Ocean Township School District

Student-Parent Handbook

2026-2027

Ocean Township Board Of Education

Mrs. Kelly Zuzic, President
Mr. Brian Tart, Vice President
Mrs. Patricia Fuchs
Mrs. Marie Leaming
Mr. Justin Pimm
Lourdes LaGuardia, Interim Business Administrator
Carol Harper, Board Secretary

Board meetings are held the second Thursday
of every month at 6:15 PM in the
Frederic A. Priff Library

Superintendent of Schools - Ms. Ariane Phillips
64 Railroad Avenue
Waretown, NJ 08758
609-693-3131
Fax: 609-693-5833

Waretown Elementary School
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Waretown, NJ 08758
609-693-3131
Fax: 609-242-2190
Extended Day: 609-693-3131 x 226
Transportation Office: 609-693-3131 x 112

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Administration of Medications 15
Affirmative Action Officer 6
After School Activities 22
Attendance Policy 3
Basic Skills/Title 1 - NCLB 13
Birthday Celebrations 10
Books 22
Breakfast/Lunch 9
Bus Regulations/Conduct 16
Care of Property 11
Cell Phone/Smart Watch Use 22
Character Education 33
Chain of Command 2
Class Trips 22
Control of Communicable Diseases and Health Regulations 13
Court Orders 9
Discipline 18
Dress Code 23
Emergency Response Plan/Evacuations 6
Extended Day 11
Fire/Weather & Emergency Drills 11
Flag Salute 24
Grading Policy/High Honor and Honor Roll 12
Harassment, Intimidation and Bullying 33
Homework 12
Immunizations/Nurse 14
Intervention and Referral Services 21
Mission Statement 1
Plagiarism 22
Procedure for Early Dismissal 5
Progress Reports to Parents 27
Promotion 13
Protective Actions 6
PTO 26
Pupil Insurance 13
Pupil Transfers 20
Recess 10
Safety to and from School 10
School Calendar 28
School Hours 2
School Integrated Pest Management Plan 31
School Visitors 24
Special Education Advisory Group 8
Special Education Services 20
Student Drop Off & Pick Up 3
Substance Abuse Guidelines 23
Summer School 13
Superintendent's Message 1
Tardiness 5
Technology Agreement 30
Telephone/Emails to Teachers 25
Tips for Parents 25
Unacceptable Reasons for Absence 4
Use of Physical Restraint 18
Voter Registration 10

MESSAGE FROM THE SUPERINTENDENT

Dear Students and Families:

I truly look forward, with your help, to continue the Ocean Township School District 's mission to create the most positive and productive educational environment for our students. It is our job, as a family of educators, to create an environment where staff, students, and families want to actively participate. As educators, we take our jobs very seriously and strive to be our best, for the children.

Our first priority is our students. How can you help? First and foremost, simply trust and support your school district. It is essential that we work together to focus on what is most important in all of our lives, our children. Please review our Parent/Student Handbook for valuable information and expectations regarding your child's schooling.

Secondly, make sure that your child/children attend school on a consistent basis and come to school ready to learn. As we know, if your child is not feeling well, please keep them home. Also, bus transportation is available for every student. Please make sure your child/children are ready and on time for the bus stop to keep the routes running smoothly. Our first school day is September 3, 2026. A list of school supplies has been provided on our web site. Please note that we provide a healthy breakfast each morning if you wish to take advantage of this service/see website for menus and pricing.

I truly look forward to the 2026-27 school year and the accomplishments that I know our district will achieve.

Please feel free to contact me if you should have any questions or comments. Remember, together we will make a difference.

Yours in service,
Ariane Phillips
Superintendent,
Ocean Township School District

MISSION STATEMENT

The Ocean Township School District wishes to foster a community partnership that will assure our students challenging learning opportunities in order to become contributing members of society. We will utilize the New Jersey Student Learning Standards to provide a framework to build a solid learning base for our children.

BELIEF STATEMENTS:

- All students possess unique talents and will be challenged and successful.
- Students will feel comfortable in a safe, nurturing environment that is established through mutual respect, acceptance, and a sense that everything is valued by all involved.
- Every child should have physical and emotional security in an environment that stimulates learning and recognizes each individual's self-worth.
- Motivation is an essential element of learning
- A good education provides a foundation for a productive, well-rounded contributing member of our community and is the shared responsibility of parents, school, and community.
- The role of the community is to be informed and provide facilities, materials, and personnel in a spirit of cooperation.
- The school should provide comprehensive curricula that offer students diversity of choice in an environment that stimulates learning and growth.
- The district has the responsibility to be a good steward of the financial resources provided by the community.
- All students will understand the importance of assisting the needy through acts of kindness, philanthropy, and overt acts of citizenship.

CHAIN OF COMMAND

If you have a concern regarding your child, the Chain of Command would be:

- Your child's teacher
- Your child's principal
- The Superintendent
  and
- The Board of Education

SCHOOL HOURS

Waretown Elementary School

8:15 AM – School Office Opens
8:25 AM – Doors open to students for Breakfast Program
8:30 AM - Classes Begin
9:00 AM – 3:00 PM – Preschool/Pre K
11:30 AM – Start of Lunch
1:30 PM – Lunches end
3:00 PM – Dismissal

Waretown Elementary School/Early Dismissal Schedule

8:15 AM – School Office Opens
8:25 AM – Doors open to students for Breakfast Program
8:30 AM - Classes Begin
9:00 AM – 1:00 PM – Preschool/Pre K
10:55 AM – Start of Lunch
12:50 PM – Lunches end
1:00 PM – Dismissal

Waretown Elementary School/Delayed Opening Schedule

10:15 AM – School Office Opens
8:30 AM - Classes Begin
10:00 AM – 3:00 PM – Preschool/Pre K
11:55 AM – Start of Lunch
1:50 PM – Lunches end
3:00 PM – Dismissal

Frederic A. Priff Elementary School

8:45 AM – School Office Opens
8:55 AM – Doors open to students for Breakfast Program
9:00 AM - Classes Begin
11:55 AM – Start of Lunch
1:50 PM – Lunches end
3:30 PM – Dismissal

Frederic A. Priff Elementary School/Early Dismissal Schedule

8:45 AM – School Office Opens
8:55 AM – Doors open to students for Breakfast Program
9:00 AM - Classes Begin
11:00 AM – Start of Lunch
12:55 PM – Lunches end
1:30 PM – Dismissal

Frederic A. Priff Elementary School/Delayed Opening Schedule

10:45 AM – School Office Open
11:00 AM - Classes Begin
12:25 PM – Start of Lunch
2:25 PM – Lunches end
3:30 PM – Dismissal

STUDENT DROP OFF & PICK-UP

W.E.S. K-2 students can not enter the building any earlier than 8:25 A.M. at the ocean mural side. W.E.S. Pre-K students can not enter the building any earlier than 8:55 A.M. at the ocean mural side. Designated escorts will be asked to provide a driver's license to verify who they are for school personnel. Designated escort must be at least eighteen years of age.

Front driveways are for the buses only. Please use the side access road to drop off students. Information about specific drop offs will be in the Mariner. Our district provides bus transportation for all our students.

