



**Tewksbury Elementary School**  
**Handbook & Code of Conduct**  
**2024-2025**

*Tewksbury Township Schools*



## Welcome

Dear Tewksbury Elementary School Families,

Welcome to the 2024-2025 school year!

Enclosed is a handbook that contains information regarding our school that will be important to review with your child prior to the start of the school year. It contains valuable information regarding school procedures, programs, and policies.

The elementary school years are important and critical times for children in their social, emotional, and academic development. The TES community will foster an environment in our school that supports this development in each and every one of our students. We value a strong partnership between school and home to ensure the best school experience for your child, and we thank you for reviewing this information as a family. We are looking forward to a great year with many memorable experiences!

Mrs. Lisa Moore  
Principal

### **Contact:**

Tewksbury Elementary School  
109 Fairmount Road Califon, NJ 07830  
Main Number: 908-832-2594  
Fax: 908-832-6296

Lisa Moore, Principal x2001  
Sheila Donovan, School Counselor &  
Harassment, Intimidation and Bullying Specialist x2007  
Nancy Morigiello, School Nurse x2011  
Eileen Callahan, School Secretary x2001  
Cathy Pepe, School Secretary x2002

**School Hours:** 8:45 AM to 3:20 PM

## Philosophy and Goals

**Outcome Goals:** The Tewksbury Township School District values the uniqueness of all students and will provide child-centered, innovative learning experiences to enable each student to explore new areas and to develop self-esteem, academic excellence, creativity, social awareness, and an enthusiasm for learning. The district aspires to:

- Encourage an enthusiasm for learning in our students and staff.
- Foster skills in obtaining information, thinking critically, solving problems, and communicating effectively.
- Encourage the development of personal management and goal setting skills, as well as an ability to work cooperatively and develop skills in communication, negotiation, collaboration, and leadership.
- Promote personal excellence in reading, writing, computation, social studies, fine and performing arts, sciences, current events, physical education, health, and technology.

**Process Goals:** In order to achieve the Outcome Goals, the Tewksbury Township Schools seek to:

- Maintain an environment which encourages enthusiasm and is sensitive, accepting, fair, imaginative, and experience-oriented. We seek to provide a constructive disciplinary process and comprehensive guidance services.
- Establish a curriculum, learning activities, and educational resource materials that serve the individual needs and learning styles of all students. Ensure these are developmentally appropriate and are continually assessed to meet the current and future needs of the students.
- Encourage the use of different teaching strategies.
- Provide continuing opportunities for staff development in educational approaches and offerings.
- Encourage open communication among the School Board, staff, parents, students, and community.

## Procedural Information

**Harassment, Intimidation & Bullying:** Please see Board Policy 5512 on our district website for full information on this policy. Our Anti-Bullying Specialist, Sheila Donovan, and our Anti-Bullying Coordinator, Megan Verderamo, are available to discuss any questions with you.

**Affirmative Action:** The Board of Education has implemented policies and procedures to ensure equal educational and employment opportunities for all persons, and shall prohibit unlawful discrimination on the basis of sex, race, color, creed, religion, or national origin. Our Affirmative Action Officer, Lisa Moore, is available to discuss any questions with you.

**Child Find:** The Tewksbury Township School District sponsors the “Project Child Find” program, which seeks to locate resident children, ages 3 to 21 years old, that might have significant physical, cognitive, neurological, speech and language, medical needs, or other developmental delays of varying degrees of severity, who are not currently receiving services.

The district offers free evaluations and programs that provide eligible children the services they need. Programs are also available to qualified children ages 3 - 21 to meet these needs and are staffed by caring professionals.

For information, call the Child Study Team office at 908-832-2594 x2006. For children ages birth to three years of age having issues, child development programs are available. Please contact the New Jersey Early Intervention System at 888-653-4463.

**Attendance:** 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 NJ state learning 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; and
- D. Intervene to prevent and correct problems with attendance.

A school day will consist of not less than four hours of instruction. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

**Absences:** ([See Board of Education Policy 5200](#))

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for

any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences.

