

DEERFIELD TOWNSHIP SCHOOL

STUDENT HANDBOOK



“Make each day your masterpiece.”

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Absences

When a student is unable to attend school, parents/guardians are requested to call the school at 856-451-6610, extension 260, and leave a detailed message prior to the absence.

Parents/guardians should give the student's name, teacher's name and reason for the absence. If a parent forgets to call, the school secretary may call the home to confirm the student's absence.

Parents/guardians may request homework for absent students by calling their classroom teacher before 10:30 a.m. on the day of the homework request.

A student returning to school after an absence shall present to the teacher a note stating the reason for the absence signed by the parent/guardian. An absence of five consecutive days or longer requires a doctor's excuse. A child returning after an absence due to a contagious disease must present a doctor's release and this must be presented to the school nurse before the child will be admitted into class.

As per School District Policy #5113, "School will be open a minimum of 180 days each year and the maximum number of absences permitted within an academic year is 20. All absences will be counted. It is the intention of this policy that the permitted number of absences will provide for normal illness. Pupils are expected to attend school during the established school time."

Truancy charges may be filed due to unexcused and/or excessive absences.

Any pupil, who, for any reason, fails to attend 160 days of school within any academic year, shall be subject to an administrative review by the Chief School Administrator before the student can be considered for course credit or promotion. The following individuals may assist the Chief School Administrator in this administrative review: other administrators, teachers, parents/guardians, students themselves and other school personnel such as guidance counselors, child study team members, etc.

Academic Dishonesty

Cheating, plagiarizing or copying another student's work is a serious compromise of a student's integrity and will not be tolerated. If cheating or any form of academic dishonesty is discovered, the student's work will be confiscated. A failing grade will automatically be recorded for the work and parents will be notified. Discipline for this offense will follow according to the student code of conduct.

Admissions/New Student Registration Policy #5111

Parents transferring students from other schools will need to provide two proofs of district residency, a transfer card, and a copy of the student's immunization records. The transfer card will ensure their admission to the proper class/grade level.

Affirmative Action

The Deerfield Township Board of Education ensures an equal education opportunity for all students and prohibits discrimination because of sex, race, color, creed, religion, ancestry, national origin, or social or economic status in educational programs and activities. This includes, but is not limited to, course offerings, athletic programs, guidance and counseling, tests and procedures. The Deerfield Township Board of Education also ensures an equal employment opportunity for all persons and prohibits discrimination in employment because of sex, race, creed, religion, national origin, in every aspect of employment not limited to, but including,

upgrading, demotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation including fringe benefits, employment selection or selection for training apprenticeships, promotion or tenure. Persons contracting or providing services to the Board of Education will also be treated equally through advertisement for bids or contracts and purchase orders for materials or services. All concerns or inquiries regarding Affirmative Action should be directed by writing to the Deerfield Township School, Attention: Andres Lopez, Affirmative Action Officer, P. O. Box 375, Rosenhayn, NJ 08352, or by calling the school at 856-451-6610.

Student Grievance Procedure (Affirmative Action)

“Grievance” shall mean a complaint by a student, regarding the interpretation, application, or violation of policies regarding the adopted Affirmative Action Plan of the Deerfield Township School.

The student shall have the right to appeal the application of policies through the proper channels. He/she shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting the appeal.

Process

- Level I - The student will attempt to resolve the problem informally through discussion with the teacher.

- Level II - If unresolved, the student can submit the complaint, in writing, to the building Principal, who will submit the complaint to the Affirmative Action Officer. The Principal will respond within five days of the receipt of the letter.

- Level III - If still unresolved, the student can submit the complaint to the Board of Education, again in written form. The Board of Education will address the problem at the next regularly scheduled meeting and respond accordingly.

- Level IV - If still unresolved, the student can attempt to remedy the complaint by contacting the Office of Equal Education Opportunity of the State Department of Education, through the county educational affirmative action officer.

- Level V - If still unresolved, the student can pursue such litigation and statutory remedy as the law may provide.

Alcohol and Drugs

The possession, sale, or use of alcohol, drugs, or any other controlled substance, on the school campus or buses, is strictly forbidden. Violation of this rule will be reported to the appropriate law enforcement agencies and may cause expulsion. Other consequences will be according to Board Policy #5129.3.

Arrival and Dismissal

Students being delivered to or picked up from school must use the main entrance to the school. Parents must sign in as a visitor in the main office if they enter the building during arrival or

dismissal times. However, cars are not permitted to park directly in front of the main office as this area is reserved for bus traffic. The student's regular school day is from 8:05 a.m. to 2:15 p.m. Students should not arrive at school before 7:55 a.m., (but must be here by 8:05 am), as teachers are not required to supervise students before the designated time in their contract. Students should leave for home promptly at 2:15 p.m. when all of the buses are loaded. On single session days, the school day is held from 8:05 a.m. to 12:05 p.m. These days are listed on the school calendar and reminders are usually sent home. Parents/guardians are responsible for making child care arrangements on these days, as needed.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at the designated stop. Parents dropping off or picking up students must utilize the entrance closest to our school sign. Staff members are assigned to assist you with our drop off and pick up procedures. Please follow their directions.

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Students with excessive absences may be referred to the Assistant Principal, Child Study Team, or the Chief School Administrator for remediation in this area.

The Deerfield Township Board of Education considers the following as cause for excused absences according to Policy #5113. Written notification is required from the parent/guardian for:

1. Personal illness or injury with a doctor's note
2. Death of a member of the immediate family or household
3. Absence due to court intervention
4. Religious holidays as prescribed by NJSA 18A:36-16
5. Quarantine
6. School sponsored activities
7. Medical or dental appointments
8. Unique special circumstances that may develop on a case-by-case basis
9. Take your child to work day

In addition, Policy #5113 states "Any pupil, who for any reason, fails to attend 160 days of school within any academic year, shall be subject to an administrative review by the Chief School Administrator before the student can be considered for course credit or promotion. The following individuals may assist the Chief School Administrator in this administrative review: other administrators, teachers, parents/guardians, students themselves and other school personnel such as guidance counselors, child study team members, etc." Truancy charges may be filed for excessive or unexcused absences. Parents/guardians are encouraged to make appointments after 2:15 pm, as to not interfere with important instruction time and attendance.

An incentive program will be in place to encourage regular/on time attendance.

Blackboard Connect

Deerfield Township School uses Blackboard Connect to keep parents and the community informed. Blackboard Connect will allow the district to contact parents through electronic communications such as mass phone calls, emails, and/or text messaging. Such communication

will be used to notify parents of emergency closings, early dismissals, delayed openings, school events, community events and all other relevant school notifications.

Bus Conduct Policy #3541

The school bus driver shall have complete control and authority over students while on the bus, in transit to and from school. Students are to cooperate with and respect the bus driver.

When waiting for the bus, students must:

1. Wait at the designated bus stop in an orderly fashion
2. Wait their turn to enter the bus

While riding the bus, students must:

1. Remain seated
2. Be courteous and orderly
3. Observe the same conduct as in the classroom
4. Must not eat, drink or chew gum on the bus
5. Keep the bus clean
6. Stay in your assigned seat
7. Use only the bus and bus stop assigned
8. Wear properly adjusted seat belts

Students must not:

1. Mar or deface the bus and its equipment
2. Extend arms or head out of the window
3. Open any windows without the permission of the bus driver
4. Fight or rough house on the bus
5. Throw any item out the bus window

When leaving the bus, students must:

1. Leave seat only after the bus has come to a full stop
2. Leave in an orderly manner

Inappropriate behavior will be reported to the Assistant Principal.

