

***Fairfield Township School***

375 Gouldtown-Woodruff Road  
Bridgeton, NJ 08302  
Phone: 856-453-1882 / Fax: 856-459-1369

Dr. Ja'Shanna Jones  
Superintendent/Principal  
[jjones@fairfield.k12.nj.us](mailto:jjones@fairfield.k12.nj.us)  
856-453-1882 Ext. 8014

Dr. Hannah Sykes  
Assistant Principal  
[hsykes@fairfield.k12.nj.us](mailto:hsykes@fairfield.k12.nj.us)  
856-453-1882 Ext. 8012

Mrs. Angela Best  
CST Supervisor  
[abest@fairfield.k12.nj.us](mailto:abest@fairfield.k12.nj.us)  
856-453-1882 Ext. 8009

Ms. Renee Ring  
Supervisor of Curriculum & Instruction  
[ring@fairfield.k12.nj.us](mailto:ring@fairfield.k12.nj.us)  
856-453-1882 Ext. 8029

Dr. Sean McCarron  
Business Administrator  
[mccarron@fairfield.k12.nj.us](mailto:mccarron@fairfield.k12.nj.us)  
856-453-1882 Ext. 8017

**PARENT HANDBOOK**

**Kindergarten to Second Grade**



***Home of the Jaguars***

\*\*\*Please note: This is a working document and is subject to change for updates and revisions at any time

BOE Approved: 8/10/23

Updated: 1/8/24

**STUDENT GUIDELINES**

**FAIRFIELD TOWNSHIP SCHOOL DISTRICT**

**2023-2024**

**TO PARENTS:** Please read the following information with your child. You are encouraged to ask him/her questions to be sure that he/she understands all the points covered. If you have any questions, please call the Office at 856-453-1882. School discipline is a shared responsibility. We must all develop a positive approach to student behavior and feel a sense of personal responsibility for its improvement.

PLEASE TEAR OFF THE BOTTOM PART OF THIS FORM AND HAVE YOUR CHILD RETURN IT TO HIS/HER HOMEROOM TEACHER.

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I the parent/guardian of \_\_\_\_\_ have read and gone over the attached material with my child and we both feel that we understand the rules, procedures, and consequences related to improper behavior.

Signatures:

Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

## General Information

Fairfield Township School District  
375 Gouldtown-Woodruff Road  
Bridgeton, NJ 08302

(856) 453-1882

(856) 459-1369 (Fax)

[www.fairfield.k12.nj.us](http://www.fairfield.k12.nj.us)

School Hours: 8:50 a.m. - 3:20 p.m.

School Hours (half day schedule): 8:50 a.m. - 1:20 p.m.

## Fairfield Township School District Mission Statement

The mission of the Fairfield Township School District is to ensure all students an equal opportunity to participate in a diverse instructional program that promotes self-worth, citizenship and the achievement of high standards. In a modern and safe learning environment, students will become successful and contributing members of a democratic society.

## Fairfield Township Members of the Board of Education

Mr. Darlington Henry Jr., President  
Mrs. Erica Goodwin, Vice President  
Mr. Randolph Ferebee  
Rev. Michael Keene  
Mrs. Alta Lloyd  
Mrs. Shana Johnson  
Ms. Catherine Muhlhaier  
Ms. Angeline Pierce  
Ms. Cory Ridgeway

## Fairfield Township School District Administrators

Dr. Ja'Shanna Jones, Superintendent/Principal  
Dr. Sean McCarron, School Business Administrator  
Dr. Hannah Sykes, Assistant Principal  
Mrs. Angela Best, Child Study Team Supervisor  
Ms. Renee Ring, Supervisor of Curriculum & Instruction

## Fairfield Township District Office Staff

Mrs. Cynthia Snodgrass, Administrative Assistant to the Superintendent  
Ms. Josette Carter, Business Office Assistant

## Fairfield Township School Secretarial Staff

Mrs. Valerie Lollie-Main Office Secretary  
Ms. Mysella Centeno- Child Study Team Office

## Philosophy

It's critically important to invoke meaningful educational and organizational change. This should be done in a way that profoundly impacts the professional, teaching, and learning culture. Endorsing the notion of collaboration with deference to promoting student growth and development shall be seen as crucially important.

Central to this philosophy is the pursuit of embracing diversity and experiencing excellence. We believe this is achieved through an integrated curriculum that stimulates intellectual inquiry, promotes an understanding of self and others, and encourages critical thinking. In support of this theme, our school will subscribe to a set of school culture norms-which shall serve as the foundation.

Education is a lifetime process that neither begins nor ends with the Fairfield Township Schools. It is a cooperative effort involving home, school, and community. Our school must provide a nurturing environment that fosters active learning and positive student-teacher interaction and respects the developing nature of the learner, while appreciating the entire school family.

Building trusting/respectful relationships with students, staff, parents, board members, and other school-community partners should be seen as essential in the educational lifelong journey.

