, clean, inoffensive and appropriate.

The following guidelines should be followed:

- Halter tops, spaghetti strap tops, sleeveless undershirts, midriff tops, bralettes, half-shirts, and tops without straps are not permitted.
- Short skirts and short shorts are not permitted. If the pockets hang below the end of the shorts, they are too short. For non-denim shorts, the length must be at least fist length.
- For PreK-2 students, it is suggested that girls wear “playground shorts” underneath all dresses and skirts.
- Sneakers or strapped shoes are recommended for recess. Flip flops and non-strapped sandals are prohibited due to safety concerns on the stairwells and playground equipment.
- Obscene or profane language or symbols of the same on clothing are prohibited.
- Clothing with references to drugs or alcohol are prohibited.
- On a field trip involving swimming, girls may wear one or two piece bathing suits; however string bikinis are not permitted. Boys may wear traditional length swim trunks and “speedos” are not permitted.
- Any mode of dress that the principal decides is a safety hazard, health hazard or a distraction to others may not be worn.

Consequences: See Student Code of Conduct

STUDENT PLACEMENT/TEACHER ASSIGNMENT

Board of Education policy #5120

The educational placement of students is a very important task, and administration, classroom teachers, special education teachers, specialists and itinerant staff members are all involved in the process. **Parents cannot request a particular teacher.** Consideration is given with regard to each child's social, emotional and academic level(s) before a placement is made. *If a parent has had a negative experience in the past (through a sibling) with a particular staff member, a written letter requesting non-placement with that teacher should be sent to the school principal.*

STUDENT RECORDS

Board of Education Policy #8335, 8330

Parents have a right to view their child(ren)'s record(s) (Board Policy #8335). If you would like to do so, please contact the Principal. **IN ORDER TO HAVE A STUDENT'S RECORDS RELEASED TO ANY OTHER PERSON, AGENCY OR EDUCATIONAL INSTITUTION, THE PARENT MUST SEND WRITTEN PERMISSION OR THE RELEASE TO THE BUILDING PRINCIPAL.** For a release of special education records the request must go to the Child Study Team Director. Parents requesting copies of student records will be charged the following: \$.75 per page for pages 1 – 10, \$.50 per page for pages 11 – 20, \$.25 per page for pages over 20. Student records are confidential and protected under FERPA.

Notification of Rights under FERPA For Elementary and Secondary Schools

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 would 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 is 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, instructor, or support staff member (including health or 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 education 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 are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

TEACHER CONTACT

Parents are encouraged to contact their child's teacher if questions or concerns arise. Parents can call the school and leave a message for the teacher. Include a return phone number and times available, both during the day and evening. Teachers will return calls as soon as possible, usually by the next day. We ask that parents contact school personnel at school, not at their homes. Teachers may also be contacted via their email by logging on to the district website www.mansfieldschool.com. Individual email addresses are posted in the directory.

TESTING PROGRAM

Board of Education Policy #2622

The Mansfield Township School District conducts a comprehensive testing program, using both standardized and locally developed testing instruments. Test results are used to assess individual student progress, monitor the basic skills program, assist in the grouping of students, and evaluate programs.

Parents are informed of their child's test results each school year.

TRANSPORTATION

Board of Education Policy #8600

The primary goal is to provide a safe and efficient trip to and from school on a daily basis. The Mansfield Township School District provides transportation of pupils pursuant to the New Jersey State statutes and in accordance with [board policy 8600](#). All district buses are contracted through the Northern Burlington County Regional School District. The board of education recognizes that transportation to and from school is required for the promotion of education. All buses are equipped with cameras recording audio and video. The board has the responsibility to transport eligible students to and from their homes. Students may only ride their assigned bus to and/or from school (no switching). Each student cannot be assigned to more than one bus. Transportation to or from an address in Mansfield other than the home address is allowed only for permanent childcare situations. Request for Transportation To/From Daycare Providers Form needs to be completed and submitted for review and approval. This form can be accessed from the district web page. www.mansfieldschool.com/departments/transportation. Completed forms must be forwarded to Diane Buckley in the Business Office. Changes to your child's bus transportation require 48 hours to be processed. All requests for September are due in the Business Office by August 15th. Residents with student transportation concerns, comments or questions can contact the Business Office at 609-298-2037 ext. 2060.

VANDALISM

Board of Education Policy 7610

The school attempts to impress upon its students a sense of responsibility toward school property. Each student is expected to take care of all school property at all times. Students may be held responsible for property damage due to carelessness or abuse. Parents are asked to cooperate by encouraging their children to respect school property. Students are also expected to show respect toward all private property surrounding the school and that which is passed to and from school or at bus stops.

VISITORS

Board of Education Policy #9150

All visitors **MUST** report to the school's main office. All school visitors must sign in and out and obtain a visitor's pass to move throughout the school.

Persons wishing to visit the school should make arrangements at least 24 hours in advance with the principal or teacher. Visitors are prohibited from videotaping and or audio taping at all times during student contact except for special events as permitted by the principal or designee.