Students are required to ride on the bus to which he/she is assigned. Overcrowding of the buses makes it impossible to allow students to ride other buses except in emergencies. A bus pass issued by the main office is required before a student may ride a bus other than his/her assigned bus. A note from the parents of all students involved is required for any temporary or permanent bus/route change.

Any damage caused by a student to a bus seat, window or other equipment is considered vandalism and shall be charged to his/her parent/guardian.

A student who habitually misbehaves or poses a safety issue to him/herself or others, may be suspended from the bus. Parents/guardians shall then provide transportation to and from school during the period of exclusion.

Bus Routes and Operating Policies

Deerfield Township School is part of a Transportation Consortium. Bus routes and stops are planned and established by the transportation coordinator. Safety, economy, efficiency and allocation of resources are some of the considerations which must be evaluated in determining bus operation policies. Students and parents are encouraged to notify the school immediately of any safety hazards they have observed during bus operations.

Preschool, kindergarten and first grade students must be met when arriving at the bus stop by a parent/guardian or known adult. If no one is at the bus stop, the preschool, kindergarten and first grade students will be returned to the school and a parent must pick the child up. The matter will be referred to the Assistant Principal and Chief School Administrator. The following actions will be taken:

First Offense: Warning letter to parent/guardian

Second Offense: Warning letter to parent/guardian and request for parent meeting

Third Offense: Letter to parent/guardian and temporary suspension of bus service until meeting with the Assistant Principal and/or Chief School Administrator

Fourth Offense: Letter to parent/guardian and temporary suspension of bus service until Board of Education hearing on the matter

Cafeteria Rules

The same general rules for behavior apply in the cafeteria as in the classroom.

1. Students are to remain quiet in line and keep hands to themselves.
2. Students are not allowed to save places in line or at the tables.
3. Students are to remain seated unless permission to leave their seat is given by an adult supervisor.
4. Classes will sit together, at the assigned table.
5. Students may bring a book to read or work to complete during their lunch period.
6. Cell phones, electronic devices, trading cards, etc. are not permitted.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administration are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation. Deerfield Township School uses Blackboard Connect to keep parents and the community informed. Blackboard Connect will allow the district to contact parents through electronic communication such as mass phone calls, emails and/or text messaging. Such communication will be used to notify parents of

emergency closings, early dismissals, delayed openings, school events, community events and all other relevant school notifications.

In the unusual circumstances where school must be canceled during the school day, teachers will report to the office personnel that all students have satisfactory transportation and supervision at their home before releasing them from school.

Cell Phones Policy #5129.7

The Board of Education recognizes that cellular phones and other electronic devices are commonly used and relied upon by students. However, in order to maintain discipline and an orderly and non-disruptive instructional environment, the Board of Education shall regulate the use of cellular phones and other electronic devices by students in school buildings, on school grounds and in school vehicles, including but not limited to buses, vans and other vehicles owned or contracted by the district while school is in session and during school sponsored activities.

Cellular phones and other electronic devices must be turned off and stored in a book bag or purse while students are in classrooms.

Video recordings, audio recordings, and picture taking are strictly prohibited. The privacy of all students and staff must be protected.

Change of Address/Telephone

It is very important that every student maintain an up-to-date address and telephone number record at the school office and the nurse's office. Notify the school immediately if you have a change of address or telephone number during the school year, or when emergency contacts change. Any changes should also be addressed when completing the Annual Registration through OnCourse.

Childcare

The YMCA will be providing before and after school childcare services. The program will be offered from 6:30 am – 8:00 am and again in the afternoon from 2:15 pm – 6:00 pm. It will be housed in the DTS cafeteria. Please visit our website www.deerfield.k12.nj.us for more information.

Child Study Team

A comprehensive Child Study Team is available for students who are having educational or behavioral difficulties within the school. The team consists of a school psychologist, learning disabilities teacher/consultant, and a school social worker. The Child Study Team is available for parents who have special concerns about their child(ren). The Child Study Team also provides students and teachers with skills and strategies to meet success in school. Should you have a concern or question, or suspect that your child has a disability, please feel free to contact the child study team throughout the school year.

Special Services

Some children are born with or may later develop conditions that affect development and learning. If you suspect that your child or a child that you know may have a developmental

issue, please feel free to contact the school or child study team to discuss programs that may be available. Programs are available from birth to age three through early intervention, from ages three to five through the child study team, and children in grades kindergarten through eighth through the school. If you have a child with special needs or know someone whose child may need special help, please contact the school or Child Study Team at 856-451-6610, extension 100.

Restraint

Physical restraints are only to be used in an emergency by staff members. As a result, all actions by staff members when restraining students will follow Board Policy #5131.8.

Classroom Parties

Four major classroom parties may be held to celebrate the following occasions: Fall Celebration, Winter Recess, Spring Recess, and the end of the school year. Key Room Parents will coordinate parties with the homeroom teacher. All Key Room Parents are required to be an active member of the PTO. Parents must refrain from bringing younger siblings due to the need for additional supervision responsibilities of the teacher and distraction to the class. Treats for all class members may be dropped off for student birthdays in grades PreK-2 after the date and time has been cleared with the classroom teacher and administration. In addition, the Board Wellness Policy (#3542.35), Federal and State nutrition laws suggest that foods of “minimal nutrition level” not be served during the occasions.

Co-curricular/Extra-curricular Activities

A variety of after-school activities are available for students. All students in good behavior and academic standing shall have equal access to all co-curricular/extra-curricular activities. Informational material will be sent home about the activities and students may register for the one(s) of their choice. Permission slips will be required for participation in each activity. The school nurse will ensure via the Universal Health Record that students are physically permitted to participate. Schedules and expectations for each group will be sent home by the advisor. Parents are responsible for students’ transportation.

Activity end times will be shared with you by the activity advisor. It is imperative that students are picked up on time. Advisors will make every attempt to contact the parent/guardian and emergency contacts when the student is not picked up on time. Parents/guardians are encouraged to partner with other parents/guardians and list them as contacts so multiple people are able to pick up the student.

The first time a student is picked up late from the activity, a warning letter will be sent to the parent/guardian. The second time a student is picked up late from the activity; the student may be removed from the program/extracurricular activity. Note: Depending on the discretion of the school administration and depending on the events of the lateness, dismissal from the program could occur after the first lateness.

Participation in co-curricular/extra-curricular activities is a privilege that can be denied based on academic standing, behavior, and/or overall effort. Students experiencing academic and/or behavior issues will be placed on an ineligible list for a certain period of time. After improvement or according to the code of conduct, the student’s eligibility will be reinstated. All students participating are expected to follow the district’s PBSIS guidelines.

Code of Conduct Policy #5114.1

Philosophy

The Deerfield Township School District believes that all students can function as competent, dependable human beings, can achieve mastery of basic skills, and can demonstrate responsible behavior, regardless of cultural or social background.

All students can learn and have the right to attend our school which is safe, disciplined, and drug free. The school is committed to providing a school curriculum, which fosters high expectations while maintaining a school climate, which is conducive to learning.