ATTENDANCE POLICY

Parents must call the School Office for each day a student is absent by 9:25 A.M. If the school office is not called, we will attempt to contact the parent/guardian of the absent student via our automated communication system. A written excuse is required upon the student's return to school. Upon returning to school, a physician's note is required for any student who has been absent for more than five (5) consecutive school days.

When a student reaches the following total number of days absent, (excused and/or unexcused) these actions will take place:

- 5 days - Parents receive a letter explaining attendance policy guidelines and return signed acknowledgement. Parent conference may be held. If parents do not respond to the first letter, a second letter will be sent via Certified Mail.

- 10 days - Parent notification and conference.
- 15 days - Parents meet with building administrator, attendance personnel and a mediator. Parents are informed that attendance will be a factor in promotion/retention.

At the Principal's discretion, based on excessive absences, a legal notice (State Department of Education form A59), can be sent to the parent/guardian, and/or charges may be filed in Municipal Court for a violation of N.J.S.A. 18A:38-25. Conditions of this regulation may be waived by the Principal or designee for special circumstances.

ACCEPTABLE REASONS FOR ABSENCE

1. Personal illness or injury
2. Medical appointments
3. Family emergencies
4. Full day court appearances
5. Serious illness or death in the immediate family
6. Religious holiday as prescribed by the NJ State Department of Education
7. A principal's meeting may determine other acceptable causes for absence

Any absence other than illness or emergencies, are inadvisable as daily attendance and regular participation in classroom activities are an essential part of our education program and no amount of makeup work can replace it.

UNACCEPTABLE REASONS FOR ABSENCE

1. Shopping
2. Oversleeping
3. Working
4. Help needed at home
5. Faulty private transportation
6. Truancy
7. Appointments other than medical or legal
8. Vacation (# of days on vacation=# of days to make up missed work. We encourage you to plan vacations when school is not in session.)

Students are required to make up any missed assignments. The number of days missed will be equivalent to the number of days given to make up assignments.

ATTENDANCE

Children are expected to be in class every day school is in session unless the child is ill. However, a child who has any sign of fever (100˚ or higher), chills, a very runny nose, severe coughing, skin eruptions, earache, sore throat or diarrhea/vomiting should not be sent to school. Such symptoms may indicate the beginning of a contagious disease. It also frequently means that the child has to be sent home from school. Under these conditions it is neither fair to the individual child nor to the children

with whom he comes in contact for the student to attend school.

A child who has been absent is required to present a note of explanation, signed by the parent or guardian upon his/her return to class. Upon returning to school, a physician's note is required for any student who has been absent for more than five (5) consecutive school days. If a student is absent from school with no contact from parent after 2 days a "well check" will be sent from the OTPD.

Parents are requested not to ask that children be excused early except when an emergency makes early dismissal unavoidable. Such requests should be written, giving the reason for the request.

TARDINESS

It is critically important for students to be on time for school. If a child is tardy for any reason, he/she should present a note of explanation to his/her teacher. If it is apparent that a child is going to be tardy, a written note should accompany the student. (No exceptions.)

If a student is late 3 times, a letter will be sent to parents to correct the situation. If a student is late 5 times, a detention will be issued. Beyond 5 times, parents will meet with the Principal to develop a plan to correct the problem. Court mediation to be at principal's discretion for excessive tardiness.

PROCEDURES FOR EARLY DISMISSAL

All parents will be informed via the Parent/Student Handbook, school calendar, school website, parent letter, and various correspondence regarding the Early Dismissal days during the school year. (See parent letter)

Parents of children who walk to and from school will be contacted via the communications mentioned above regarding Early Dismissals. Walkers will be called down the day of Early Dismissals to verify that their parents know it is an Early Dismissal day.

Our Extended Day program will be provided for any student during these Early Dismissal days. **Parents must contact their child's school in writing at the beginning of the week if they want their child in Extended Day on Early Dismissal days.**

EMERGENCY RESPONSE PLAN

In providing for the safety of all our students in the event of any man-made or natural disaster, the Ocean Township Schools have developed an emergency response plan, in cooperation with other local, county, and state agencies. If an evacuation is necessary, your child, registered in the Ocean Township Schools, will be transferred with adult supervision to Stockton State College in Pomona, New Jersey, where the students will be registered and cared for until your arrival to pick him or her up and reunite the family, or until the students can be returned by

school bus. Please do not call the school, as telephone calls will only hamper the evacuation process. Listen to the radio for the appropriate information. The Superintendent will contact parents about major events and like concerns utilizing our Realtime notification system.

PROTECTIVE ACTIONS

Closing of School

This would include closing the school for any number of reasons prior to school opening. Parents will be contacted via the Realtime notication system and on Channel 22, our local cable network. Parents should also listen to local radio stations (WJRZ, WOBM) when weather conditions are poor or in the event of extensive power outages.

Early Emergency Closing

Parents should make previous arrangements for the care of their children in the case of emergency early closing. Please make sure your child knows what to do and where to go in this situation. The Realtime notification system will be utilized to contact parents.

Shelter in Place

This situation will be utilized if it would be safer for the pupils to remain in the building rather than venture to the outside. Any further instruction will be communicated to parents and community via the Realtime system.

Evacuation

This action will be utilized if it would be in the best interest to leave the school site and not return home. Telephone calls will not be made to parents. A notice explaining date, time and place of evacuation will be posted on the front door of each school. The Emergency Operations Plan is available in each school office for parent review.

AFFIRMATIVE ACTION OFFICER

Ariane Phillips
Ocean Township School District

AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES COMPLIANT PROCEDURE

A. Purpose and Application

1. The purpose of this procedure is to give any pupil or the parent of a pupil the opportunity to appeal an alleged violation of the district's affirmative action plan for school and classroom practices, as set forth in Policy No. 104, including sexual harassment.

2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that district accords to information about individual pupils.

B. Definitions

1. "Affirmative Action Officer" means the district official responsible for the coordination of activities relating to compliance with the affirmative action plan.
2. "Affirmative Action Plan" means the affirmative action plan for school and classroom practices adopted by the Board.
3. "Board of Education" means the Board of Education of the Ocean Township School District.
4. "Complainant" means the pupil or parent who believes that he or she has been harmed or adversely affected by a failure to enforce the district's affirmative action plan.
5. "Complaint" means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the affirmative action plan.
6. "Day" means calendar day.
7. "Pupil" means an individual enrolled in any formal educational program provided by the school district.
8. "School District" means the Ocean Township School District.
9. "Violation" means the failure of a district official or employee to take the positive steps outlined in Policy No. 2260 and/or included in the affirmative action plan.

C. Procedure

1. A complainant shall discuss his or her complaint with the staff member most closely involved in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within 5 days, the complainant may submit a written complaint to the affirmative action officer. The complaint will include:
    a. The pupil's name, and in the complaint of a person acting on behalf of the pupil, the name and address of the complainant
    b. The specific failure to act that the complainant complains of
    c. The school employee, if any, responsible for the alleged violation of the affirmative action plan
    d. The results of discussions conducted in accordance with B1
    e. The reasons why those results are not satisfactory.

3. The affirmative action officer will investigate the matter informally and will respond to the complaint in writing no later than 7 days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.

4. The response of the affirmative action officer may be appealed to the Superintendent in writing within 7 days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the affirmative action plan.