## The Mission

The mission of Fairfield Township School District is to assure all students an equal opportunity to participate in a diverse instructional program that promotes self-worth, citizenship, and the achievement of high standards. In a modern and safe learning environment, students will become successful and contributing members of society

## The Vision

In working together, graduates of the Fairfield Township Public Schools will demonstrate exceptional capability in communication, critical thinking, problem solving, and responsible behavior. They will acquire and respect knowledge, be lifelong learners, and good citizens. Our vision is that our graduates will:

1. Demonstrate proficiency in all aspects of critical thinking and problem solving.
2. Demonstrate their communication skills through their ability to write and speak effectively.
3. Demonstrate their mastery of the school culture norms by generalizing them in all areas of life.
4. Demonstrate their ability to employ their values, manners, and intellectual tools to enhance the educational experience.
5. Demonstrate their proficiency in the NJSLA & State Curriculum Standards at all grade level

**Staff Contact Information:**

*We believe it essential to promote positive relationships between staff and parents. In the event that there is a question or concern, we encourage you to speak with your student's teacher first, prior to informing the administrator.*

**Teachers and Assistants**

<b>Teachers</b>	<b>Grade</b>	<b>Room #</b>	<b>E-mail</b>
M. Jones/J. Wilson	Kindergarten	A102	<a href="mailto:mjones@fairfield.k12.nj.us">mjones@fairfield.k12.nj.us</a>
S. Brandon/V. Thompson	Kindergarten	A112	<a href="mailto:sbrandon@fairfield.k12.nj.us">sbrandon@fairfield.k12.nj.us</a>
J.Pokrovsky/A. Riley	Kindergarten	A100	<a href="mailto:jpokrovsky@fairfield.k12.nj.us">jpokrovsky@fairfield.k12.nj.us</a>
L. Viscusi	1st	A117	<a href="mailto:lviscusi@fairfield.k12.nj.us">lviscusi@fairfield.k12.nj.us</a>
I. Maier	1st	A103	<a href="mailto:imaier@fairfield.k12.nj.us">imaier@fairfield.k12.nj.us</a>
E. Wiggins	1st	B101	<a href="mailto:ewiggins@fairfield.k12.nj.us">ewiggins@fairfield.k12.nj.us</a>
C. Crispin	2 <sup>nd</sup>	C116	<a href="mailto:ccrispin@fairfield.k12.nj.us">ccrispin@fairfield.k12.nj.us</a>
S. Beals-Rivera	2 <sup>nd</sup>	C114	<a href="mailto:sbeals@fairfield.k12.nj.us">sbeals@fairfield.k12.nj.us</a>
A. Randolph	2nd	C109	<a href="mailto:arandolph@fairfield.k12.nj.us">arandolph@fairfield.k12.nj.us</a>

**Support Staff**

Mrs. Monica Ralph, School Psychologist /Child Study Team Case Worker  
Ms. Janice Carter/Social Worker & Parent Liaison  
Ms. Lois Halleck, School Nurse  
Ms. Rachel Reinhart, ELL Teacher

**Intervention Referral Team**

Mrs. Ring  
Ms. Halleck  
Mrs . Mosely

**Maintenance**

Mr. Ron DiPietro

**Food Service Coordinator / Cafeteria**

Ms. Cora Bush

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Dr. Lisa Niemi  
Assistant Principal  
[lniemi@fairfield.k12.nj.us](mailto:lniemi@fairfield.k12.nj.us)  
856-453-1882 Ext. 8012

Mrs. Angela Best  
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856-453-1882 Ext. 8017

**Superintendent's Welcome Letter**

Dear Parents and Guardians:

It is an honor serving your students at Fairfield Township School. It is my vision to prepare your students, not just for the next grade level, but for life. I am your child's NUMBER ONE advocate and desire to promote an educational environment that is enriching, nurturing, and rigorous. Fairfield Township School is a partnership of staff, students, parents and community members. Our expectation is to provide comprehensive quality educational programs, enabling students to become successful lifelong learners and future leaders of our society.

We, the staff and administration of Fairfield Township School recognize that it is our responsibility along with parents and extended family members to support and nurture our students to their fullest individual potential.

We are committed to strive for academic and personal excellence in our students and our school, where each member feels personally responsible in the success of the school.

This process will be achieved through:

- ξ Encouraging a creative and positive school climate for optimal learning.
- ξ Empowering each student to set high goals and standards for themselves.
- ξ Providing meaningful activities and curriculum opportunities to foster academic, social, emotional and physical growth.
- ξ Organizing our school so all students, parents and staff fulfill their responsibilities and assist our school in achieving its goals.

**The School Cultural Norms**

1. School Pride
2. Education is sacred
3. We respect one another
4. No one has the right to hurt another person
5. We will never behave in a manner that will discredit ourselves, our team, or our school

I hope that the information contained in this handbook serves as an informative guide for you throughout the year. If you have any questions and/or concerns, please reach out! We are here to work with families collaboratively to promote a POSITIVE learning experience.