As educational standards and state guidelines continue to increase, it is necessary for a school to maintain the most learning conducive environment possible. In order to create an environment that is learning conducive for all students, pupils will be expected to perform and adhere to a code of conduct that compliments the learning community. The development of appropriate school behaviors is also in accordance with the New Jersey Student Learning Standards, for Career Education and Consumer, Family Life Skills.

As most students will modify behavior faster under praise than criticism, the general approach to discipline will be positive and preventative in nature. Included in this approach will be the attempt to identify the social, emotional, and academic issues that underlie a student's attitude or misconduct. School and outside resources will be used to remedy the concern. Parental involvement and support will also be a critical component for student success in remediating problematic behaviors.

Disciplinary Action

Teachers and staff members have the first responsibility to maintain appropriate student conduct with the students in their charge. Depending on the particular incident or past actions of the student, the teacher may make a phone call to the parent, give a teacher lunch or after school detention, and/or refer the student to the assistant principal. The conduct referral must include prior actions taken, counseling and/or remedial actions.

Once the incident has been referred to the assistant principal, it is the responsibility of the assistant principal to determine the nature of the consequences. The assistant principal may hold conferences with students, parents, staff members and teachers to learn more about the circumstances surrounding the issue and to determine the nature and extent of the consequences. Factors contributing to the consequences include, but are not limited to the seriousness of the behavior, the frequency of referrals, developmental issues of the student and the general philosophy of the Student Code of Conduct.

In the absence of the Assistant Principal, disciplinary problems may be referred to the Chief School Administrator or his/her designee.

After school Office detention is held from 2:15 – 3:15 p.m., a parent/guardian must pick the student up at 3:15 p.m.

After school Teacher detention is held from 2:15 – 2:45 p.m. A parent/guardian must pick the student up at 2:45 p.m.

Deerfield
Township
Elementary
School

Grades 3-8

Discipline
Code

Be Safe
Be Responsible
Be Respectful

Grades 3-8 Discipline Code Mission Statement

Deerfield Township School expects students to conduct themselves in keeping with their level of maturity. In every instance in which school staff acts to help students conduct themselves properly, emphasis shall be placed upon: first, maintaining order in the school and promoting a safe atmosphere conducive to learning and second, the growth of the student's self-discipline. Deerfield Township School prides itself on being a school that promotes PBSIS (Positive Behavior Supports in School). Through PBSIS students can receive daily incentives that can later be used to earn additional rewards. Those students that demonstrate and model positive social interactions, show respect, and do not accrue discipline points will be recognized by the district.

Parents/guardians shall be afforded adequate opportunities to work with school staff in helping, supporting and correcting students. When it becomes necessary to assign a student to serve detention as a means of enforcing discipline, the school shall notify the parents/guardians at least one day in advance, so they can make necessary arrangements to provide transportation, however the parent/guardian may choose to hold the detention the same day they are notified should they be asked.

The authority of any staff member shall extend over every student, on every part of the school property, at any time, and at all school functions regardless of location. In order to provide an effective and efficient educational program, it is necessary to have a safe and orderly environment for all. Deerfield Township School, through its student disciplinary code, believes that it will help students assume responsibility for their behavior and teach students that the best form of discipline is self-imposed.

In order to maintain an efficient climate for learning, the school must be free of/from distractions. Those students who are disruptive in a learning situation, or who are acting irresponsibly, will be considered to be interfering with the education of others. The most important link in the effectiveness of any disciplinary code is the classroom teacher. The majority of student disciplinary problems shall be addressed by the teacher who actually observes the inappropriate behavior.

Teachers and staff members have the first responsibility to maintain appropriate student conduct with the students in their charge. Administrators may modify disciplinary action based upon the unique circumstances of the offense. Furthermore, the administration reserves the right to act upon any behavior which is deemed as being detrimental to the promotion of a safe environment, or prohibits the learning of students. Administration has the right to impose more or less severe consequences depending on the incident, evidence, and investigation results. Incidents that occur off of school property may result in administrative consequences if such incidents disrupt a student(s) school day in any way.

A parent conference may be requested by any staff member to discuss student behavior. Students shall be required to adhere to the rules and regulations presented by the administration of the Deerfield Township School. Such rules shall require that students:

1. Respect the person and the property of others in the school.
2. Respect the rights of others both personally and educationally.
3. Participate in school programs in which they are enrolled to their maximum ability.
4. Conform to reasonable standards of socially acceptable behaviors.
5. Respect and respond to those who hold legally constituted authority within the school.

Consequences/Disciplinary Action

Lunch Detention (L.D.) Students who are assigned Lunch Detention will report to the designated room or office during their lunch period. Students may purchase the regular school lunch. Students will be prohibited from purchasing snacks. Students may be given a written assignment during lunch detention.

Alternative Classroom Instruction (A.C.I.) Students may be assigned A.C.I. as a means of redirecting inappropriate behavior exhibited in the classroom, or as a temporary placement until disciplinary action is assigned by Administration. Students in A.C.I. will be given assignments from the classroom teacher to minimize disruption of the academic process. Most students will return to their classroom before the end of the school day. A.C.I. can only be assigned to students by the Administration.

Teacher Detention (T.D.) Students may be assigned Teacher Detentions for infractions that occur under the assigning teachers' supervision. Teachers will notify parents one day in advance of Teacher Detentions. Students who cut Teacher Detentions will be assigned an Administrative Detention as per stated below under "Cutting Teacher Detention" in addition to the original Teacher Detention which the student must serve. Students will also be assigned additional T.D. days as per listed below in the section, "Cutting Teacher Detention". Parents are responsible for providing transportation for students who are assigned Teacher Detentions.

Administrative Detention (A.D.) Students may be assigned Administrative Detentions for behaviors listed in the Discipline Code. Parents will be notified in writing and/or by telephone of Administrative Detentions. Parents are responsible for providing transportation for students who are assigned Administrative Detentions. Parents may request one reschedule of an Administrative Detention. Students who cut Administrative Detentions will be assigned a one day out-of-school suspension in addition to the original Administrative Detention which the student must serve. Students will also be assigned additional ISS and/or OSS as listed below under the section, "Cutting Administrative Detention".

Administrative Detentions must be served within 5 days. Failure to do so will result in an out-of-school suspension for 1 day.

Bus Suspensions (B.S.) Students may be suspended from the bus for failure to follow the directions of the bus driver and/or violations of the Discipline Code which occurs on the bus. Furthermore, Bus Suspensions may be assigned in conjunction with other disciplinary consequences such as Administrative Detention and/or Out-of-School Suspension depending upon the infraction. Parents are responsible for providing transportation to and from school during the Bus Suspension period.

In-School Suspension (I.S.S.) Students who are assigned In-School Suspension are expected to attend school. These students will remain in the I.S.S. classroom for the duration of their suspension. They are expected to complete assignments and reflect on the behavior(s). Students will receive lunch in the I.S.S. classroom. Students may purchase one of the regular school cold lunch options. Students will be prohibited from purchasing snacks. Parents will be notified of in-school suspension assignments. Students who are absent the day of an I.S.S. assignment will report to the I.S.S. classroom upon their return to school.