5. On his or her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than 7 days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the affirmative action plan and another person with knowledge of the violation complained of.

6. The Superintendent will render a written decision in the matter no later than 7 days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.

SPECIAL EDUCATION ADVISORY GROUP

The mission of the Ocean Township School District Special Education Advisory Group is to facilitate communication between students, parents, staff, the Board of Education, and the community with regard to issues surrounding the district's special education program, for the purpose of advising the Board of Education and administration on matters pertaining to improving the quality of special education district wide. Please contact the Director of Special Services, Sarah Reinhold, if you would like to participate and provide valuable input for our Special Education Advisory Group.

EARLY CHILDHOOD ADVISORY GROUP (ECAC) and PRESCHOOL PARENT GROUP

ECAC is an advisory group of community stakeholders interested in the education and welfare of children in preschool through grade three that is convened by the school district (N.J.A.C.6A:13A-1.2). ECAC meets a minimum of four times each school year. The Preschool Parent group is established to engage enrolled families and support their participation in the education of their children and includes activities to promote multicultural learning. This group meets a minimum of twice yearly. Please contact our Preschool Community/Parent Involvement Specialist (CPIS) Lauren Eberenz at Leberenz@otsdk6.org for more information, or to participate in these groups.

COURT ORDERS

If there has been an order by any municipal, county or state court which limits the contact with a student by an adult, the school should receive a copy of such order so that we can assure that any contact with the student by that adult is in accord with the order of the court.

BREAKFAST and LUNCH

Breakfast and hot lunch are served each day. Substitutions for the lunch entrée are offered daily. Milk is included. An assortment of snacks may be purchased for an additional amount. For those who desire to carry their lunch, milk may be purchased independently for $1.00 per half pint.

Breakfast: $2.20

Hot lunch: $4.00

There will be no charging lunches. If a student does not have money for lunch, he/she will be given a humanitarian lunch. If a student consistently does not have lunch or money for lunch, the parents will be contacted by the school. If your child has food allergies, please contact the nurses' office to make them aware. Additional allergy information can be found on our website under *Cafeteria Program*.

CAFETERIA

The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. Some simple rules of good manners should be observed. These include:

Dining room behavior should be observed at the table.

1. Tables and the surrounding area shall be left clean and orderly.
2. Trash shall be placed in the proper containers.
3. Directions should be followed.
4. Gum is not permitted.

If you would like to set up a pre-paid account online, directions can be found under *Cafeteria Program* on our website. You can also inquire by calling the business office.

LUNCH SCHEDULE

Waretown Elementary School

Pre-K	12:20 – 12:45 PM
Kindergarten	11:50 – 12:40 PM
Grade 1	11:30 – 12:15 PM
Grade 2	12:40 – 1:25 PM

Frederic A. Priff School

Grade 3	Lunch/Recess	11:55 - 12:35 PM
Grade 4	Lunch/Recess	12:20 – 1:00 PM
Grade 5	Lunch/Recess	12:45 - 1:25 PM
Grade 6	Lunch/Recess	1:10 - 1:50 PM

RECESS

Weather permitting, students shall spend the time before or after lunch in the school yard. This recess period enables the students to get some fresh air, exercise and socialize. While rain or excessive cold will be reason for moving the activity indoors, it will be held in normal winter weather. Parents should be sure that their children have the proper coats, scarves and gloves for being out in such weather for 20 minutes. Students who must remain indoors in cold weather because of medical conditions should present a note specifying such to the nurse, who will make arrangements for the supervision of such a student during the recess period on cold days.

BIRTHDAY CELEBRATIONS

Students may have their birthdays recognized by their classmates with a limited celebration in the classroom. For more information please contact your child's teacher.

SAFETY TO AND FROM SCHOOL

Walking - Children should be instructed to observe safety rules while walking to and from school and bus stops.

Bicycles - Pupils in grade 4-6 may ride their bikes to school in good weather after filing a bicycle permission slip with the main office. However, parents are reminded to instruct their children in the proper handling of bicycles and observation of safety rules. All bicycles should be parked and locked in the designated area. HELMETS ARE MANDATORY. Bicycle Permission slips will **not** be issued to anyone living east of Route 9.

VOTER REGISTRATION

Every parent is strongly encouraged to register to vote. Several opportunities to fill out a voter registration form are provided during the school year: Back-to-School nights, Parent/Teacher Conferences, PTO meetings, etc. Voter registration forms are always available in the main office.

FIRE AND SCHOOL SECURITY DRILLS

Fire drills and school security drills to practice procedures that respond to an emergency situation, will occur througout the year. Students are to follow teacher directions in exiting the building. When exiting, students are to walk, keep hands to themselves, and are to keep silent. Students are to exit the building at the nearest exit.

WARETOWN EXTENDED DAY SCHOOL PROGRAM

Before and After School Program

The Ocean Township School District's before and after program is operated by an outside organization called "Right at School".

Information on how to register is on the school districts' website, along with contact information.

Program Center: The program will operate in the Waretown Elementary School All-Purpose Room for all students grades Pre-K through 6th.

Hours of Operation: The program will operate from 7:00 AM until the time school begins and from dismissal until 6:00 PM. Drop off and pick-up will be in the Waretown Elementary All-Purpose Room.

Days of Operation: The program will follow the school calendar. We will be closed for all holidays, but will be open for early dismissal days, except for the last day of school.

Inclement Weather: In the event of a school closing, delayed opening or early dismissal due to inclement weather, the program will also be closed.

Program Staff: Approximately one staff member per 15 students in the AM and 2 certified teachers and 1 aide per 25 students in the PM.

Activities: Games, art supplies and materials will be available. Also, a quiet time for study will be provided.

Transportation: Transportation to and from school will be the responsibility of the parent or guardian. In the event of inclement weather, the Priff children will be bussed to the Frederic A. Priff School in the A.M. and to the Waretown Elementary School All-Purpose Room in the P.M.

HOMEWORK

The Ocean Township Board of Education acknowledges the educational validity of homework as an adjunct to and extension of the instructional program of the schools. Our General Rules and Regulations emphasize the importance of completing homework assignments; they promote student achievement and school effectiveness. It is recommended that the following time be spent on home study and work in the evening:

Kindergarten.....0 - 15 minutes/evening
Grade 1.....15 - 30 minutes/evening
Grade 2.....30 minutes/evening
Grade 3/4 .....30-45 minutes/evening
Grade 5/6 .....45-60 minutes/evening

Specific time spent on homework may vary from child to child and with ongoing projects and reports. Individual special student needs are considered when assigning homework, and assignments may be made up on the request of a parent with the permission of the classroom teacher. Parents should discuss any concerns regarding homework with the classroom teacher. It is recommended that parents periodically spend time in the evening working with their children sharing educational activities. Parents can have a positive impact on their children's success in school.

Assignment books are given to students in grades 2-6. Please check the assignment books daily. When a child has been absent and you wish to obtain homework or class work, please call the school office by 10:00 AM. Homework will be available for pickup after 2:00 PM.