Yours in Education,

**Dr. Jones-Booker**

*Pursuing Educational Excellence*

*Fairfield Township School*

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Business Administrator  
[smccarron@fairfield.k12.nj.us](mailto:smccarron@fairfield.k12.nj.us)  
856-453-1882 Ext. 8017

**Assistant Principal's Welcome Letter**

Dear Fairfield Township School Families,

Welcome to the 2023 - 2024 school year! We are thrilled to welcome our students and staff back to school. We hope that you were able to relax and make special memories with your friends and families. Now it is time to look forward to a wonderful new school year as we are "Anchored in School Pride" at Fairfield Township School!

Our incredible staff of educators have been preparing classrooms for the new school year. We are grateful to our amazing custodial staff as they worked all summer getting our school in pristine shape. Our secretarial staff are working hard to ensure a smooth start for staff, students, and families.

Fairfield Township School is such a special place to learn and grow. We are proud of our beautiful school and have high expectations for each and every student. Our students are kind, compassionate, and eager to learn. Together with our dedicated staff, we strive to make connections with students to help them feel valued, accepted, and safe. Our focus is providing a modern and safe learning environment where students will become successful and contributing members of a democratic society. This vision will continue to guide our mission to ensure all students an equal opportunity to participate in a diverse instructional program that promotes self-worth, citizenship and the achievement of high standards.

We are excited to return to our normal school operations this year. Instruction will be focused on specialized skills and content needed to learn grade level materials while providing the appropriate tools needed to grasp concepts. Partnering with families is crucial to promote a healthy transition to school both socially and emotionally. We recognize that students may be feeling anxious with the start of a new school year and we will continue to place a strong emphasis on social emotional learning while focusing on building classroom community. We encourage families to stay connected and informed by following our district website, announcements sent through School Messenger and Class Dojo.

I enjoyed my first year at Fairfield Township School and look forward to an innovative future with staff, students and families.

With Warm Regards  
Dr. Hannah A. Sykes  
Assistant Principal

## Title I Parental Involvement Notification Requirements for Districts/Schools

There are certain requirements in the Elementary and Secondary Education Act (ESEA) for notifying parents of the status of the schools their children attend and their parental options.

### Parent's Right To Know Title I Annual Notification

Under Title I, parents must be notified at the start of each school year of their right to request information about the professional qualifications of their children's teachers (Parents' Right-to-Know). Information the LEA must provide, if requested, includes:

- 1) the certification and/or licensing status of the teacher;
- 2) degrees held by the teacher;
- 3) emergency or provisional status of the teacher, if applicable; and
- 4) qualifications of any paraprofessionals serving the child.

Parents must also be notified if a teacher who is not "highly qualified" is instructing their child for four (4) or more weeks.

### Limited English Proficient:

Parents must be notified within thirty (30) days of the start of the school year if their child has been identified as limited English proficient and in need of English language instructional services. Notification must be in a language that parents will understand.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

This act affords parents and those over 18 years of age certain rights with respect to the students' educational records. These rights include:

1. Right to inspect and review records
2. Correction of inaccurate information
3. Right to consent to disclosures
4. Right to file a complaint



## Dress and Grooming

Fairfield Township School believes that a strong relationship exists between what pupils wear and the attitude and behavior he/she displays toward school. Pupils should be well groomed and appropriately dressed in the school uniform **at all times**.

Appropriately dressed means clothing should be neat, clean and a proper fit.

- Students must wear uniforms when attending a trip, unless specified differently.
- At times during the school year, "Special" non-uniform days or after school activities will allow for students to choose more casual clothing. These days will be announced prior with a written note.

## Fairfield Township School Student Uniforms

### POLO TOPS

#### Colors:

- Royal
  - Navy
  - Light Blue
  - White
  - Black
- 
- Must be tucked in
  - Can be short or long sleeve
  - Cardigans: navy, black, or royal



### BOTTOMS



- If bottoms have loops, plain belts must be worn (grades 3-8)
- Tights under dresses/jumpers must be royal, navy, black, white, or skin-toned
- No jeans,
- No leggings or stretch pants, tights

### COLORS:

- Khaki
- Black
- Navy

#### Options:

- Slacks
- Shorts

- Skirts/Skortts
- Dresses/Jumpers



## FOOTWEAR



- Must cover the entire foot
- Any color
- No heels, wheels, lights, cros or slippers



## HOODIES

Spirit wear Hoodies and school color approved hoodies may be worn with the hood down at all times.



Please see Appendix H (Policy 5132 – Student Dress Code).

## **STUDENT ATTENDANCE**

### **Absences**

Attendance is an important factor in ensuring your child's success in school. Students are expected to attend school on a regular basis unless they are ill or have been seriously injured. Parents/guardians must call the school before 9:30 a.m. whenever their child is absent. All students must bring to school, on the morning following their absence, a written excuse signed by a physician stating the reason for the absence. *Please review the Early Childhood Attendance Policy.* If the school is not notified of the reason for your child's absence, the following attendance policies and procedures will be implemented for chronic absences:

- Child absent 1 to 4 days: -School Secretary calls home (school procedure)
- Child absent 5 days: -Parent letter sent home
- Child absent 7 days: -Parent letter sent home
- Child absent 10 consecutive -Parent letter sent home and student may be dropped from the Preschool program
- Child absent 25 Unexcused -Parent letter sent home and student may be dropped from the Preschool program

### **Health Services and Information**

The Health Office handles emergency conditions at any time. Other times are spent performing required screening tests as required by law.