Out-Of-School Suspension (O.S.S.) Students who are suspended are not permitted to be in any district school building or grounds until the suspension is completed. The only exception to this is for a parent-student conference with school administrators. Failure to adhere to this rule may result in additional suspensions and/or criminal charges being signed against the students for criminal trespass. Parents/guardians should pick up assignments and work to be completed. Students will not be permitted to enter the building to pick up assignments. All work is to be completed prior to returning to school and is to be handed to the classroom teacher. Students who are suspended will be placed on the Restricted List as stated below. A parent conference must take place prior to students returning to their classroom on the day of return.

Suspension or expulsion of pupils (18A: 37-2)

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. The responsibility of the school to establish and enforce codes of behavior has been upheld by the Supreme Court.

Students who are placed on the Restricted List will not be eligible for any extra-curricular and co-curricular activities that occur before, during, and after the school day. This may also include field trips (at the Administrations' discretion). Restricted List assignment is as follows:

All Detentions: Students will be placed on the Restricted List until all detentions have been served.

Lunch Detentions: Two (2) Lunch Detentions may, at the assigner's discretion, be substituted for 2 T.D. (after school teacher detentions).

In-School Suspension: Ineligible for 5 school days after the end of the suspension.

Bus Suspension: Ineligible for 7 school days after the end of the suspension.

Out-of-School Suspension: 10 days after the end of suspension

Students who are assigned any of the above are placed on the restricted list until the completion of the suspension or detention. This is in addition to the time denoted in the right column.

Detention Assignments

Students may not participate in school activities until the day after all detentions have been served.

Absent from School

Students who are absent unexcused from school will not be permitted to participate in any school activities on the day(s) of their absence. Students who are truant, or otherwise absent unexcused, the day before any school activity will not be allowed to participate in that activity.

Grades 3-8 Discipline Consequences

Our students must learn to monitor their own behavior, develop self-control, and make proper choices.

Monthly PBIS activities will be implemented to provide students with frequent opportunities to attend reward activities throughout the school year. Students in Kindergarten through Grade 8 will earn the opportunity to participate in the monthly activities with their class by demonstrating safe, respectful and responsible behavior that upholds school values. Students who receive a disciplinary referral resulting in the assignment of one (1) of the following administrative consequences during the month will not be eligible to participate in the monthly activity:

- Lunch Detention
- Alternative Classroom Instruction
- Teacher Detention
- Administrative Detention
- Bus Suspension
- In-School Suspension
- Out-of-School Suspension

DTS Grades 3-8

Discipline Code

Offense	Consequence/Disciplinary Action
Use, possession, or distribution of alcohol or illegal drugs, i.e. C.D.S.	<ul style="list-style-type: none"> • Follow District Regulations pertaining to ATOD (Alcohol, Tobacco, and Other Drugs of Abuse). • Board of Education policy as defined by the NJ State Law 18A:40-41; possible expulsion proceeding Out-of-School Suspension (OSS) minimum of 5 days. Mandatory parent conference with Superintendent or Board hearing at the discretion of the Superintendent. • Report to State Police. • Mandatory drug/alcohol screening as per BOE policy.
Possession of any firearm on any school property or at any school sponsored function, or conviction for committing crime with a firearm or being adjudicated as a juvenile delinquent by a court.	<ul style="list-style-type: none"> • Criminal complaint filed with State Police. • Immediate removal from regular school program. • Mandatory hearing with the Board. • Suspension for a minimum of 1 calendar year. • Placement in an alternative education setting if available or Home Instruction.
Possession of deadly weapon(s)/toy weapons.	<ul style="list-style-type: none"> • Out-of-School Suspension minimum 5 days. • Immediate removal from the school program. • Immediate notification of the Superintendent. • A hearing with the Board of Education Hearing Committee should be convened within 5 days of the incident.
Assault on a teacher, administrator, board member or other board employee with or without a weapon on any school property, school bus, or any school sponsored function.	<ul style="list-style-type: none"> • Minimum Out-of-School Suspension 5-10 days. • Immediate removal of student from school program. Placement on Home Instruction or alternate school if possible. Criminal complaint filed with State Police by staff member assaulted or by administrator if victim is a student. • Mandatory hearing with the Board of Education Hearing Committee within 5 school days. • Possible expulsion.
Assault on students (Major)	<ul style="list-style-type: none"> • Minimum Out-of-School Suspension 2-9 days. • Possible complaint filed by the person(s) assaulted with the State Police. • Parent Conference prior to returning to school.

<p>Deliberately having physical contact (including but not limited to: slapping, pushing, shoving, flicking, poking, roughhousing or horseplay etc.) with a student that does not rise to the level of assault.</p>	<ul style="list-style-type: none"> • 1st Offense: 2 days T.D. with contact to Parent. • 2nd Offense: 4 days A.D. • 3rd Offense: 1 day I.S.S. • 4th Offense: 2 days I.S.S. • 5th Offense: 2 days O.S.S.
<p>Vandalism and/or Deliberate Damaging of School Property</p>	<ul style="list-style-type: none"> • Action will be taken whether the damage is committed during or after school hours. • Depending on the degree of severity Administrative Detention up to Out-of-School Suspension. • Full reimbursement by parent/guardian for total cost of repair or replacement of damaged property. • At the administrator's discretion, the student may be required to provide community service to the school. • Possible complaint filed with the State Police.
<p>Careless Damaging of School Property</p>	<ul style="list-style-type: none"> • Full reimbursement by parent/guardian for total cost of repair or replacement of damaged property. • 1st Offense: 2 days A.D. • 2nd Offense: 1 day I.S.S. • 3rd Offense: 2 days O.S.S.
<p>Smoking/Possession of related paraphernalia including tobacco, e-cigarettes, vaping material, etc.</p>	<ul style="list-style-type: none"> • 1st Offense: 3 days O.S.S. • 2nd Offense: 5 day O.S.S. • 3rd Offense: 10 day O.S.S. • Parent conference with the Superintendent and/or Board of Education Hearing Committee. • *Smoking in public building is prohibited by law. For a 3rd offense, violators will be charged as disorderly persons and may be subject to civil penalties.
<p>Fighting: any school property, school event, bus, etc.</p>	<ul style="list-style-type: none"> • Administration may consider the circumstances when determining individual consequences. • Depending on the degree of severity, the suspension period will be 2-10 days. • A parent conference will be required prior to the student's return. • At the 3rd or subsequent offense may require a meeting before a Board of Education Hearing Committee which may consider alternative schooling.
<p>Instigating a Fight or Conflict (verbal and/or physical)</p>	<ul style="list-style-type: none"> • 1st Offense: 1-2 A.D. • 2nd Offense: 1-2 days I.S.S. • 3rd Offense: 2-5 days I.S.S. • 4th Offense: 1-2 days O.S.S.