OCEAN TOWNSHIP SCHOOL DISTRICT GRADING POLICY

PRE-SCHOOL

E - Exceeding Expectation **M -** Meeting Expectations
P - Progressing Towards Expectations

K-3:

1 - Needs Support **2** - Approaching Standards
3 - Meets Standards **4** - Exceeds Standards

GRADES FOUR THROUGH SIXTH:

A= 92-100, B= 83-91, C= 74-82, D= 70-73 & F= 69-0
High Honor Roll: All A's in Academic Subjects Only!!
Honor Roll: All A's and B's in Academic Subject Only!!

All Specials will be graded on a scale of:
O - Outstanding **S** - Satisfactory **N** - Needs Improvement

PROMOTION

Students must have met the academic requirements for promotion to 7th grade to participate in promotion ceremonies. Students with 2 or more failing grades on their final report card may not participate in promotion ceremonies. The Priff School principal and student's teacher will set up a meeting at February Parent/ Teacher Conference if the child is in danger of failing for the year.

BASIC SKILLS/TITLE 1 - NCLB

The Ocean Township School District is committed to supporting the academic needs of its students. We offer Basic Skills Instruction to students in order to meet the proficiencies of the New Jersey Student Learning Standards. This is a supplemental program provided during the school day, which assists students enrolled in general education classes. Under the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), we are required to identify students who need additional academic support in language arts literacy and/ or mathematics. To demonstrate our commitment to your child's education, please review and provide feedback on the following located on our school website: Parental Involvement Policy, School Parent Compact, & Parent Survey. For more information about these services, please contact the building principal at each school.

SUMMER SCHOOL

For all students, if a Summer School Basic Skills is offered by the district, any student in danger/failing will have the opportunity to attend the Summer Basic Skills Program. This will be required in order to advance to the next grade level at the discretion of the building principal.

PUPIL INSURANCE

Individual pupil accident insurance will be made available for the current school year. Information concerning this 24 hour/round the clock policy will be sent home at the opening of school.

We strongly recommend parents consider purchasing this rather inexpensive medical/dental/life insurance coverage.

In addition, the Ocean Township Board of Education has purchased medical insurance for all students that would be in effect after claims are made to the student's individual insurance company.

NURSES

Mrs. Deborah Cullen, RN

Mrs. Frances Farnung, RN

CONTROL OF COMMUNICABLE DISEASES AND HEALTH REGULATIONS

In order to prevent epidemics and protect the health of school children, the exclusion periods for communicable diseases are as follows:

Conjunctivitis: "Pink-Eye", tearing and discomfort, redness, mucous secretion, lidsfeel gritty and lashes sticky, antibiotic eye drop ordered by M.D. May return to school when on prescription eye drops for 24 hours.

Strep Throat: infection of the throat that must be treated with specific antibiotic therapy ordered by M.D. Child must be fever free (under 100º) at least 24 hours and on prescription medication for 24 hours before returning to school.

Head Lice: The presence of live bugs causes very itchy scalp and is very contagious. Student with live bugs and their household members will be sent home for appropriate treatment. A special shampoo and removal of all live bugs is required for all family members attending Ocean Township Schools before being allowed to return to school.

Immunizations	Pre-School	Kindergarten	6th Grade
DTP/DTap	4 doses	4 doses - 1 on or after the 4th birthday or any 5 doses	
Tdap			1 dose if born on or after 1-1-97. A child does not need a Tdap dose until 5 years after the last DTP/DTap or Td
Polio	3 doses	3 doses - 1 on or after the 4th birthday; or any 4 doses	
Measles	1 dose on or after the 1st birthday	2 doses - one on or after the 1st birthday and 2nd dose before entering the Kindergarten	
Rubella	1 dose on or after the 1st birthday	1 dose on or after the 1st birthday	
Mumps	1 dose on or after the 1st birthday	1 dose on or after the 1st birthday	
Hepatitis B	3 doses	3 doses	
Varicella (chicken pox)	1 dose on or after the 1st birthday	1 dose on or after the 1st birthday	
HIB	1 dose on or after 1st birthday	optional	
Mantoux	**Required if entering from select countries into any grade**		
Meningococcal			1 dose if born on or after 1-1-97
Pneumococcal	Minimum of 1 dose on or after the 1st birthday		
Influenza (flu)	1 dose each Fall		

Chapter 14 New Jersey State * New Sanitary Code as of September 2008

Children with infectious conditions such as pink-eye, impetigo, or ring worm are also excluded from school until recovery is certified by a doctor. Students with rashes of unknown origin must have doctor's note to return to school.

Child must be fever free (under 100º) at least 24 hours without the use of fever reducing medicine before returning to school.

Children must be free from vomiting and diarrhea for 24 hours before returning to school.

Upon returning from any absence from school, a child should present a note signed by the parent explaining the reason for the absence.

If a child has been absent for more than 5 consecutive days, school officials may require a doctor's certificate for re-admittance.

ADMINISTRATION OF MEDICATION

If your child takes medication on a regular basis in school, a new note from parent and M.D. must be brought in at the beginning of each school year.

Ocean Township Schools will not administer medicine to any child without a signed permission form (or letter) from the parent and doctor stating the following information:

1. Name of student
2. Name of medication
3. Diagnosis
4. Dosage of medicine to be administered
5. Frequency and time medicine is to be administered
6. Name of physician
7. Pharmacist/Prescription # (if prescription drug)
8. Purpose and any other pertinent information

The Ocean Township Schools shall condone the use of medications only if they are prescribed by a licensed physician. Prescription and any over-the-counter drugs must be kept by the school nurse in the original pharmaceutical container if they are to be given in school. Drugs will be administered by the school nurse in school or on class trips in accordance with the directions of the doctor and the request of the parent. All medication must be brought to the nurse in the original, properly labeled container **by the parent or another adult.** Students are not allowed to carry medication to school for safety reasons. This policy applies to all non-prescription medicine (Tylenol, cough syrup, etc.) and all prescription medicines.

Medication that is to be given three times a day can be taken before school, after school and before bedtime.

Inhalers for asthma must have specific signed directions from the child's doctor if they are to be self-administered.

For safety reasons, students with casts, splints, stitches, staples, or intravenous catheters will not be permitted to participate in gym or recess. A doctor's note will be required for the students to resume gym and recess. Any student who has had recent surgery or procedure under anesthesia, hospitalization, serious injury or medical condition will require a doctor's note to return to school and to resume gym and recess. Students who are excused from gym are not permitted to participate in outdoor recess or any physical activity. Any student with any external devices (i.e. holter monitor, defibrillator, and event monitor) will be required to have a doctor's note to participate in any physical activity at school.

The School Nurse or parent may excuse a student for gym for a period of one week. After that time a doctor's note will be required.

The American Academy of Pediatrics has developed a comprehensive educational website for parents: www.healthychildren.org. There you will find a wealth of information on preventative health care, mental/behavioral health issues and support, good nutrition and obesity prevention, and oral health best practices. Locally you can find support on these topics with the Ocean County Community Resource Guide. The complete guide is available online: https://oceancountyhumanservices.my.canva.site/ocean-county-ciacc-resource-guide.

BUS REGULATIONS

Ocean Township School District has an explicit discipline policy aboard all school buses transporting students to and from their respective schools (as stated below).