### **Student Absences**

A child, who is out of school for illness **five consecutive days**, must see the nurse before being admitted. All student absences must be verified by a parent or doctors note the day the student returns to school. Otherwise, this is considered an unexcused absence and can result in administrative action being taken.

**Please see Appendix G (Policy #5132.6 – Re-admittance After Absence Due to Illness). Medications**

Administration of medications is not the responsibility of the school. All requests for the administration of prescription medications must be in the form of a written note from the doctor and parent. All prescription medication to be dispensed in the Health Office must be in the original container with the name of the student, medication, doctor, and the times it is to be administered on the containers.

**Students are not permitted to carry or take medication of any kind in school. This also includes over-the-counter medicines (i.e. aspirin, cough drops, etc.).**

**Please see Appendix H (Policy #5141.21 – Administering Medication). Please see Appendix I (Policy #5131.6 – Substance Abuse).**

**No student can be released from school for reasons of illness unless he/she is seen first in the Health Office.**

If you anticipate your child being out sick for an extended period of time, not more than 5 days, then contact your child's teachers directly. Anything over 5 days should be directed to the Counseling Office.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

**Under no circumstances should students come to school when they are ill. For attendance purposes, students who do not attend classes are considered ill. The Health Office cannot provide proper treatment or care for students who come to school ill.**

### **Communicable Disease / Infection Control**

The district provides for reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with New Jersey statutes and administrative code. Infection control procedures, including provisions for handling and disposing of potentially infectious material have also been established through Board policy and administrative regulations for staff and student protection. All students must have mandatory vaccinations. Any student that does not have proper vaccinations may not attend school. Every effort will be made to inform and/or update parents about necessary vaccinations. Please contact the school nurse, Mrs. Halleck with any questions or concerns.

### **STUDENTS WILL NOT BE PERMITTED TO ATTEND SCHOOL UNLESS IMMUNIZATION REQUIREMENTS HAVE BEEN MET.**

For additional information or questions, please contact Mrs. Halleck in the Health Office at (856) 453-1882, ext. 5.

### Lateness

The school day begins promptly at 9:20 a.m. It is important for students to arrive at school on time each day. This helps students acclimate to attending school and daily routines. When your child exhibits excessive tardiness the following school procedure will be implemented:

- Child late 3 to 4 days in                      -Parent conference with Guidance 1 marking period:
- Child late 5 or more days                    -Parent conference with Administrator and in 1 marking period:  
Guidance Letter



**NJ Department of Health (NJDOH)  
Vaccine Preventable Disease Program**

**Summary of NJ School Immunization Requirements**

Listed in the chart below are the minimum required number of doses your child must have to attend a NJ school.\* This is strictly a summary document. Exceptions to these requirements (i.e. provisional admission, grace periods, and exemptions) are specified in the Immunization of Pupils in School rules, New Jersey Administrative Code (N.J.A.C. 8:57-4). Please reference the administrative rules for more details [https://www.nj.gov/health/cd/imm\\_requirements/acode/](https://www.nj.gov/health/cd/imm_requirements/acode/). Additional vaccines are recommended by Advisory Committee on Immunization Practices (ACIP) for optimal protection. For the complete ACIP Recommended Immunization Schedule, please visit <http://www.cdc.gov/vaccines/schedules/index.html>.

Grade/level child enters school:	Minimum Number of Doses for Each Vaccine						
	DTaP Diphtheria, Tetanus, acellular Pertussis	Polio Inactivated Polio Vaccine (IPV)	MMR (Measles, Mumps, Rubella)	Varicella (Chickenpox)	Hepatitis B	Meningococcal	Tdap (Tetanus, diphtheria, acellular pertussis)
<b>Kindergarten – 1<sup>st</sup> grade</b>	A total of 4 doses with one of these doses on or after the 4 <sup>th</sup> birthday <u>OR</u> any 5 doses <sup>†</sup>	A total of 3 doses with one of these doses given on or after the 4 <sup>th</sup> birthday <u>OR</u> any 4 doses <sup>‡</sup>	2 doses <sup>§</sup>	1 dose <sup>¶</sup>	3 doses	None	None
<b>2<sup>nd</sup> – 5<sup>th</sup> grade</b>	3 doses <i>NOTE: Children 7 years of age and older, who have not been previously vaccinated with the primary DTaP series, should receive 3 doses of Td. For use of Tdap, see footnote. <sup>†</sup></i>	3 doses	2 doses	1 dose	3 doses	None	See footnote <sup>†</sup>
<b>6<sup>th</sup> grade and higher</b>	3 doses	3 doses	2 doses	1 dose	3 doses	1 dose required for children born on or after 1/1/97 given <u>no earlier than ten years of age</u> <sup>¶</sup>	1 dose required for children born on or after 1/1/97 <sup>¶</sup>