Absences fall into two categories: **Excused and Unexcused.**

A. **Excused:** All absences with the exception of religious holidays are reported as unexcused for the purpose of the school register. However, the following may be considered reasonable excuses that will not count toward retention, truancy, loss of course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct:

1. The student's illness with a doctor's note;
2. Requirements of a student's individual health care plan;
3. A death or critical illness in the student's immediate family, or of others with permission of the Principal;
4. Quarantine with a doctor's note;
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 with a doctor's note;

B. **Unexcused:** An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed as excused absences in "A" above. An unexcused absence may be counted toward retention, truancy, loss of course credit, ineligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance. Absence is expressly not excused for any of the following reasons (this list is intended to be illustrative and is not inclusive):

1. Family travel;
2. Performance of household or babysitting duties;
3. Other daytime activities unrelated to the school program;
4. Leaving school without permission when school is still in session;
5. The student's illness without a doctor's note
6. Quarantine without a doctor's note;
7. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day without a doctor's note;

### Student Attendance

*Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level. Repeated absences from school interfere with efforts of the school and its staff in the maintenance of good order and the continuity of classroom instruction.*

Unexcused Absences	Action Taken
10	Letter sent home from principal
15	Second letter sent home from principal Meeting with principal may be requested
20	Third letter sent home from principal explaining the risk of retention Meeting with principal may be requested
20+	Letter sent home explaining the requirement for the school to file truancy charges and outlining the possibility of retention Student may be retained unless extenuating circumstances exist

### Tardy/Early Dismissal

State law requires students to attend school and attend school on time to benefit fully from the educational program of the district. The district provides bus transportation to ensure all students arrive on time.

The school day starts **promptly at 8:45 am**. If your child arrives after 8:45 am, they will be marked as tardy. *Please park your car and escort your child to the main entrance to sign them in.*

**Realtime:** We utilize the Realtime alert module as an essential tool for notification and communication. Within minutes of an emergency, school officials can use the alert module to deliver a single, clear message to the students’ parents or guardians by telephone, cell phone, or e-mail in any combination. It can also be used to notify you of a school closing due to inclement weather or emergency. It’s an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes. It contacts people *based on what you enter into Realtime* through the parent portal, so it is important for you to keep this data up to date. Please access the Realtime Parent Portal to update your contact information. Parent Portal access IDs and passwords will be given to you by email prior to the first day of school. If you need assistance in accessing Realtime, please contact our school secretary, Eileen Callahan, at [ecallahan@tewksburyschools.org](mailto:ecallahan@tewksburyschools.org) or Cathy Pepe at [cpepe@tewksburyschools.org](mailto:cpepe@tewksburyschools.org).

**PickUp Patrol:** PickUp Patrol is a software we utilize at TES that informs the school of your child's daily attendance plans. PickUp Patrol tracks early dismissals to help the secretaries check students out throughout the day. With the early dismissal option, parents can choose a pickup time and the secretaries have activated a tracking page to monitor, call down to the classrooms for your child, and check off students as they leave for

the day. It is used to let the office know your child will be absent and the reason for the absence, and if your child will be tardy to school. It is also used to set default pickup plans, as well as changes to these daily plans, when needed. Lastly, it will be used to notify classroom teachers what each student's dismissal plan is for each day.

If you need assistance in using PickUp Patrol, please contact our school secretary, Cathy Pepe at [cpepe@tewksburyschools.org](mailto:cpepe@tewksburyschools.org).

**Absence Notification:** On days that your child will not be in school, please report the absence through PickUp Patrol with a reason provided by 9:00 AM. If you do not have access to PickUp Patrol, please call the school at 908-832-2594 and listen for the prompt to connect to the nurse's absence line. Otherwise you will be contacted if you fail to report your child's absence.

**Transportation:** The safe transportation of your child is of utmost concern to everyone involved with the operation of our schools. The Board of Education provides transportation to and from school for all elementary school students. The Board provides transportation for all disabled children as defined in New Jersey State Law.

The Board of Education policy is to provide student transportation from and to home. The Board will only deviate from this policy if you have the same childcare provider five days per week in Tewksbury, in the same location, for the entire year, if bus seating is available. No other special transportation arrangements will be made. In the event of an emergency, you may call the transportation coordinator to request emergency accommodations if/when necessary. Please adhere to the following guidelines:

1. Make every effort to get your child to the bus stop on time in the morning.
2. Talk with your child about responsible behavior while riding the bus.
3. Follow the drop off and pick up rules if not using the bus.
4. Check the district website for more information regarding transportation.
5. Read the bus conduct rules below.
6. Bring questions or concerns about transportation issues to the attention of the Transportation Coordinator, Bob Hoffman, as soon as possible:

908-439-2010 x4283/[bhoffmanjr@tewksburyschools.org](mailto:bhoffmanjr@tewksburyschools.org)

**Bus Conduct Rules:** To ensure the safety of all onboard while on the school bus, students will be held to strict safety and discipline standards. Any students who fail to exercise good judgment on the bus will be subject to disciplinary action.