When students are in non-compliance with the rules and regulations regarding proper school bus riding procedure, the school bus driver is instructed to report the infraction on a pupil conduct report, which is then forwarded to the administrator of the school for appropriate action.

PUPIL'S COOPERATION

The purpose of these regulations is to clarify for the parent and the pupil their responsibility in contributing to the safety of the school transportation program. Pupils must obey drivers promptly as they are in full charge of buses and pupils while in transit.

BEFORE AND AFTER BOARDING THE BUS

1. Pupil must be at their designated bus stop on time. It is suggested that pupils arrive TEN minutes prior to the designated pick-up time. Drivers stop at bus stops only once on their appointed routes and are not permitted to go back for late arriving students.
2. Pupils should stay off the roadway at all times while waiting for the school bus to arrive.
3. Do not destroy or damage surrounding property while waiting for the bus. Bus stops may be discontinued for such action.
4. When crossing the roadway after leaving the bus, pupils must cross in front of the bus after first looking in both directions and watching for the signal of the driver.

WHILE ABOARD THE BUS

1. There should be no moving around or changing seats while bus in motion.
2. Pupils will have assigned seats.
3. Pupils must wait until the bus has come to a stop before attempting to enter or exit.
4. There should not be any rowdy action on the bus, but conversation in normal tones is permissible. Obscene language or gestures of any kind are forbidden while on the school bus.
5. Pupils must keep their hands inside the bus at all times. Students are not permitted to adjust the windows in the school bus without the permission and directive of the school bus driver.

OTHER GENERAL RULES ARE:

1. Throwing objects of any kind in a bus is particularly dangerous and it will not be tolerated.
2. Fighting aboard the school bus will not be tolerated.
3. No eating on the bus at any time.
4. Students may not carry animals or pets aboard school buses.
5. Any pupil disfiguring or mutilating a bus will be required to pay for damages. Parents are liable for damage to school buses. Amount to be paid shall be decided by the Board of Education. Students should, therefore, report any damage that is observed to the driver at once.
6. Pupils are expected to keep buses clean and orderly.
7. No objects are allowed to be brought aboard the bus that might jeopardize the safety/welfare of others. No objects are allowed to be brought aboard the bus that cannot be held safely on the lap, such as large instruments or projects.

BOARD POLICY for BUS CONDUCT

Proper behavior shall be required of all pupils while being transported on school buses. Good conduct is necessary for the safety and welfare of all passengers. The driver shall be responsible for maintaining order on the school bus. He/she shall report any unruly students to the school principal or his/her designee. Students may be excluded from riding the school bus for disciplinary reasons. (See Administrative procedures.)

BUS CHANGES

Due to safety concerns, bus changes will not be made.

ADMINISTRATIVE PROCEDURE

The school district shall publish a list of school bus rules and requirements at the beginning of the school year for the information of students and parents. Students who are found to be in violation of the prescribed rules and regulations shall be subject to disciplinary action by the building principal or his/her designee.

The following procedure can be used in those instances where disciplinary action is required at the discretion of the principal:

First Offense: Warning to student, notification to parent.

Second Offense: Letter to parent, notifying the possible suspension of riding privileges.

Third Offense: Letter to parent, suspension from bus.

Continued Offenses: Additional suspension from 5 days to permanent.

SERIOUS INFRACTIONS MAY RESULT IN THE IMMEDIATE SUSPENSION OF THE STUDENT'S RIDING PRIVILEGE AT THE DISCRETION OF THE BUILDING PRINCIPAL.

It is important for all students to behave appropriately at school. It is expected, at all times that you follow these;

School Rules

- ◆ Respect Yourself, Others, and Our School
- ◆ Be Responsible
- ◆ Cooperate and Collaborate
- ◆ Act Safely

USE OF PHYSICAL RESTRAINT

The Board of Education strives to provide a safe, caring atmosphere that supports all learners in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain a pupil. An emergency is defined as a situation in which the pupil's behavior poses a threat of imminent, serious physical harm to the pupil or others or imminent, serious property destruction (District Policy 5561).

DISCIPLINE

Students are expected to act appropriately at all times. This refers to the language that they use, the clothes that they wear and the behavior that they demonstrate. They should be courteous at all times both to adults and to other students.

Specific rules will include but not be limited to the following:

- No student will leave the school grounds without permission.
- Students shall not make noise or otherwise create a disturbance which distracts other students.
- Students shall obey the directions of teachers and staff regarding classroom behavior.
- Students shall abide by the regulations of the school.

Students will be expected to keep the environment of the school in a condition that is appropriate for a place dedicated to learning and the other purposes for which the school operates. All areas which the students use will be kept clean and left in good order after use. This will include classrooms, hallways, cafeteria, schoolyard and school buses.

DETENTION

In accordance with Board of Education policy, students in all grades may receive detention for any of the following offenses:

- Disrespect to any adult
- Poor lunchroom behavior
- Poor behavior on the school bus
- Purposeful and continued classroom disruption
- Foul language
- Destruction or vandalism to school property
- Continued non-completion of daily school work, homework, etc.
- Any other reason based on the discretion of the teacher

More than three (3) detentions in one marking period may exclude the student from participating in any extra-curricular activity, class trip, privileges, etc. for one month. Detention can be served during recess periods or after school. Parents are notified of a detention to be served via written form or phone verification by the teacher or building principal. (NJAC 6A: 16-7/18A: 37-2)

SUSPENSION

If a particular infraction of the rules or regulations is an open defiance of authority and/or jeopardizes other students, it may result in a removal of the student from class. Offenses justifying such an action shall include but not be limited to:

- Fighting
- Insolence
- Cutting, detention
- Pornography or inappropriate computer usage
- Habitual profanity
- Frequent tardiness
- Smoking
- Drug use

The principal shall determine the length of the suspension in consideration of the seriousness of the offense.

There shall be two types of suspension:

IN SCHOOL SUSPENSION: A student is assigned to a work station other than his or her regular classroom for the duration of this suspension. He/she is to complete all work that would have been done in the regular classroom. Full credit is given for the work done and the student is not considered absent from school.

AT HOME SUSPENSION: A student will not be allowed into the school during such suspension. He/she is to complete all work that would have been done in the regular classroom. 80% credit will be given for work done during this suspension. Days missed during this type of suspension are considered excused. These suspensions are at administrative discretion.

SPECIAL EDUCATION SERVICES

The Ocean Township School District takes pride in the ability to assist students who may have an educational disability and offers a continuum of services to meet students needs. This district offers a preschool disabled class and a preschool inclusion class for students between the age of three and five. The district also offers inclusive, mainstreamed programs at each grade level, resource center programs and self-contained programs. Placement within these programs are determined by the child's eligibility to be identified as a child with a disability according to the Individuals Disabilities Education Act and New Jersey Administrative Code 6A:14. The Ocean Township Child Study Team evaluates students to determine eligibility. Placement is decided by parents, Child Study Team members and teachers. The Ocean Township School District takes pride in its ability to place students within their least restrictive environment at every age and grade level.