Threatening Student(s), School Property or School Personnel	<ul style="list-style-type: none"> • 1st Offense: 1 day O.S.S. w/ Parent Conference before returning. • 2nd Offense: 3 days O.S.S. • 3rd Offense: 5 days O.S.S. • Parent conference with the Superintendent and/or appearance before a Board of Education Committee.
Profanity/Obscene Gesture or Language	<ul style="list-style-type: none"> • 1st Offense: 1 day T.D. • 2nd Offense: 1 days A.D. • 3rd Offense: 2 days A.D. • 4th Offense: 1 day I.S.S. • 5th Offense: 2 day I.S.S. • 6th Offense: 1 day O.S.S. • Subsequent Offense: O.S.S. determined by Administration.
Bomb Threat	<ul style="list-style-type: none"> • Minimum 9 days O.S.S. • Complaint filed with the State Police. • Mandatory Hearing with the Board for possible expulsion.
Activating Fire Alarm Without Cause	<ul style="list-style-type: none"> • Minimum 9 days O.S.S. • Complaint filed with the State Police. • Restitution to Fire Company for cost of response. • A parent conference will be required prior to the student's return.
Unexcused Lateness to Class	<ul style="list-style-type: none"> • 1st Offense: Documented Verbal Warning. • 2nd Offense: 1 day T.D. w/make-up work. • 3rd Offense: 2 days A.D. w/make-up work. • 4th Offense: 3 days A.D. w/make-up work. • 5th Offense: 2 days I.S.S.
Refusing to leave class at the end of the period bell or dismissal	<ul style="list-style-type: none"> • 1st Offense: Documented Verbal Warning. • 2nd Offense: 1 day T.D. • 3rd Offense: 1 day A.D. • 4th Offense: 2 days A.D. • 5th Offense: 1 day I.S.S.
Being in hallways at any time except designated times with a pass	<ul style="list-style-type: none"> • 1st Offense: Documented Verbal Warning. • 2nd Offense: 1 day T.D. • 3rd Offense: 1 day A.D. • 4th Offense: 1 day I.S.S.
Bullying and/or Harassment	<ul style="list-style-type: none"> • All referrals and/or claims will be investigated as per our BOE Policy with consequences to be determined.
Teasing, instigating and/or encouraging a violation of the discipline code such as instigating or encouraging a student to bully, tease, taunt, harass or disrupt class, etc.	<ul style="list-style-type: none"> • 1st Offense: 1 day T.D. • 2nd Offense: 2 days A.D. and parent conference (phone or in person). • 3rd Offense: 1 day I.S.S. • 4th Offense: 2 days I.S.S. • 5th Offense: 2 days O.S.S. and a parent conference will be required prior to the student's return).
Disorderly or disruptive behavior (i.e. running, pranks, misuse of school property)	<ul style="list-style-type: none"> • 1st Offense: 1 day T.D. • 2nd Offense: 1 day A.D. • 3rd Offense: 3 days A.D. • 4th Offense: 1 day I.S.S.

<p>Defiance/Disrespect to Staff, including lying to a teacher. Insubordination & misuse of time given to student(s) that are using the facility (library/media center, restrooms, etc.)</p>	<ul style="list-style-type: none"> • 1st Offense: 1 day T.D. • 2nd Offense: 2 days A.D. w/possible Parent Conference. • 3rd Offense: 1 day I.S.S. w/Parent Conference. • 4th Offense: 2 days O.S.S. w/Parent Conference.
<p>Class Disruption after a teacher warning. Includes but not limited to walking into another classroom without a pass, walking around the classroom when not permitted, calling out when not permitted to, unprepared for class.</p>	<ul style="list-style-type: none"> • 1st Offense: Phone Call to Parent, Written Parent Notification by Teacher (email or mail). • 2nd Offense: 1 day T.D. • 3rd Offense: 2 days A.D. • 4th Offense: A.C.I. may be given. • 5th Offense: 2 days I.S.S. • Subsequent Offenses: O.S.S. w/Parent Conference before returning to school (days of O.S.S. to be determined by Administration). • Student may be required to stay in A.C.I. rest of class period if student's progress through 3 offenses during same class period.
<p>Racial Slurs; derogatory comments on ethnicity or gender</p>	<ul style="list-style-type: none"> • Parents or victim and offender notified. • Minimum 2 days A.D., I.S.S. or minimum 2 days O.S.S. based on incident. • Anti-Bullying Report must be filled out by the staff member reporting infraction.
<p>Sexual Harassment</p>	<ul style="list-style-type: none"> • Parents of victim and offender notified. • Anti-Bullying Report must be filled out by the staff member reporting infraction. • A.D., I.S.S. and/or O.S.S. depending on circumstances.
<p>Dress Code* Please see BOE Policy #5132</p>	<ul style="list-style-type: none"> • 1st Offense: Verbal Warning. • 2nd Offense: A.C.I. until clothes are changed and Parent Notified, written letter from the office. • 3rd Offense: 2 days A.D. Parent/guardian may be required to leave a change of clothes with nurse.
<p>Theft (Stealing)</p>	<ul style="list-style-type: none"> • 1st Offense: 2 days O.S.S. depending on severity and occurrence. • 2nd Offense: 5 days O.S.S., possible report filed with the State Police depending upon the severity of the incident and value of property.
<p>Cutting Class</p>	<ul style="list-style-type: none"> • 1st Offense: 2 days A.D. w/Parent Conference. • 2nd Offense: 3 days A.D. w/Parent Conference. • 3rd Offense: 2 days O.S.S. w/Parent Conference before returning to school.
<p>Cutting Teacher Detention</p>	<ul style="list-style-type: none"> • 1st Offense: 1 day A.D. • 2nd Offense: 3 days A.D. • 3rd Offense: 5 days A.D. • Student will be placed on Restricted List until all detentions are served.

	<ul style="list-style-type: none"> • Students may request only one rescheduling of a detention.
Cutting Administrative Detention	<ul style="list-style-type: none"> • 1st Offense: 1 day A.D. • 2nd Offense: 1 day I.S.S. • 3rd Offense: 1 day O.S.S. • Student may request only one rescheduling of a detention.
Failure to return signed discipline notice, report card or progress report. If the student fails to return the notice.	<ul style="list-style-type: none"> • 1st Offense: Verbal Warning w/parent/guardian contact made by teacher. • 2nd Offense: 1 day T.D. w/parent/guardian contact made by teacher. • 3rd Offense: 1 day A.D.
<p>Possession of electronic devices or other disruptive technology, which includes but is not limited to lasers, CD players, cell phones*, iPods, Smartwatch, exercise “watches”, etc.</p> <p>*Cell Phones/Smartwatches – Due to concerns of parents for their children’s safety before and after school, students may bring a cell phone to school, however it must not be in use during the school day or during any school sponsored events. Cell phones/Smartwatches must be turned off and in the student’s book bag out of sight during school hours and on the bus.</p>	<ul style="list-style-type: none"> • 1st Offense: Documented verbal warning and written letter sent home to parents/guardians. • 2nd Offense: Immediate confiscation, 1 day A.D. (if transportation is an issue for parent/guardian, they may opt for 5 days of lunch detention instead of an after school detention). Device returned to parent/guardian or adult designated by parent/guardian. • 3rd Offense: Immediate confiscation, 1 day I.S.S. Device returned to parent/guardian or adult designated by parent/guardian • 4th Offense: Immediate confiscation, 1 day O.S.S. Device returned to parent/guardian or adult designated by parent/guardian. Phone will be held daily in the main office. • 5th Offense: Immediate confiscation, O.S.S. determined by Administration, loss of device privileges on school property, bus or at any school sponsored event for a period of time determined by the Superintendent or designated Administration. Device returned to parent/guardian or adult designated by parent/guardian. <p>Exceptions: If a student violates this policy, specifically recording video of any student or staff member, the device will be confiscated and returned to a parent/guardian or an adult designated by the parent/guardian. The student will serve an O.S.S. for a period of time determined by the Superintendent or designated Administration. In addition, the student may not be permitted to possess any electronic device for the remainder of the school year.</p>
Unexcused Lateness to School	<ul style="list-style-type: none"> • Administrative Detention after 5 subsequent lateness used to make up missed work.
Talking or Other Misbehavior During Fire or Security Drill after a verbal warning	<ul style="list-style-type: none"> • 1st Offense: 1 day T.D. • 2nd Offense: 1 day A.D. • 3rd Offense: 1 day I.S.S.