For safety reasons and to insure the instructional program, no one is permitted to go to a classroom without prior arrangements.

Now accepting applications for

Mansfield Village Program

MVP offers all students of Mansfield Township School District a quality before and after school care program in a safe, recreational environment fostering mutual respect and offering children a variety of activities.

- Now accepting applications
- Before school program starting at 6:45 a.m.
 - Open to all children in the district attending K - 6th grade.
- After school program operated until 6 p.m.
 - Open to all children in the district attending K - 6th grade.
- Located at the Mansfield Township Elementary School & John Hydock Elementary School
- Breakfast and after school snacks included.

School Hours: JHES 8:45 am - 3:35 pm
MTES 8:35 am - 3:25 pm

Monthly Tuition Rates for Before & After School Program:

	Morning (drop off early as 6:45 AM)					Afternoon (pick up by 6 PM)				
	First Child Days per week					Second Child Days per week				
	5	4	3	2	1	5	4	3	2	1
AM from 7 AM	\$96	\$84	\$72	\$60	\$48	\$86	\$76	\$65	\$54	\$43
PM until 6 PM	\$203	\$193	\$182	\$171	\$160	\$184	\$173	\$163	\$153	\$143
AM and PM Programs	\$275	\$253	\$237	\$215	\$193	\$246	\$226	\$211	\$191	\$171

**** Make checks payable to Mansfield Twp. BOE or register and pay through payschools**

**** MVP DOES NOT ACCEPT CASH**

Registration information available at www.mansfieldschool.com click on MVP link, or contact MVP at mvp@mansfieldschool.com

September 2022

Dear Parents, Teacher. And Staff:

Prior to the late 1970's asbestos was commonly used building material because of its insulating, sound absorbing, and fire retardant properties. Virtually any building constructed before this time contained some asbestos materials. Intact and undisturbed asbestos containing building materials (ACBM) generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers (friable ACBM). If those fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which required schools to be inspected to identify any ACBM or suspected ACBM. The law further required that an asbestos management plan be in place by July 1989. The Mansfield Township Elementary School District developed a plan and conducts re-inspections every three years and periodic inspections every six months to determine the condition of any known or assumed ACBM as required by law.

The Mansfield Township Elementary School and the additions and alterations to the John Hydock Elementary School contain no known ACBM and therefore no operations and maintenance programs or future inspections are required. Some ACBM and suspected ACBM are located in the 1964 and 1959 wings of the Hydock School.

It is the intention of the Mansfield Township School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a safe and healthy environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the office of the Facilities Manager during regular business hours. Any inquiries related to the asbestos management plan or asbestos related activities should be directed to Mr. Joe Occhiuzzo; Facilities Manager of the Mansfield Township School District.

Date of last Periodic Surveillance; May 13, 2021

Inspection completed by; Rullo & Juillet Associates Inc.

Joe Occhiuzzo: Facilities Manager

Mansfield Township School District

PARENTS AND STUDENTS ACKNOWLEDGEMENT/CONTRACT
Mansfield Township School District Student Handbook
School/Parent/Student Contract 2022/2023

This contract is designed to serve as a tool by which the school, parents, and students will develop and build a partnership to help children achieve the Common Core State Standards and the New Jersey Core Curriculum Content Standards. By New Jersey Administrative Code, No Child Left Behind legislation, and District policy, the parent/guardian must demonstrate receipt of the handbook, which contains school dismissal policy and procedures, school calendar, and after school program opportunities by *signing and returning* this page to school. If you would like to request any of the board policies identified in this handbook, please contact the board office at 609-298-2037 or utilize our website at www.mansfieldschool.com

AS A PARENT/GUARDIAN, I WILL ENCOURAGE MY CHILD'S LEARNING BY:

- Requiring regular school attendance as outlined in the District calendar. *Please note the definition of excused absences and policies for 10 or more unexcused absences.
- Encouraging positive attitudes about school.
- Providing a quiet, well-lighted study area.
- Attending parent-teacher conferences.
- Establishing a regular time for homework.
- Reading and adhering to school policies and procedures stated in the student/parent handbook.

AS A STUDENT, I WILL BECOME AN ACTIVE PARTNER IN MY OWN LEARNING BY:

- Attending school regularly.
- Completing my assignments.
- Cooperating with parents and teachers.
- Respecting the personal rights and property of others.

AS PRINCIPAL, I SUPPORT THIS SCHOOL/PARENT/STUDENT CONTRACT AND SHALL STRIVE TO DO THE FOLLOWING:

- Provide an environment that allows for positive communication between the teacher, parent, and the student.
- Provide a quality curriculum and instructional practices that will allow students to become effective citizens.
- Provide opportunities for parents to be involved in the school and in their child's education.

Stacy Cullari, JHES Principal

Glenn Kershner, MTES Principal

NOTICE: *Failure to accept/acknowledge this document does excuse any student, parent, or guardian from adherence to the standards and expectations set forth in the Student Handbook.*