CHILD STUDY TEAM STAFF

Sarah Reinhold, Director of Special Services
Dr. Kristy Nanartowicz, School Phychologist
Karen Williams, Learning Consultant
Julia Farnung, Social Worker
Gina LaHaye, Speech Therapist
Suzanne Kelly, Speech Therapist
Doris Gonzales, Physical Therapist
Frances Sweeney, Occupational Therapist
Lauren Eberenz, WES 504 Coordinator
Daggi Ball, FAP 504 Coordinator
Megan White, Administrative Secretary

If you have a child or know of a child who may have a disability or is exhibiting a delay with academic, social, emotional, behavioral, cognitive, language or attention skills, please call the Ocean Township Child Study Team at 693-3131 ext. 121.

PUPIL TRANSFERS

Parents should inform the school at least two days before an expected transfer so that a transfer card may be completed. Pupil records will be forwarded upon request by the receiving school.

PRESCHOOL INTERVENTION AND REFERRAL TEAM (PIRT)

At the Ocean Township School District, we are dedicated to fostering a nurturing and inclusive learning environment for every child. The Preschool Intervention and Referral Team (PIRT) is instrumental in providing the necessary support for children to flourish academically, socially, and emotionally. Comprised of experienced professionals in early childhood education, developmental psychology, and special education, the PIRT team focuses on identifying and addressing developmental, behavioral, or learning challenges during the preschool years. If you have concerns about your child's development or wish to learn more about the available support services, please reach your to your child's teacher or the Preschool Intervention Referral Specialist (PIRS), Sharon Jensen. They will guide you through the process and connect you with the PIRT team. Together, we can make a meaningful impact on your child's learning experience

INTERVENTION AND REFERRAL SERVICES (I & RS) COMMITTEE (K-6)

At the Ocean Township School District, we strive to create a supportive and inclusive education environment where every student can succeed. The Intervention and Referral/Services is a state based committee/referral service for non-classified general education students. Under Chapter 7, Intervention and Referral Services 6A:16-7.1, the District Board of Education must establish and implement a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist students in Grades K-6 who are experiencing learning, behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior or health needs. his multidisciplinary team of educators, administrators, and specialists collaborate to develop and implement strategies that promote student success and well-being. Parents are vital to their child's educational success. If you have concerns regarding your child's academic performance, behavior, or emotional well being, we encourage you to contact your child's teacher or school counselor. They will assist you with the referral process to the I&RS Committee and work with you to create a support plan tailored to your child's needs. The I&RS Committee is committed to helping your child reach their fullest potential in a nurturing and supportive environment.

AFTER SCHOOL ACTIVITIES

We may offer a variety of after school activities for all students in grades 1-6. However transportation may not be provided.

Information will be distributed to students in the beginning and during the school year.

BOOKS

Books are loaned to students for their use during the school year. Students are expected to treat books and all school property with care. Fines will be levied against students who damage or fail to return books.

CELL PHONE/SMART WATCH USE

Pupils are not permitted to use cellular telephones/smart watches on school property at any time.

CLASS TRIPS

Special trips have a definite place in the educational program of our schools. Teachers are encouraged to make use of field trips for a particular purpose. Children are taken on these trips only with the permission of the parents. One permission slip is signed by the parents to cover student trips for the current school year. No child will go on a trip unless such permission has been filed with the teacher.

Parents are responsible to pick up their children at school whenever a class trip arrives back to school after regular dismissal.

PLAGIARISM

A. Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating
2. Plagiarism
3. Falsifications

B. A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

SUBSTANCE ABUSE GUIDELINES

When students talk about their involvement or indicate knowledge of drug or alcohol usage, teachers shall report this information to the administration promptly. Their discussion does not always mean they are actually involved, however they do warrant attention.

Administrative action after proper investigation will include:

1. Information concerning violations of the drug/alcohol laws will be reported to the parents and the appropriate legal authorities.
2. Students suspected of being under the influence of drugs/alcohol will be observed by the school medical authorities and their parents will be notified immediately.
3. Students, while under the jurisdiction of the school, believed to be distributing, selling, using, possessing or being under the influence of drugs/alcohol may be temporarily excluded from school pending further investigation.
4. Student storage and desks are subject to inspection by and at the discretion of the school authorities.
5. Every effort will be made to assist student/families in need of counseling or treatment.

DRESS CODE (Policy 5511)

Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement. Prohibited Clothing and Articles (from Board of Education Dress Code Regulations R5551):

Students should respect and abide by the following dress code:

- Student attire shall be neat, clean and reflect an appearance of modesty and good taste.
- Apparel shall not be so tight fitting, sheer, transparent, low-cut or revealing as to be indecent, distracting or disruptive to the school environment.
- Skirts/shorts shall be an appropriate length. (When standing with arms at your side and fingers extended, shorts and skirts should fall below the tips of your fingers.)
- Spaghetti straps, halters and tube tops are not permitted.
- Sleeveless tops and tank tops are permitted if undergarments and/or excessive flesh are not showing.
- Sweatshirts, warm-ups and t-shirts are permitted as long as they are not torn or cut or tied to expose the midriff.
- Excessively ripped clothing will not be permitted.

- ◆ Apparel and/or accessories which indicate affiliation with gangs, criminal activity, violence, having reference to alcohol or tobacco, or showing/ implying inappropriate language or picture are not permitted.
- ◆ Hair shall be clean and well groomed. Students' eyes should be visible.
- ◆ Hats, hoods, visors, bandannas, sunglasses and fishnet stockings are not to be worn in the building.
- ◆ Any accessory that constitutes a safety hazard and/or distraction will be removed at the request of the teacher/administrator.
- ◆ Footwear is required. Heelies and flip-flops are not permitted in school at anytime, including summer school, due to safety issues.
- ◆ Students attending any school functions (field trips, activities during the school day and evening programs) shall adhere to the school dress code unless otherwise directed by the teacher/administrator.
- ◆ All student attire and footwear is subject to administrative discretion.

PE EDUCATION FOOTWEAR

Sneakers must be worn for PE at all times. Acceptable shoes may be lace up or Velcro, be well-fitting, and non-marking. If the shoe comes off during activity, that is not deemed "wellfitting." Dress shoes and boots (Ugg style, hiking, cowboy boots, work boots, Doc Martens, Timberlands) should be avoided. Crocs, slippers, lounge-type shoes, water shoes, or foam bottom shoes (Hey Dudes) are not acceptable for PE. Dress shoes/boots, or anything with a raised heel should not be worn to PE.

If a student is not abiding by the dress code, parents will be contacted to bring in appropriate clothing as soon as possible on that day.

Enforcement: The dress code shall be enforced according to the lines of authority, i.e. the teacher, the principal, the superintendent, and the school board in that order.

Any situation which is not specifically covered in these general rules will be considered a matter of professional discretion by the school principal and/or faculty based upon appropriate local and state regulations. We ask that all parents discuss these school rules with their children.

FLAG SALUTE & PLEDGE OF ALLEGIANCE

New Jersey law requires that we show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, they may abstain from these ceremonies but they are required by law to respectfully remain silent. In homeroom each morning students are asked to stand during the flag salute and Pledge of Allegiance via the morning announcements.

SCHOOL VISITORS

All visitors must report to the main office upon entering the school buildings. Parents are requested to leave money, forgotten lunches and books at the office. Parents always have access to the school to discuss problems needing immediate attention.