1. Sit in assigned seat
2. Wear seat belt
3. Do not eat, drink, or chew gum
4. Do not litter
5. Do not stand while the bus is in operation
6. Refrain from yelling while the bus is in operation

7. Follow the bus driver's directions
8. Do not throw objects on or out of the bus
9. Do not distract the driver
10. Do not extend body parts or objects out of the bus window
11. Treat other students kindly and with respect

**Delayed Opening:** If there is a delayed opening due to weather, you will be contacted through the Realtime alert system. If it is a scheduled delayed opening, you will see it noted on the School Year Calendar available on our district website. **The delay is always for TWO HOURS.**

**Morning Drop Off Procedure:** Parents who need to drop students off in the morning should enter the parking area to the right and follow signs for parent drop off. For safety reasons, parents should only allow their children to get out of the car on the walkway (passenger) side. Parents need to remain in their cars. Students cannot be dropped off before 8:35 AM and must be in their homeroom by 8:45 AM. Students arriving after 8:45 AM will be marked tardy. *\*If your child arrives after 8:45 AM, please park your car and escort your child to the main entrance to sign them in.*

**Parent Pick Up:** Parents/Guardians need to notify the school office staff prior to 3:00 PM if the student will be picked up. Notification must be made via Pick Up Patrol. Please do not email your requests. Please contact Cathy Pepe at x2002 if you need help with PickUp Patrol.

Parents who will pick up their children should enter the lower parking lot and park their vehicle. Proceed to the designated cafeteria door with proper identification where staff members will dismiss students. Parents will not enter the building; please plan accordingly for inclement weather.

**Early Dismissal Days:** On scheduled early dismissal days, students will be dismissed at 1:00 PM. All students that attend YMCA Aftercare will meet the Y staff members at this time. We anticipate the buses leaving school by 1:05 PM and request you to plan accordingly to ensure your child is met at his or her bus stop. If you are deviating from your child's normal dismissal procedure, please indicate this in Pickup Patrol by 12:30 PM.

**Lunch is not served on scheduled Early Dismissal Days, so please pack a hearty snack!**

**Dismissal Due to Emergency or Inclement Weather:** If there is an early dismissal due to an emergency situation or inclement weather, dismissal will be at 1:00 PM and all students (including YMCA participants and club participants) will be placed on their assigned buses unless the parent indicates the change in PickUp Patrol prior to 12:30 PM. All changes in PickUp Patrol regarding pickups for that day and "permanent pickup" *will be considered canceled* and those students will be placed on their assigned buses. School Choice students with no bus assignment will automatically be considered pick up students and will remain at school in the main office. It is the responsibility of parents and guardians to make arrangements with your neighbors or family members to greet your child at the bus stop if you cannot be there. We urge you to include these neighbors and family members listed in Realtime to ensure your



child's safety.

**School Cancellation:** In the event of severe weather conditions or unusual circumstances, it may be necessary to cancel school entirely. The Realtime alert system will contact you. The notice will also be broadcast several times between 6:00 AM and 8:00 AM on WABC, News 12 NJ, and Fox 5. The district website will contain the message as well.

**Discipline:** Our goal of school discipline is helping students become responsible citizens through making good choices. At the elementary level, this means helping children understand the difference between appropriate and inappropriate behavior. This occurs through direct teaching, staff modeling, and the administration of both positive and negative consequences related to school rules.

The entire staff at Tewksbury Elementary School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy, and in addition have a maximum opportunity to learn. We also believe it is important for students to develop responsibility. This occurs when students recognize that behavior on their part is a choice they make.

In an effort to accomplish these goals, we have in place school-wide expectations. The plan specifies guidelines (principles, rules) that address behavior that is expected from our students. It also includes both negative and positive consequences. As mentioned, it is our goal that students understand that they are decision makers and their choices result in a specific consequence, whether positive or negative.

The following are in effect throughout the school building:

Respect others by:

- Keeping hands, feet, objects to yourself.
- Not using name calling, rude language, or teasing.
- Being quiet in the halls when traveling with your class.
- Treating others as you would like to be treated.

Help make Tewksbury Elementary safe by:

- Walking in the halls, in the cafeteria, and to and from the building.