<p>Bus Misconduct:</p> <ul style="list-style-type: none"> • Unbuckled seat belt • Not sitting in assigned seat • Eating food • Creating/participating in commotion • Yelling or making loud noises • Throwing objects <p>Please Note: Bus misconduct may also fall under another code of conduct category and students may be subject to additional consequences.</p>	<ul style="list-style-type: none"> • 4th Offense: 1 day O.S.S. • 1st Offense: Verbal Warning – School must be notified by bus driver in writing and infraction must be witnessed by driver. • 2nd Offense: Documented written warning to parents. • 3rd Offense: 1 day A.D. • 4th Offense: 3 days A.D. • 5th Offense: Bus Suspension for a minimum of 5 days. • 6th Offense of Higher: Bus Suspension, days to be determined by Administration.
<p>Academic Dishonesty, i.e. cheating, copying some else’s work, forgery, plagiarism, or otherwise misrepresenting their work.</p>	<ul style="list-style-type: none"> • 1st Offense: 1 T.D., plus Teacher determines grade consequences. • 2nd Offense: 2 days A.D., plus grade consequences. • 3rd Offense: 1 day I.S.S. • 4th Offense: 1 day O.S.S. • If school’s technology is involved in any way – additional consequences may be warranted.
<p>Accessing Social Media or inappropriate websites while in school, on the bus, on school property, or at any school sponsored event.</p> <p>Utilizing Social Media to disrupt class or school activities/instruction on or off school property.</p> <p>**Unauthorized use or inappropriate use of technology without permission (playing music, accessing websites not authorized by staff/school, videoing/recording without permission).</p>	<ul style="list-style-type: none"> • 1st Offense: 2 days T.D. • 2nd Offense: 4 days A.D. • 3rd Offense: 1 day I.S.S. • 4th Offense: 2 days I.S.S. • 5th Offense: 1 day O.S.S. <p>Possible loss of computer depending on severity.</p>
<p>Extortion</p>	<ul style="list-style-type: none"> • O.S.S. minimum of 3 days. • Possible complaint filed with the State Police.
<p>Cafeteria Misconduct</p> <ul style="list-style-type: none"> • Throwing an object such as food, pencils etc. • Removal of food, snacks, drinks from the cafeteria without permission and eating in non-designated areas. <p>Please Note: Cafeteria misconduct may also fall under another code of conduct category and students may be subject to additional consequences.</p>	<ul style="list-style-type: none"> • 1st Offense: 2 days L.D. • 2nd Offense: 2 days A.D. • 3rd Offense: 1 day I.S.S. • 4th Offense: 1 day O.S.S.
<p>Bringing snacks, soda, glass bottles, candy, or clear plastic bottles of liquid to the cafeteria or any other part of the school. Students have access to filtered water via water fountains and water dispensers.</p>	<ul style="list-style-type: none"> • 1st Offense: Verbal Warning • 2nd Offense: 1 day A.D. • 3rd Offense: 2 days A.D. • 4th Offense: I.S.S. or O.S.S.

Disruptive Behavior/Stink Bombs, Caps, etc.	<ul style="list-style-type: none"> • 2-5 days I.S.S. or O.S.S. depending upon circumstances.
Truancy (Cutting School)	<ul style="list-style-type: none"> • 3 days A.D. • Parent Conference and possible referral to alternate schooling. Administrative Regulation 5110 will be followed. • Students with excessive absences may be considered for retention as per the BOE approved policy.
Gambling/Possession of Related Paraphernalia	<ul style="list-style-type: none"> • 2 days O.S.S. • Report filed with the State Police.

Conferences

Parent-teacher conferences will occur during the month of November for all students. Parents/guardians are encouraged to meet with teachers of each of their children, regardless of the progress of the child. These conference times are very valuable to the overall education program of each student. Appointments will be chosen by parents/guardians through an online scheduling tool.

Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent.

It is not necessary to wait for the regular conference time if a parent has a special concern. Parent/teacher communication is encouraged throughout the year and conferences can be arranged any time.

Counseling

Child Study Team members also serve as counselors and are available to students at our school to assist students with questions regarding career choices, social problems and crisis situations. Students and parents are encouraged to make use of these professionals by contacting the administration or classroom teacher with student concerns.

Crisis Service

All students are advised of the crisis services which are available through the school. These services are coordinated by the school's administration and counselors and are intended to assist students who find themselves overwhelmed by any type of personal crisis.

If the school counselor or administration determines that a student may be in crisis, the district will call the parent/guardian and will require them to pick up the student. The district will require clearance from a medical professional for him/her to return to school.

Although confidentiality is guaranteed to the student, every effort is made to assist students in working out their problems with the support of their families.

Daily Schedule

7:55 a.m.	-	Buses Arrive
8:05 a.m.	-	Late Bell – Classes Begin
10:57 a.m. – 12:51 p.m.	-	Lunch (Served based upon grade assignment)
2:15 p.m.	-	Dismissal

On single session days, classes begin at 8:05 a.m., lunches will be served but must be pre-ordered, students are then dismissed at 12:05 p.m.

Dismissal of Students from School Policy #5142

Dismissal will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise pupil dismissal in each district school facility. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified. The Chief School Administrator is responsible for overseeing the development of protocols that are tailored to the age and needs of the pupils at each school facility. At a minimum these protocols shall include:

- A. Staff assigned to supervise dismissal, and their locations and responsibilities
- B. Where pupils will be retained awaiting appropriate escort and/or designated transportation
- C. Provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time

Non-bused Pupils at Dismissal

If a child will not be riding the bus daily to and/or from school, the Board of Education requires that the parent/guardian notify the school in writing. All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification to the Superintendent/designee, based on district policy.

Revised Dismissal Times During the School Year

The Superintendent may deem it necessary to alter the school calendar and will provide 48 hours advance notification to the parents/guardians whenever practicable. Notification will be made via the district's Blackboard Connect System.

Educational Goals/Objectives

The basic goal of our school is to provide a quality education to each and every student. This means developing the academic and social skills of each student to the highest possible degree. The specific goals/objectives for the school are established yearly as guided by the democratically elected officials of our state.

Emergency Drills

Fire drills and other required safety drills are conducted monthly, according to New Jersey law. In addition, bus evacuation drills are conducted twice each year. Detailed escape plans are posted inside the door of each classroom. A detailed emergency preparedness plan has been developed by school officials in conjunction with Emergency Management Personnel and the State Police. The school is prepared for a variety of emergency situations.

Emergency Information

In case of emergency, each student is required to have emergency information. Emergency information is compiled annually through annual registration on OnCourse.

1. Parent(s) or guardian(s) names.
2. Complete and up-to-date address.
3. Home phone and parent(s)/guardian(s) work phone, and cell phone numbers.
4. At least 5 emergency phone numbers of friends and/or relatives.
5. Physician's name and phone number.
6. Medical alert information.

Notify the school immediately if you have a change of address or telephone number during the school year, or when emergency contacts change.