Classroom visits or conferences should be arranged in advance through the principal. This may be done by letter or phone. Please do not interrupt the work of teaching. Conferences with the teachers are not allowed while the teacher has charge of a group of pupils.

Parents are requested not to obstruct buses when delivering or picking up children at school.

TIPS for PARENTS

Parents earnestly desire to help their children acquire the maximum benefits from their school careers. Here are some ways in which parents can help:

1. Avoid friction and emotional tension at home. Many children are suffering not from dullness, but from emotional strain.
2. Don't expect a child to stand at the top of the class. If he/she can do this without undue pressure, fine; but knowing that parents will be disappointed or angry if he/she is not at the top, many students drop below their capacity.
3. Work with your child. Useful help may be explaining material not completely understood, showing errors in the work and listening. to spelling or any assigned memory work.
4. Do not allow the radio or TV to be on while doing homework. Keep the house quiet and free from distractions during the work period. It often helps to provide a particular place and time for work on home assignments.
5. Give your child an incentive to study. He/she must feel that it is worth their efforts. Pride in achievements, praise for efforts, or an occasional small reward for continued good work are generally enough to spur the child on to their best efforts.
6. See that your child has the proper amount of sleep. A five-year-old requires at least twelve hours a night, and this diminishes with the maturity of the child. However, any child in school should have at least eight hours sleep in order to be efficient and alert during class.
7. Children should dress appropriately for school. Neatness should be paramount. Help your child organize clothing and books before going to bed, preparing him/her for the next day and relieving tension that may be created at breakfast.
8. Good health habits are essential in rounding out a child's education. Encourage the child to partake in and have an adequate breakfast and balanced meal on a daily basis. Good nutrition is necessary if a child is to do his/her best in school.
9. Attend parent nights at schools to validate how important school is to your child.

TELEPHONE/EMAILS TO TEACHERS

The best interests of all the children require that the teacher give his/her undivided attention to the class. Therefore, parents are requested to help by telephoning teachers before or after their teaching time, or by leaving a message for a call back. Email messages should be brief, to the point and be appropriate for all to view.

WARETOWN PTO

We are proud of our parent-teacher group. All parents are encouraged to join the PTO and are welcome to attend any meeting, whether a member or not.

PTO Executive Board

President
Dayna Collamer

Secretary
Renee Krampetz

Treasurer
Kellie Lane

Ways & Means
Kellie Lane

Programs
Cynthia Villegas

PTO Committees

Hospitality
Liz Bell

Sunshine
Samantha Riepl

Communications
Marycate Ballentine

Membership & Room Parent
Marycate Ballantine

PROGRESS REPORTS TO PARENTS

In order that home and school may work more effectively for the children and training of your child, a combination schedule of interim reports, report cards and parent/teacher conferences will be scheduled this year.

First Trimester: Progress Reports: October 9, 2026
Conferences: October 14 & 15, 2026
Report Cards: December 18, 2026

Second Trimester: Progress Reports: January 29, 2027
Conferences: February 3 & 4, 2027
Report Cards: March 25, 2027

Third Trimester: Progress Reports: April 30, 2027
Report Cards: June 18, 2027

Additional conferences may be scheduled at any time during the school year by the request of either parent or teacher.

All student records can be found on our Parent Portal which can be accessed through our website @ www.otsdk6.org.

SCHOOL CALENDAR 2026-2027

- September 1 – Teacher Orientation
- September 2 – Teacher In-Service
- September 3 – Schools Open (Early Dismissal)
- September 4 – Early Dismissal
- September 7 – Labor Day (Schools Closed)
- September 15 – Back to School Night F.A.P.
- September 22 – Back to School Night W.E.S.
- October 9 – Progress Reports for view on Parent Portal
- October 12 - Staff In-Service – Schools Closed
- October 14 & 15 – Parent/Teacher Conferences (Early Dismissal)
- November 2-6 – NJEA Convention – Schools Closed
- November 25 – Early Dismissal
- November 26-27 – Thanksgiving Holiday (Schools Closed)
- December 10 – First Trimester Ends, Staff In-Service/Early Dismissal
- December 18 – Report Cards for view on Parent Portal
- December 23 – Early Dismissal
- December 24-31– Winter Recess (Schools Closed)
- January 1 – Winter Recess (Schools Closed)

- January 4 – Schools Reconvene
- January 18 – Staff In-Service (Schools Closed)
- January 29 – Progress Reports for view on Parent Portal
- February 3 & 4 – Parent/Teacher Conference (Early Dismissal)
- February 15 – Presidents' Day (Schools Closed)
- March 17 – Staff In-Service (Early Dismissal), Second Trimester Ends
- March- 25 – Report Cards for view on Parent Portal
- March 26-31 – Spring Recess (Schools Closed)
- April 1-2 – Spring Recess (Schools Closed)
- April 5 – Schools Reconvene
- April 30 – Progress Reports for view on Parent Portal
- May 31 – Memorial Day (Schools Closed)
- June 16 & 17 – Early Dismissal
- June 18– Last Day Students & Staff, Third Trimester Ends, Report Cards for view on Parent Portal (Early Dismissal)

Total Student Days: 180
Total Teacher Days: 184

The Ocean Township Board of Education reserves the right to make adjustment to the school calendar as required for faculty in-service, training, emergency school closings or any other cause deemed necessary.

ACCEPTABLE USE POLICY GUIDELINES
(Technology Agreement)

The Ocean Township School District Board of Education now has the ability to offer supervised Internet access to its students and staff. The Internet offers rich opportunities to gather information, to share resources and to collaborate with others throughout the world.

Along with this capability come responsibilities for each student. Each student **MUST** act responsibly and accept responsibility for their actions. Students **MAY NOT** at any time access inappropriate sites on the World Wide Web. A single violation of the Acceptable Use Policy will result in loss of computer access for the marking period and a failing grade in computer for said marking period. A second violation of the Acceptable Use Policy will result in loss of computer access for the entire school year and a failing mark in computer class for the year. Students and parents are required to read, discuss and sign the enclosed Ocean Township Board of Education Acceptable Use Policy and Student Use Agreement. By signing this document, you are allowing your child access to the Internet in the Ocean Township Schools.

Students must follow the guidelines listed below:

Acceptable computer use:

- Act as a representative of my school, showing everyone that I can act responsibly
- Follow all of the instructions my teacher gives, and stay only in the areas he/she suggests to me
- Use the Internet as a learning tool to help me discover my world. I should know WHY I am using the Internet for a certain task
- Actively use the information I find on the Internet in my learning
- Treat people I "meet" on the Internet and the machines I use with respect
- Close the screen and tell my teacher IMMEDIATELY when I see something that is inappropriate or makes me feel uncomfortable.
- Be aware that there are consequences for choosing not to follow the Internet rules

Unacceptable computer use:

- Using other's passwords or giving others access to your password
- Trespassing in other's folders, work, or messages
- Using obscene language
- Harassing, insulting, or attacking others
- Sending or displaying offensive messages or pictures
- Damaging computers, computer systems, or computer networks
- Visiting unauthorized and inappropriate websites, home email accounts or personal websites
- Purposefully wasting computer time and limited resources
- Unauthorized use of flash drives, computer disks from home unless approved by school district personnel

See Student Google Apps for Education Permission Form on the otsdk6.org website.