**New Jersey Department of Health  
Vaccine Preventable Disease Program  
Childhood and Adolescent Recommended Vaccines**

Antigens	Vaccine	Approved Age	Indications for Use Vaccine Manufacturer Package Inserts	Advisory Committee on Immunization Practices (ACIP) Recommended Schedule*
COVID-19	Pfizer/BioNTech/ COMIRNATY	≥ 5 yrs	Visit the following for product information: <a href="https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/index.html">https://www.cdc.gov/vaccines/covid-19/info-by-product/pfizer/index.html</a>	<p style="text-align: center;"><b>COVID-19</b></p> <p>ACIP recommends use of COVID-19 vaccines within the scope of the Emergency Use Authorization or Biologics License Application for the particular vaccine.</p> <p>CDC is now recommending that people get a Pfizer or Moderna COVID-19 vaccine over the J&amp;J vaccine. This recommendation was based on the latest scientific evidence on vaccine effectiveness, vaccine safety, and considerations of the U.S. supply.</p> <p>Interim ACIP recommendations for the use of COVID-19 vaccines can be found at</p>
COVID-19	Moderna/Spikevax	≥ 18 yrs	Visit the following for product information: <a href="https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/index.html">https://www.cdc.gov/vaccines/covid-19/info-by-product/moderna/index.html</a>	
COVID-19	Johnson & Johnson's (J&J) Janssen	≥ 18 yrs	Visit the following for product information: <a href="https://www.cdc.gov/vaccines/covid-19/info-by-product/janssen/index.html">https://www.cdc.gov/vaccines/covid-19/info-by-product/janssen/index.html</a>	

\*Please review the most recent immunization guidelines before administering vaccines. For detailed information including vaccination of persons with high-risk conditions, please visit the CDC Recommended Immunization Schedules, <http://www.cdc.gov/vaccines/schedules/index.html>. Please refer to the Advisory Committee for Immunization Practices (ACIP) for the most current vaccine recommendations, <https://www.cdc.gov/vaccines/hcp/acip-recs/index.html>

## Transportation

Please note that all Fairfield Township Students will be issued a bus pass. **Due to the lack of Crossing guards, the school will permit no students to walk to and from school. Students not riding the bus must be transported to and from school accompanied by a parent or guardian walking or via a car. The hiring and oversight of crossing guards is the responsibility of the Fairfield Township municipality.** However, in light of the Townships decision to not provide crossing guards and to ensure the safety of your children, all children will be required to either ride the bus or be transported to and from school with a parent or guardian. Although some children may only live across the street, the school does not hire or oversee crossing guards and legally cannot assign staff to cross students across the street without risk of liability. Therefore, all students will be encouraged to ride the bus or travel to and from school with a parent, caregiver, or adult designee.

Should a parent or guardian decide to allow their child to walk to school, they do so at their own risk, and the school WILL contact the authorities if their child(ren) is in danger or their students' safety is compromised. **If a student misses the bus, there is no late transportation, and the parent/guardian must ensure that their student arrives at school on time and is picked up on time.**

Please note that it is the responsibility of the parent to update the Business office or Main office if there is a change in your child's bus stop or address. Therefore, please inform the school and complete the paperwork promptly to ensure no delay in transporting your child to and from school. If your address changes at any point during the school year, contact the main office at 856-453-1882, and it may take up to three to seven business days for Sheppard Transportation to update your child's bus stop and put them on the appropriate route. Therefore, **if you change your child's bus stop during the school year, please plan to make arrangements to transport your child to and from school.**

If you have any questions about your child(ren) transport arrangements, please contact the Business office to ask Ms. Josette Carter.

Please note that Sheppard Bus is a contracted transportation service. The school does not oversee Sheppard buses or Sheppard transportation staff. Therefore the school has limited authority concerning all business, policies, and processes of Sheppard Bus Transportation.

**If you have any questions, concerns, or complaints about Sheppard Bus, please contact their Supervisor or liaison, Christie Perkins, at (856) 455-2267 Ex 5123.**

The school day begins at 8:45 AM sharp!

Please ensure that the student arrives at the bus stop at least 15 minutes before their scheduled pick-up time with a parent or guardian to ensure their safe arrival at school. If your child is not at the bus stop on time with a parent or guardian accompanying them, they may miss the bus, and the parent/guardian will be held responsible. The bus driver may drive by the home if a parent or guardian is unavailable.

The school day ends on a regular day at 3:15 PM sharp! The school day ends on an early dismissal day at 1:15 PM sharp!

Please ensure that a designated adult on the contact list arrives at the bus stop or car rider lane at least 15 minutes before the scheduled drop-off time or dismissal to ensure the student's safe arrival home. If your child's designated adult is not at the bus stop on time to relieve the bus driver or they do not physically see the adult designee, the bus driver will continue driving and will return your child to the school or Trooper Barracks. If the parent/guardian or adult designee is not at the bus stop on time, the parent/guardian will be held responsible, and the authorities may be contacted.