Respect the school staff by:

- Following directions the first time given (behavioral only).

## Tewksbury Elementary School Expectations Code of Student Conduct 2024-2025

*Every day is an opportunity to learn and grow. Our students build positive decision-making skills and think through the impacts of their actions for themselves and others. We demonstrate the character values listed below. We will meet these expectations in school, on the school grounds, on the bus, on field trips, and at all school functions. Appropriate consequences will be administered when the expectations are not met.*

Character Values	All Settings & Classrooms	Hallways	Cafeteria	Bathrooms	Playground	Bus
Respect Responsibility Caring Fairness Trustworthiness Citizenship	<ul style="list-style-type: none"> <li>- Follow directions</li> <li>- Take turns</li> <li>- Solve problems cooperatively</li> <li>- Complete and return work on time</li> <li>- Be a friend and include and help others</li> <li>- Keep hands and feet to self</li> <li>- Use polite words in an appropriate voice</li> <li>- Respect all property</li> <li>- Care for and encourage one another</li> </ul>	<ul style="list-style-type: none"> <li>- Walk</li> <li>- Be respectful of bulletin board displays</li> <li>- Use a quiet voice</li> <li>- Set a good example for others</li> <li>- Keep your hands to yourself</li> <li>- Be respectful of the classrooms you pass</li> </ul>	<ul style="list-style-type: none"> <li>- Move in an orderly manner (no running)</li> <li>- Keep your area clean and neat</li> <li>- Pick up after yourself</li> <li>- Raise your hand for help from an adult</li> <li>- Use polite words</li> <li>- Use an inside voice</li> <li>- Follow the teachers' and aides' directions</li> </ul>	<ul style="list-style-type: none"> <li>- Be neat</li> <li>- Flush toilets when you are done</li> <li>- Wash your hands and put paper towels in the trash</li> <li>- Respect the privacy of others</li> <li>- Use responsible behavior at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Take care of the equipment and report any damaged equipment to the teachers</li> <li>- Take turns</li> <li>- Invite others to join in</li> <li>- Use polite words</li> <li>- Follow the teachers' and aides' directions</li> <li>- Put toys in the proper place when you are done</li> </ul>	<ul style="list-style-type: none"> <li>- Stay seated and buckled at all times</li> <li>- Look out for younger students and be good role models</li> <li>- Use polite words</li> <li>- Use an inside voice</li> <li>- Follow the drivers' directions</li> </ul>

*Consequences/ Restorative Practice	All Settings & Classrooms	Hallways	Cafeteria	Bathrooms	Playground	**Bus
1) First offense	1) Verbal warning					
2) Second offense	2) Parent notification					
3) Third offense	3) Meeting with principal, restorative practice/referral to counselor					
4) Fourth Offense	4) Meeting with principal, meeting with parent, restorative practice/referral to counselor					
<i><b>*Administrators reserve the right to adjust consequences</b></i>						

\*Repeated infractions on a bus may lead to bus suspension/ loss of bus ride privilege.

After teachers have exhausted other preventive and corrective measures for infractions, a referral to an administrator may be used. When a student is referred to an administrator, the case will be dealt with as rapidly and fairly as possible. A follow up with our counselor may be recommended.

Parent/guardian conferences will be held during the school day only.

**Phone/Personal Device Expectations:** The following expectations are in effect regarding cell phones/smart watches:

- Cell phone & smart watch use is not permitted. All devices must be turned off and put away for the entirety of the school day if they are with a child in school. This includes the bus ride to and from school.
- If a student feels they need to use a phone, they can let their teacher know, and the counselor or main office will provide assistance.

**Lunch Expectations:** The following expectations are in effect for snack time:

- Do not share food.
- Treat others as you would like to be treated.
- Respect staff by listening.
- Follow directions the first time given.
- Use food for eating only.
- Keep hands, feet, and objects to yourself.
- Use your inside voice.

Students are responsible for their table to be ready at the end of lunch. This includes:

- Tabletop/desktop is clear of papers and food
- The floor beneath the table/desk is clear
- After the table area is clean, students are to sit quietly and be ready to line up for pick-up by their teachers.

**Character Education:** To enhance student behavior, we believe in being proactive by infusing character traits throughout the school day. These may include the following: Gratitude, Perseverance, Self-Discipline, Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. We also utilize the Open Circle Program and Responsive Classroom practices for all grades. These resources develop students' social and emotional skills.