Field Trips Policy #6153

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Money may be requested from each student to help defray entry costs. Please notify administration of any financial hardships, as we believe every child should experience these education experiences. A few parents may be asked to chaperone a field trip depending upon the nature of the trip. Selection of parent volunteers will be chosen through a lottery system. Due to the district's insurance liability, only parents/guardians who are designated chaperones are permitted to accompany students on a field trip. Field trips are an extension of the "school" and all school rules and laws apply.

The Administration reserves the right to prohibit, deny or exclude any student from going on a field trip for what it considers to be just cause.

Food and Drinks

Food and drinks are not permitted to be carried throughout the school. They are restricted to the cafeteria and the classroom under special supervision (parties). Any food in the classroom must comply with the Health & Wellness Policy #3542.35 and be sufficient for all class members. In addition, students are not permitted to bring soda, candy or energy drinks, etc. during the school day. Filtered water is available to all students at the designated water fountain in the school.

Food Service Policy #3542.31

Lunches are served in sections from 10:57 a.m. – 12:51 p.m., based on grade assignments. The basic meal is prepared each day along with optional menu choices. School lunches are prepared by cafeteria workers employed by a food service management company, and guided by the National School Lunch Program requirements.

All students have cafeteria accounts to keep track of their breakfast and lunch purchases. Parents may send in cash or checks (made payable to Deerfield Township Board of Education) to credit their child's account throughout the school year. Please include with your payment your child's name, grade, homeroom and how the money is to be used (ex. breakfast, lunch or both). Parents

can also add money to their child's account online and track purchases using www.myschoolbucks.com.

The State of New Jersey required Deerfield Township School to establish a Breakfast Program. A "grab and go" breakfast is available to all students each morning, however, it must be ordered in advance, and cannot be charged. Lunches will be provided on single session days, but also must be ordered and paid for in advance.

Students may charge up to three (3) lunches. Parents will be informed of such charges through charge slips sent home with the student, or a phone call from a cafeteria staff member. Until charges are paid, an alternate lunch consisting of a peanut butter and jelly sandwich or lunchmeat sandwich and milk will be provided. If a student charges a lunch, he/she cannot purchase a snack item, nor can a student charge a snack item.

Further information from our Food Service Provider is included in the first day packet. Monthly menus are provided for students listing breakfast and lunch choices.

Fundraising

Our school will hold major fundraising campaigns in cooperation with the PTO and Community Fundraising Committee. Selling will be voluntary and no minimum sales will be required. We suggest you take the time to learn about our PTO and all they do for the students. Any help would be greatly appreciated. All parent volunteers, room parents and chaperones must be a member of the DTS PTO and are required to actively support PTO efforts.

No outside fundraising groups will be permitted to campaign in our school. We are requesting all students and staff to refrain from distributing any other group sales in our school: girl scout cookies, boy scout popcorn, etc.

Grading

The evaluation of each child in the academic areas will be reported to parents/guardians each trimester using the standard school issued report cards including comments regarding student progress. All grades will be issued based solely on evidence reported in the class record book and at the end of the school year, recorded in the student's cumulative folder. A student's grade will not be used as a disciplinary device or threat but solely as a means to evaluate academic progress.

Multiple measures such as tests, quizzes, homework, classwork and participation, should be utilized whenever evaluating students' performance and determining student academic needs and skill progress.

Based on the new work completed on report cards, grading is as follows:

Grades K – 2: Academic and Special Areas

X = Not assessed at this time

1 = Needs Support

The student demonstrates a limited understanding of the concept or skill. Tasks cannot be completed without teacher support.

2 = Approaching Standard

The student is working toward competency in the concept or skill with teacher assistance. Further practice and use of this skill or concept is needed.

3 = Achieves Standard

The student consistently demonstrates understanding and application of a concept.

Grades 3 – 8: Academic and Special Areas

= A, B, C, D, F

Key to Grades

A = 100 – 93

B = 92 – 85

C = 84 – 76

D = 75 – 70

F = 69 and Below

Graduation Requirements

Graduation from Deerfield Township School implies that students have satisfactorily completed the prescribed courses of study for the several grade levels in accordance with their respective abilities to achieve, that they have passed any examinations and other requirements set by the faculty, and have maintained a satisfactory record of conduct and attendance.

Based on the curriculum approved by the Board, the Superintendent shall supervise development of standards of achievement to demonstrate satisfactory performance.

Furthermore, eighth grade students who are placed in out-of-district facilities are encouraged to participate in Graduation Exercises at Deerfield Township School.

Harassment, Intimidation, and Bullying Policy #5131.9

The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil.

A safe and civil environment in school is necessary for pupils to learn and achieve. High academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils 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.

For the purposes of this policy, "harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any use of an electronic communication device directed at a student that takes place on or off school grounds, at any school-sponsored function, or on a school bus as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3) that:

- A. Targets a student and which may affect his/her educational program;
- B. Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of other students;

- C. Creates a hostile educational environment for a student(s) by infringing and/or interfering with a student(s)' education;
- D. Severely or pervasively causes physical or emotional harm to a student(s);
- E. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- F. By any other distinguishing characteristic; and
- G. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his person or damage to his property; or
- H. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

For the purposes of this policy and as defined in NJSA 18A:37-15.1, an electronic communication device is, "A communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager."

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The term "school grounds," pursuant to NJAC 6A:16-1.3, means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. School property also includes other facilities as defined in NJAC 6A:26-1.2, playgrounds, and recreational places owned by local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

HIB information and forms are available on the district website.

Homework

Homework is an important extension of the learning that takes place in school. Homework provides practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are completed.

Students who habitually ignore homework assignments may be assigned detention in order to complete missing assignments and may be placed on the ineligible list.

Honor Roll

The Honor Roll is a special recognition for academic achievement for students in grades 4-8. It is based on the attainment of A's and B's in major subjects, and is published after each trimester.

At the conclusion of each trimester, an honor roll listing shall be prepared recognizing students for outstanding academic achievement in grades four through eight. The following criteria shall be applied for recognition:

High Honor Roll

- No grade lower than an “A” in any major subject area
- No grade lower than a “B” in any special subject area for grades 4 – 8

Honor Roll

- No grade lower than a “B” in any major subject area
- No grade lower than a “B” in any special subject area for grades 4 – 8

Special subject areas are: Art, Music, Physical Education, Health, and Spanish.

Hours

	Full Day	Single Session Day
Office Hours -	7:30 a.m. – 3:30 p.m.	7:30 a.m. – 3:30 p.m.
Pupil Instructional Day -	8:05 a.m. – 2:15 p.m.	8:05 a.m.– 12:05 p.m.
Lunch Served -	10:57 a.m. – 12:51 p.m.	Lunch is available
Homeroom/Breakfast -	7:55 a.m. – 8:09 a.m.	with pre-purchase

Illness or Injury

In case of illness or injury a student will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, the student will be taken to the Emergency Room at the Inspira Medical Center in Vineland, NJ. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student’s family doctor must be on file at the school.

Immunizations

State law requires that every student who is admitted to public school must have evidence of a successful vaccination for chicken pox, diphtheria, tetanus, whooping cough, and polio. Also required are measles, mumps and rubella (MMR), hepatitis B-3 series, and HIB vaccinations. In addition to these vaccines, the influenza and pneumococcal vaccine is now required for students in pre-school and meningococcal is required for grade 6 students.