**The bus driver will NOT release an unaccompanied minor, and the student will be returned to the school or police station until a designated adult picks up the student.**

The local authorities may contact you if you do not pick up your student on time. All late pick-ups will be documented and placed in your student file. To avoid conflict or confusion, remain transparent with the school, make arrangements for your child as needed, and pick up your student on time.

### **STUDENT DROP-OFF & PICK-UP**

Parents/Guardians dropping their children off at school must park in a designated parking space, and walk their child to the Main entrance at 8:40 a.m. Please be advised that students may not be dropped off at school prior to 8:40 a.m. Should students arrive before 8:40 a.m., the adult dropping the child off will be required to wait with the student in the office until 8:40 a.m.

Parents/Guardians picking their children up at the end of the day must park in a designated parking space, and wait outside the A-wing entrance. Sign-out begins at 3:15 p.m. ***Please be prepared to show proof of identification.***



## Student Pick-up/Drop-off Procedures

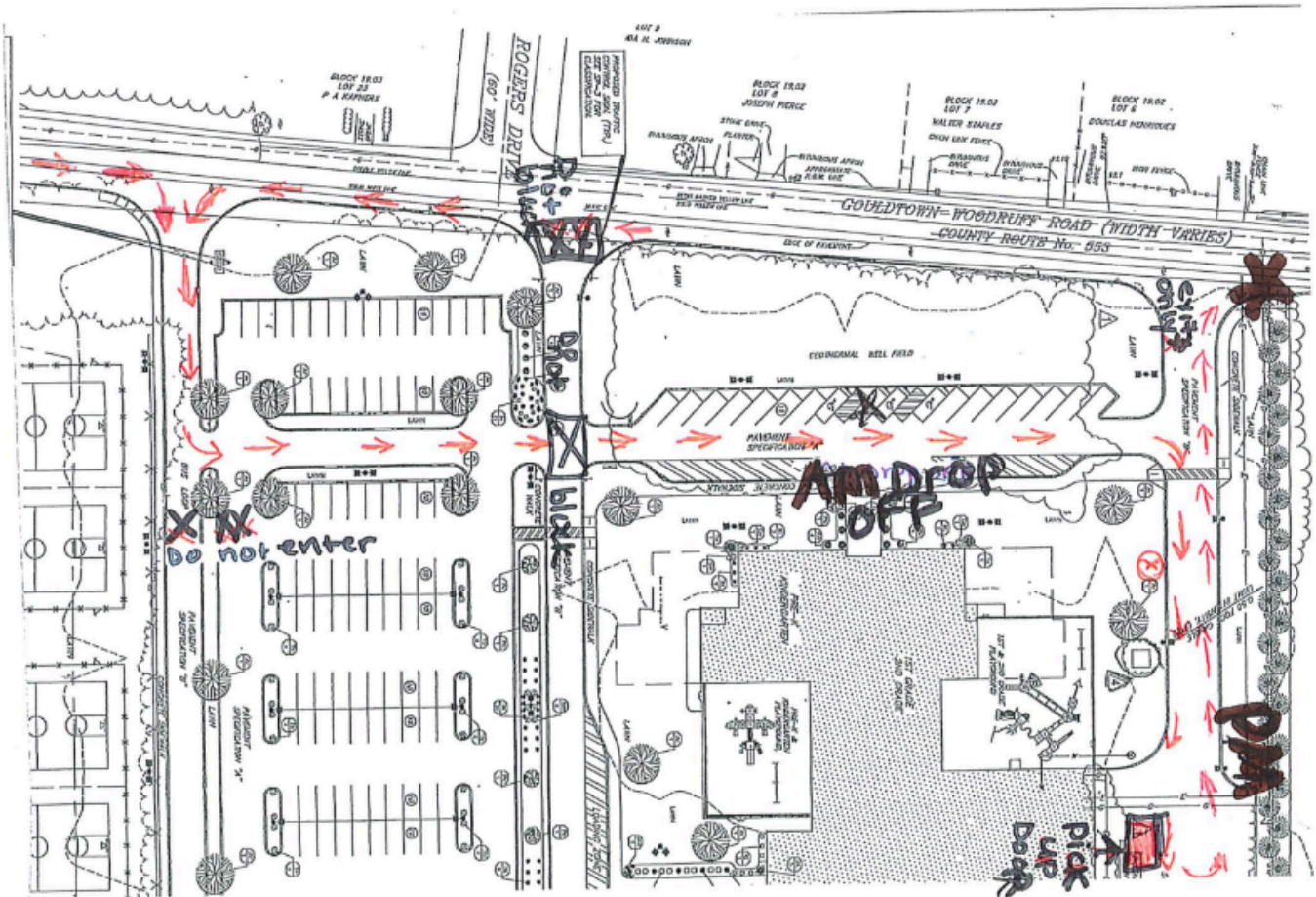
### Greeting Parents & Guardians,

Due to the increase in student pick-up & drop-off, we are adjusting our morning and afternoon procedures to ensure student safety, eliminate congestion, and make for a smooth experience for parents/guardians.

On the bottom of this flyer, you will find a map with directions for both.