**Recess Rules:** Please review these rules with your child at the beginning of each school year. The following rules are for recess:

**S**tay With Adults - If you can't see them, they can't see you. Stay within play areas. Do NOT play in the woods.

**A**lways Wear Proper Footwear and Clothing - No flip-flops on the equipment. No scarves, ties or long hanging jewelry.

**F**ollow Equipment Rules - Down the slide. Swing on your bottom. Do NOT sit on top of the monkey bars. Stay a safe distance away from the swings.

**E**veryone Care for the Playground and Treat it with Respect - No rocks or sticks on the playground. Balls, frisbees, jump ropes and running games in the field area only.

**T**ake Turns - One at a time on slides and swings. Be alert and watch out for others.

**Y**ou Will use Gentle Hands - No pushing, tackle games, hitting, or punching.

**Fire and Emergency Drills:** Fire drills and emergency drills are held once each month in accordance with New Jersey State Law. Students are taught to react quickly and follow instructions during these drills. Periodically emergency drills are conducted with the Tewksbury Police.

**School Visitors:** Visitors must have an appointment. If you are volunteering, the office staff has a list of who is expected and when. If you do not have an appointment and wish to visit the school, please call ahead at 908-832-2594 and select x2001 (Eileen Callahan) or x2002 (Cathy Pepe).

1. Please press firmly and release the doorbell.
2. A staff member will ask, "How can I help you?" Please identify yourself (first and last name) and the reason for your visit.
3. If you are admitted to the school from the locked lobby, you must come to the main office, sign in the visitor log and wear a Tewksbury visitor or volunteer ID badge.
4. If you are picking a student up early, enter that information in PickUp Patrol. When you arrive, sign your student out in the log book on the desk in the locked lobby. The office staff will notify the classroom teacher.
5. Visitors must sign out and return the Tewksbury ID badge prior to leaving the building.

## Health

**Illness:** For the health of our learning community, students should not come to school if they are ill or presenting with symptoms.

**In School Illness:** When a child becomes ill at school, the child is taken to the nurse's office. If necessary, the school nurse will contact a family member. In the event of an accident, first aid treatment is provided and subsequent care, if necessary, will be obtained as soon as possible.

**Health Examinations and Screenings:** In order to protect the health of the children and staff, all regulations of the NJ State Department of Health will be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions. Students seeking to enter school who have been identified as having a communicable/infectious disease or condition will not be enrolled unless they qualify under the above agency's rules pertaining to periods of incubation, communicability, quarantine, and reporting. The Board of Education requires that students of this district submit to a series of physical examinations and screenings. The Board requires that parents arrange for a complete physical examination for children entering kindergarten or transferring from another district. Additionally, the Board shall require physical examinations for students in grades 3 and 7. Physical examination shall qualify students to participate in physical education activities. As part of the district health service program, the following examination schedule has been established:

1. Vision screening (Kindergarten - grade 2 and grade 4)
2. Hearing screening (Kindergarten - grade 3)
3. Annual height, weight, and blood pressure (Kindergarten - grade 4)

**Physical Education Excuses:** Students are expected to participate in every aspect of the school program including physical education. If necessary, a student may be excused from physical education classes for an extended time period with a doctor's excuse. The doctor's note must include the date when the student

can return to physical education class.

**Medications:** Complete details regarding the administration of medication can be found in Board Policy 5330 The following paragraphs are an excerpt from that policy:

The Tewksbury Township Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, “medication” shall include all medicines prescribed by a physician for the particular student, including emergency medication in the event of bee stings, medication for asthma, diabetes or other medical diagnosis requiring medication during the school day, and all non-prescription “over the counter” medication (see policy 5330).

Before any medication may be administered to or by any student during school hours, the board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician which shall include:

- A. The purpose of the medication;
- B. The dosage;
- C. The time at which or the special circumstances under which medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication. Both documents shall be kept on file in the office of the school nurse.

The district medical inspector shall develop procedures for the administration of medication which provide that:

- A. All medications, whether prescribed or “over the counter”, shall be administered by the medical inspector, school nurse or substitute school nurse, the parent/guardian or the student himself/herself where the parent/guardian so permits and with the school nurse present;
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian or adult student and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. “Life-threatening illness” has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.

If you have any student health-related questions, please contact the school nurse, Nancy Morigiello, at nmorigiello@tewksburyschools.org or 908-832-2594 x2011.