SCHOOL INTEGRATED PEST MANAGEMENT PLAN: POLICY 7422

The New Jersey School Integrated Pest Management Plan Act of 2002 requires school districts to implement a school Integrated Pest Management policy. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all schools in the Ocean Township School District.

IMP Coordinator (IPMC)

The Educational Facilities Manager shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management 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.

The IPMC 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 if 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.

Recordkeeping

Record of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest Management methods and practices utilized.

Re-entry

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

Development of IPM Plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The IPM Plan is a blueprint of how the school district will manage pests

through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs.
The IPM Plan shall provide a description of how each component of the school district's Integrated Pest Management Policy and Regulations will be implemented for all school property.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives. The IPMC, 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 and parent/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to students' parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Pesticide Applicators

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

Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed. The school district's Integrated Pest Management Plan is required to be implemented not later than June 12, 2004. The Board directs the Superintendent to develop regulations/ procedures for the implementation of this policy.
N.J.S.A. 13:1F-19 through 13:1F-33 Adopted: 20 November 2003

CHARACTER EDUCATION

A strong, positive character is an important component to a well-rounded person. Bullying, demeaning comments, bias and put downs of others are negative consequences of a weak character. A character education program is employed to pro-actively address the negative effects of bullying and to promote positive character traits. Initiatives include DARE, Caught Being Kind, Student of the Month and Social Emotional Learning Lessons.

PROCEDURES FOR PREVENTING HARASSMENT, INTIMIDATION, AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. Ocean Township Schools, in an effort to foster a strong and safe school environment, is setting standards of discipline that reflect the Harassment, Intimidation, and Bullying Policy handed down by the State of New Jersey. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

DEFINITION:

"Harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication (telephone, cellular telephone, computer and pager), whether it be a single incident or a series of incidents that is reasonable perceived as being motivated either by an 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 (handicap) disability; or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function (or), on a school bus, or off school grounds. If the act occurs off school grounds it must substantially disrupt or interfere with the orderly operation of the school or substantially disrupt or interfere with the rights of other students.

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 person or damage to his property; (or)

b.) has the effect of insulting or demeaning any student or group of students (in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school; (or)

c.) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

CONSEQUENCES AND APPROPRIATE REMEDIAL REACTION

The principal and/or principal's designee are responsible for determining whether an alleged act constitutes a violation of the Harassment, Intimidation, and Bullying Policy.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying will range from positive behavioral interventions up to suspension or expulsion.

Consequences and appropriate remedial action will also take into consideration the nature of the behavior and the severity of the offenses, the developmental age of the student offenders and the students' histories of inappropriate behaviors.

Examples of Consequences:

- Admonishment
- Deprivation of privileges
- Referral to disciplinarian
- After-school detention
- Legal Action
- Temporary removal from the classroom
- Classroom or administrative detention
- In-school suspension
- Out-of-school suspension
- Expulsion

Consequences will be determined by the superintendent or their designee and appropriate remedial action will be determined.

Examples of Remedial Action:

- Restitution and restoration
- Peer Support groups
- Parent Conferences
- Mediation
- Student Counseling
- Classroom or School Climate Improvement
- Referral to outside agencies/organizations
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors
- Establish training programs to reduce harassment, intimidation, or bullying and enhance school climate

The district 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. Other acts may be so serious or parts 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 the law. In considering whether a response beyond the individual is appropriate, the principal or his designee will take into consideration 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. The school district is also obligated to provide support for victims of harassment, intimidating or bullying. the availability of counseling and other intervention services may be discussed. The school district will respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution.

To foster a climate of civility and respect among all members and participants in the educational community, the school district will not tolerate behaviors of staff members, school employees, board of education members, volunteers or visitors that are deemed harassment, intimidation or bullying. Such reports will be given to the affirmative action committee, the principal or designee for a prompt and thorough investigation. If claims of harassment, intimidation or bullying are valid, the necessary steps will be taken to initiate due process proceedings.

PROCEDURE FOR REPORTING AN ACT OF HARASSMENT, INTIMIDATION AND BULLYING

All school employees as well as all other members of the school community, including students, parents, volunteers and visitors are required to report alleged violations of this policy to the principal or the principal's designee. The principal or the principal's designee will then initiate an investigation within one school day of verbal report. The investigation will then be conducted by the school anti-bullying specialist. Other school employees may assist in the investigation. School staff is required to complete written forms, which are to be submitted to the school principal. School community members, students, parents, volunteers, and visitors are also encouraged to use the written report form available from the principal or his designee, but oral reports shall be considered as official reports. The written report must be submitted within two school days of when the school staff witnessed or received reliable information regarding any such incident. Reports may be made anonymously, but formal action for violations of the code of conduct may not be based solely on the basis of an anonymous report. The school shall consider every mechanism available to simplify reporting, including web-based reporting mechanisms. The principal and/or principal's designee shall conduct a prompt and thorough investigation of the alleged incident. The investigation is to be completed as soon as possible but no later than ten school days after the submission of the written report. If anticipated information is not yet received by the end of the ten day period, the school anti-bullying specialist may amend the report to reflect the information. Within two days of the completion of the investigation, the results will be reported to the superintendent of schools. The principal is required to inform parents of all students involved in the alleged incident. Parents are also able to receive information about the investigation in accordance with Federal and State law and regulation. This information includes the nature of investigation, whether the district found evidence of harassment, intimidation, or bullying. This information will be provided to the parents in writing within five school days after the results of the investigation are reported to the board of education. A parent is permitted to request a hearing before the board after receiving the information about the investigation. The hearing must be held within ten days of the request. The board must meet in the executive session for the hearing, to protect the confidentiality of the students. The board may hear from the school anti-bullying specialist about the incident, recom-mendations for discipline, recommendations for services and any programs instituted to reduce such incidents. A decision to affirm, reject or modify the superintendent's decision is required at the next board meeting following its receipt of the report.

The board's decision may be appealed to the Commissioner of Education no later than 90 days after the issuance of the board's decision. A parent, student or organization may file a complaint with the Division of 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."

The results of each investigation are to be reported to the board of education, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the superintendent. This report will be made no later than the date of the board of education meeting following the completion of the investigation.

Any reprisal or retaliation against a student, staff member or board of education member reporting an incident will be dealt with by the school principal or designee. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Any person falsely accusing another as means of harassment, intimidation or bullying will receive similar consequences and remedial measures as students that commit the act.

Code of Conduct

Students are expected to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities. They are expected to conduct themselves with proper regard for the rights and welfare of other students and of the school staff. Standards for student behavior must be set cooperatively through interaction among the students, parents, staff and community members of the school district, producing an atmosphere that encourages students to grow self-discipline. The development of this atmosphere requires respect for self and others, as well as for the district and community property on the part of students, staff and community members. Our schools are a place where honor different ways of being, acting, and believing. We treat each other with kindness and respect, look for the good in others, and value differences. We do our best to solve problems peacefully.

This policy will be distributed annually to all students, staff, parents and guardians, along with a statement explaining that it applies to all acts of harassment, intimidation and bullying that occur on school grounds, at school-sponsored functions and on school buses. The policy will be posted on the school district website and in the student handbook.