Please note the following:

1. Cars should only enter at the entrance by the new school marque.
2. Parents should not, at any time, enter the bus lane; there is a "Buses Only" sign at its entrance.
3. Parents should not enter the employee parking lot during arrival (prior to 9:05) or dismissal.(2:50-3:30)
4. If you are visiting the school for meetings, or bringing in a child after arrival has ended,, dropping off items for your class, etc. (please park in designated lined spaces, not along curbs)
5. Follow the red arrows indicating the traffic flow for both AM drop-off and PM pick-up.
6. Do not block any intersections or bus paths.
7. Overflow should line up on the should of the road .
8. All cars should exit at the \*.



### Morning Drop Off

Adult supervision starts at 8:45 am every morning. You will see a teacher walking around with their badge visible if some issues or concerns need to be addressed. We encourage families not to drop students off before 8:45 am, as there is no guaranteed adequate supervision unless specified for school-directed initiatives or field trips.

### Late Arrivals

If your child or family happens to be running late, this is not an issue; we are excited to have you arrive safely. However, we must have every student sign in at the office and take an orange welcome slip to their classes. This allows the teacher to know who has been signed in and for us to maintain adequate attendance of who is in our building.

***Early Pick-up/Going Home for Lunch***

The teachers and staff working with your child must know the arrangement. We understand that this cannot always be the case, and therefore, if possible, we ask parents to phone the office and inform the secretaries of any change of plan to the typical day. Once the child leaves, they must be signed out at the office by a trusted individual and signed back in upon their return if applicable. This helps us to ensure someone with proper authorization picks up students. No student should leave school grounds to go home for lunch without parent AND staff approval.

***End of the Day Pick Up***

A trusted person must pick students up; this may be a parent, grandparent, daycare provider, babysitter, older sibling, etc..... The parent should arrange this with the teacher, so they know who to be looking for and to release to an authorized person, and it should be discussed with the student ahead of time so they can identify the person picking them up. As we know, students in the primary grades require a different level of supervision at the end of the day then

intermediate students. We ask that all primary parents inform teachers of who they will have to pick up their children and to be ready and available at the door. For intermediate students, we ask that all parents inform the teachers to let them know the family-developed plan for release at the end of the day, whether this is someone picking them up or them walking home in a group.

If students are not picked up after school, they will be taken to the office and asked to wait until an authorized person comes to pick them up. You may receive a phone call from us to clarify on timing or pickup. Adult supervision will be available outside until 3:15 pm. Parents and guardians must pick up their children as close to 3:00 pt.

**FAIRFIELD TOWNSHIP SCHOOL DISTRICT  
BUS STOP CHANGE REQUEST FORM**

The Fairfield Township School District realizes the importance of families needing to make bus change requests to and/or from school for childcare purposes, but wants to be sure that the safety of our children comes first. We feel that providing our students with a clear and consistent bus routine is the best way to ensure that our staff and drivers are correctly assisting those students riding a bus to arrive at their proper destination. With that in mind, the Fairfield Township Board of Education has approved the following procedure concerning requests to change a child's bus stop.

Requests to change that bus stop for a child's AM pickup and/or PM drop off must be submitted on this form. Any changes for a bus stop must be the same stop 5 days a week for either AM or PM.

Parents will receive a notification date when the bus change request will take effect. If a request cannot be honored due to a bus being too full, an unsafe stop location, etc., you will be notified via a phone call.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

**REASON FOR CHANGE: DID YOU MOVE? YES OR NO / CHILDCARE? YES OR NO**

**Circle one:                    AM Change                    PM Change                    or                    BOTH (AM & PM)**

Current AM Pick-Up Address: \_\_\_\_\_  
City: \_\_\_\_\_

**New AM Pick-Up Address:** \_\_\_\_\_  
City: \_\_\_\_\_

Current PM Drop-off Address: \_\_\_\_\_  
City: \_\_\_\_\_

**New PM Drop-off Address:** \_\_\_\_\_  
City: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

**You will receive a written notice when the bus pass is available.**

*Office Use Only:*

Date Received: \_\_\_\_\_

Change Effective: \_\_\_\_\_

## Reporting a Student absence

We understand that illnesses or emergencies occur, please contact the school if your child will be absent. Parents should call the main office **856.453.1882 x8012** between 8:30 AM and 9:30 AM to report absences for their children in advance. In addition, a student returning from an absence must bring a note from a parent/guardian or a physician to the main office.

Please make arrangements with your child's teacher to make up missed work. All students that are absent have the number of days absent to complete missing work, unless otherwise noted in their IEP or 504 plan.

Please state the following after the recorded message:

- Your child's first and last name
- Your child's grade
- Your child's home address
- The date(s) your child will be absent
- The reason for your child's absence (Please give a thorough explanation. If your child is sick, please let us know what symptoms they are experiencing so that we can monitor possible flu cases or other contagious illnesses.)

Homeroom teachers are responsible for:

- a. Collecting all notes (parent and doctor) and sending these to the office each day.
- b. Sending to the nurse's office (immediately) when: a student returns from a 4 or more-day absence without a doctor's certificate.