## Getting Involved

**Classroom Involvement:** We welcome parent volunteers at TES. We have found that including parents as volunteers enhances our programs. Teachers will inform you of activities and volunteer opportunities available in your child's classroom when we are able to do so.

**Board of Education:** Board meetings are opportunities for the community to witness its elected officials discuss and take action on various matters directly affecting Tewksbury Schools. The board is composed of nine elected residents of Tewksbury. The schedule of meetings is available on the district website. Regular sessions include an opportunity for the public to address the Board at both the beginning and end of each meeting. All board meetings begin at 7:00 PM and are held at Old Turnpike Middle School unless otherwise noted.

**Parent-Teacher Association:** <http://www.tewksburynjpta.com/> Our school has an active Parent-Teacher Association (PTA) which strives to build a close relationship between home and school. We consider the PTA a vital part of our overall program and encourage parents to join.

**Tewksbury Education Foundation:** <https://www.tewksburytef.org/> This organization (TEF) is a non-profit, 501(c)3 organization established to enhance and expand educational opportunities for our students in both schools of the Tewksbury Township district.

## Additional Information

**Grading:** Students in Grades K through 4 use a standards-based report card with the following indicators in academic and special area subjects:

ES - Exceeds standards

3 - Meets standards

2 - Approaching standards

1 - Needs support

NA - Not assessed at this time.

Learning behaviors are reflected by the following indicators:

C - Consistently

M - Most of the time

N - Needs support

O - Of concern

**Report Cards:** Report cards are distributed electronically 3 times per year at the end of each marking period via the Realtime Parent Portal. On the last day of school, we print out the report card and send it home with your child. If you do not have access to the internet to view the report card, please contact the school secretaries.

**Homework:** The Board of Education believes that homework assignments at all grade levels provide a meaningful extension of student learning and helps students to develop initiative, independence, and a sense of responsibility. Suggested total times for daily homework are:

Kindergarten - Assignments will include informal activities

Grade 1 - 10 minutes

Grade 2 - 20 minutes

Grade 3 - 30 minutes

Grade 4 - 40 minutes

Following a pre-arranged absence or an extended illness, it is the responsibility of the parents to acquire any schoolwork missed by the student. Credit for that work will be given upon successful completion of the assignments. It is the responsibility of the student to complete the assigned work within a two week period. Make-up tests are to be administered at the teacher's discretion within that 10 school-day period.

**Pupil Placement:** The Board of Education believes that each pupil should be provided with the instruction that will best suit his/her intellectual, physical, emotional, and social capabilities. The grouping of students should be flexible and should take into consideration the age, mental ability, past academic record, emotional needs, physical maturity, and interests of each student.

The Principal will develop a schedule and class organization that will provide for the placement of students in instructional groups that will offer the greatest educational benefit for all students.

**Transfers from the District:** Parents/guardians who are transferring their child's school will need to enroll the child in the new district. In the registration process at the new (receiving) school, you will be asked to provide information from TES (the sending school) so the receiving school can request records directly from the sending school. Our address and fax number are at the beginning of this document.

**Board of Education Policies:** The policies adopted by the Board of Education are available online on the district website. Here is a link to the policies:

[District Policies](#)



In particular, each parent who will volunteer in the classrooms or Library/Media Center needs to read policy 5512 and sign a Harassment, Intimidation and Bullying (HIB) Policy, Procedures, and Prevention form prior to serving in the school.

**Suicide Assessment Procedures:** Whenever a staff member suspects or has knowledge of a student's suicidal indicators (statements, ideation, gestures, writings or behavior), they must report this concern immediately to the building Principal, or SMHP (School Mental Health Professional), or other school administrator to initiate assessment.

The assessment of suicidal risk is the responsibility of the SMHP (school guidance counselor, school social worker, school psychologist, or school nurse). The student may be brought to the nurse/guidance/CST office during this time and may not be left unsupervised. It cannot be emphasized enough that any and all suicidal statements brought to the attention of the staff will be taken seriously and result in an immediate assessment to ascertain the level of risk.

**Support for Temporary Monetary Setbacks:** The Tewksbury Family Assistance Fund is here to lend a temporary helping hand to community members who find themselves in a difficult financial position. If you need a hand, or know someone who does, please contact Mrs. Moore, Principal, at Tewksbury Elementary School (908-832-2594 x2001). You can also contact our school nurse, Nancy Morogiello, at 908-832-2594 x2011. All contacts are kept confidential.