Insurance

School insurance information is included at the beginning of each year under the district’s comprehensive accident plan provided by the Deerfield Township Board of Education. All reported accidents being filed for this coverage require a formal declaration be prepared preferably within 48 hours and not to exceed 90 days of the date of the accident. Additional 24 hour and weekend coverage is available at a cost to the parent.

Lateness to Class/Class Attendance

1. All students are expected to be on time for class.

2. Absence from class without a valid reason is considered cutting. Students cutting class are subject to disciplinary action which may include detention, in school suspension, or out of school suspension.
3. To be excused from a class for any reason, students must first secure the permission of both teachers involved, the one with whom work is going to be done and the teacher from whose class the student wishes to be excused. Students who are excused from class on this basis will be expected to be fully prepared for the next day's class. This must be done before the class is missed and is the student's responsibility. Failure to do so results in disciplinary action.

Lateness to School

Lateness to school is not only an undesirable habit, but it also seriously distracts from the learning process. All students are expected to be on time for school. Students who are habitually late to school are subject to disciplinary action. All late students must have a parent/guardian sign them in at the main office.

Prompt arrival at school is expected of all students. Late arrival disrupts the class and causes loss in instruction time. Any student who arrives at school after 8:05 a.m. is late. Parents/guardians or designee must come to the main office with the student to sign-in late.

Students will be assigned after-school detention for every 5 latenesses in order to make-up or review work that was missed. Parents/guardians will be responsible for picking up their child at 3:15 p.m. when a make-up session is assigned.

Lost and Found

All clothing found on campus, regardless of its value, is placed in the lost and found located in the nurse's office. Money, jewelry, or any other articles of value are turned in to the main office. Students may claim them after proper identification. The district is not responsible for any lost items.

Medications

If a student must take medication during school hours, the following requirements must be followed for all prescription and non-prescription (over-the-counter) medications:

1. The medication should be brought to school in the original container, by the parent/guardian and appropriately labeled by the physician or pharmacy.
2. The parent/guardian provides a written note requesting the prescribed medication be given at school.
3. Written orders are provided to the school from the private physician detailing the diagnosis or type of illness involved, name of the drug, dosage, time of administration and side effects, if any.

Please note, cough drops are over-the-counter medication and must be distributed by the school nurse. By Law, the only school employee permitted to administer medication is the school nurse.

Menus

A daily menu for our school lunch and breakfast program is determined by the cafeteria manager. A menu is also distributed to each student and appears on the district web site.

Monthly Calendar

A monthly calendar of events will be available on the Deerfield Township School website. School-wide activities and important dates are listed. In addition, classroom and individual notices/reminders will be sent home periodically. If you do not have access to the website, please contact the main office.

NJDCF

As an initial step in reforming the child welfare system, the New Jersey Department of Children and Families, Child Protection and Permanency, has established a call screening center and a new hotline (1-877-NJABUSE) for reporting child abuse and neglect. Anyone with a concern about any child's welfare may use this hotline for reporting. All staff members are required to report suspected abuse and/or concerns of abuse/neglect according to NJ State Law.

New Jersey Family Care

Students and families who need Health Insurance are encouraged to contact New Jersey Family Care at 1-800-701-0710 or www.njfamilycare.org.

Parent Volunteers

Deerfield Township School considers its parent volunteers a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. Please call the office or your child's teacher if you have time or skills you can share to make our school a better place for students to learn and grow. Parent volunteers should be active members of the PTO.

Promotions and Retentions

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are (1) indifference or lack of effort on the part of a capable student, (2) physical or social immaturity, and (3) frequent or long absences. Retention is usually considered as a more positive alternative during the primary grades.

Students who have failed one or more major subjects during the first two trimesters of the school year will be recommended for retention. Students will be considered for retention based upon teacher input, standardized test scores and other factors.

Parents/guardians shall be requested to attend a meeting with the teacher, administrator and other staff members during the 2nd trimester for a discussion of retention. An explanation of the child's current academic standing and his/her own individual ability goals will be set for the 3rd trimester and the student's progress will continue to be monitored.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. Parents will be informed of any retention decision.

PTO

The Deerfield Township PTO (Parent Teacher Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled during the year and they are announced in advance. Each year, the PTO sponsors several fundraising events. With the help of all parents, these projects can be very successful. They allow the PTO to fund many important activities at the school. Key room parents and chaperones must be active members of the PTO.

Please visit the PTO Facebook page for current activities and information.

Report Cards

Report Cards are issued following the completion of each trimester. Please carefully review your child's progress and contact the school if you have questions regarding grades. Progress Reports (grades K-8) are issued in the middle of the trimester to inform parents of student progress. Please see school calendar for specific dates.

Parent-teacher conferences are scheduled during the month of November and during the school year, as needed. The parent's attendance at conferences is very important. A parent may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

2023-2024 Report Card Schedule

Trimester	Progress Reports Issued	Trimester Ends	Number of Days in Trimester	Report Cards Issued
1	10/19/2023	12/7/2023	60	12/14/2023
2	1/29/2024	3/13/2024	60	3/20/2024
Mid-Year Failure Notices Issued by Mail 2/28/2024				
3	5/2/2024	6/14/2024	60	6/14/2024
3rd Trimester Failure Notices and Possible Retention Letters Issued 4/30/2024				
3rd Trimester Retention Letters Issued 5/24/2024				

School Colors/School Mascot

The Deerfield Township School colors are blue and gold. The school mascot is a buck (deer). We encourage our students to identify with these symbols as a representation of our school pride and spirit. School spirit days will be held throughout the year and all students are encouraged to participate.

Student Records

The school maintains records on all students. Information included in these records may not be released without written parental consent. A transcript of student records will be forwarded to another school when a student transfers.

Study Skills

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper and other necessary materials.
2. Be an active participant in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just “getting by” is not a worthwhile goal.

Telephone

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student’s home after school or to be picked up because they are ill). In addition, students are not permitted to use their cell phones during the day without permission of the teacher or administration and in accordance with Board of Education Policy #3515.1 and Policy #5129.7. Students will be given consequences for violating such.

Textbooks

Textbooks and workbooks are available to all students. Only textbooks signed out of the classroom need to be covered. If a book is lost, misused, or damaged beyond reasonable wear, the student shall replace the book by paying its replacement cost. Some textbooks and instructional materials are available online. Please reach out to the classroom teacher for more information.

Title I Programs

Extra help is available to all students who may have difficulty in an academic area. This assistance takes various forms and includes in-class support, small group instruction, and after school programs based on the available federal funds. If you believe your child needs additional assistance, please contact your child’s classroom teacher, the Assistant Principal, or Chief School Administrator.

Valuables

Common sense and consideration is the best guide in determining whether or not to bring personal possessions such as cell phones, portable music devices, or electronic games to school. (The school administration and staff cannot be responsible for valuables which students bring to school.) It is recommended that students leave all valuables at home. If a special circumstance makes it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the main office.

Vandalism

Our school and school equipment is public property. Willfully damaging or destroying this property may be cause for immediate suspension. School policy requires that vandal damage be paid for by the student's parent/guardian. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

Website

The Deerfield Township School website is www.deerfield.k12.nj.us. Please visit our website and the teacher web pages frequently for updated information and resources.

Withdrawals – Transfers

When a student is transferring to another school district, please inform the school secretary as early as possible. All books and materials must be returned before leaving. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. The transfer card and health records will be made available to the new school.