**Lunch**

An important part of your child’s day is lunch time. At Fairfield Township School we provide many great food options. We recently added snacks and cookies to the offerings.

Students receive a lunch number and use the lunch number as they go through the lunch line. In order to purchase lunch items, parents need to put money on the account – it is like an EZ-Pass- money must be loaded on it in order to use it. Parents can also re-load their student(s) lunch account or send in a check to the school made out the Fairfield Township School Board of Education.

Please talk with your child about when they can order lunch; sometimes students abandon their home lunches in favor of the daily offering.

If you have any questions or concerns please contact your student’s teacher or the cafeteria manager, for assistance.

**Cafeteria Pricing\***

Staff cafeteria pricing for the 2023-2024 school year will be set as follows: (\*Please note, staff cafeteria pricing is subject to change at any time.)

<b>Breakfast</b> Full Meal	\$1.00	<b>Lunch</b> Full Meal	\$2.50				
Entrée Only	\$0.75	Entrée Only	\$1.50				
<b>Other</b> Soft Pretzel	\$.60	I Ice Cream	\$1.00	Large Chips	\$.85	Milk	\$0.40
Cookie	\$0.40	Funnel Cake	\$1.00	Fruit/Veggie	\$.50	Water	\$1.00

**School Safety and Supervision:**

Fairfield Township school strives to provide a safe and productive learning environment for all students. Any child that is suspected of being neglected, abused, poses a threat to himself or others will be addressed. It is very difficult for a student to learn or come to school if they are exposed to a hostile environment. Therefore, if a teacher suspects that a child is not safe, he or she may address the matter in their class and/or alert administration for assistance. It is the legal obligation of staff, administration, and parents to partner in ensuring a safe and nurturing environment for students.

**(Policy # 4119.26 – Appendix E)**

**Child Abuse**

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age has suffered abuse, neglect, or that any adult has abused a child, shall immediately orally report or cause an oral report to be made to the Division of Child Protection and Permanency, DCP&P (formerly the Division of Youth and Family Services, DYFS) (1-877-NJ-Abuse). Furthermore, school employees must notify both law enforcement and the Division of Child Protection and Permanency in all instances of abused or neglected child situations.

If any staff member is uncertain, at any time, of what constitutes child abuse or if they have witnessed an event in which they are unable to determine is or is not child abuse, the staff member is encouraged to consult the Guidance Counselor, Mrs. Laird, immediately or to contact the DCP&P hotline for additional assistance.

Staff members are free to discuss their concerns with the school nurse, guidance counselor, and/or school principal.

A staff member who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

The following actions by staff may also be considered child abuse:

- Refusing to allow a student to use the bathroom.
- Yelling at and/or humiliating students in any form.
- Refusing students any nourishment or provision such as water, food, heat, and air conditioning, supplies, support when it is in the teacher's power to do so.
- Causing physical strain, pain, or discomfort to a student and allowing others to do so.
- Refusing medical care or first aid.

The following actions by guardians may also be considered child abuse:

- Dirty or soiled clothing
- Failure to pick up or drop off on time.
- Leaving child on school grounds without supervision.
- Unexplained marks or bruises on a student.
- Injury marks that have a pattern, like from a hand, belt, or other objects.
- A student that avoids any kind of touch or physical contact.
- A student that is afraid to go home
- A student that wears clothing that doesn't match the weather -- such as long sleeves on hot days -- to cover up bruises
- Withdraw from friends and activities
- Doing poorly in school
- Extreme behavior, such as being way too obedient or way too demanding
- Headaches and stomachaches with no clear cause
- Missing a lot of school.

**Safety Drills:**

All public schools are required to conduct two safety drills a month. During safety drills, all students are accountable for following rules and procedures.

***(Policy #5132 - Appendix L)***

**Emergency School Closing**

In the event of hazardous or emergency conditions, school may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate. Please adhere to the school broadcasting message system, the school website, the staff phone chain and local news media.

A phone broadcast system for staff and parents will be activated in the event of delayed openings or school closures. Additionally, news media from television and radio may also report such closures.

***(Policy #6147.1 – Appendix O)***

**Harassment, Intimidation, and Bullying**

Our harassment, intimidation and bullying policy has never been condoned and this will continue. This policy defines harassment, intimidation and bullying at greater lengths. Our policy emphasizes a safe and civil environment for all students to learn and achieve. IF you are aware of any incidents taking place within our schools you **MUST** report it to your student's teacher. If the teacher does not know, they cannot help to stop the problem. Please do not think, boys will be boys or girls will be girls. Student safety is **NUMBER ONE**.

School Harassment, Intimidation, and Bullying Coordinator: Mrs. Ring

School Harassment, Intimidation, and Bullying Specialist: Mrs. Ralph

## **Proactive Strategies to Enhance School Climate**

In order to have a perfect school climate within the domain of a school, you must have a strong, fair, and consistent set of rules consequences in a discipline code format that holds deference to the element of caring for students and families. However, the most important feature of a strong discipline code of behavior is the proactive strategies and preventive measures put in place by schools—which creates the foundation for a healthy and safe school environment conducive to learning.

Examples of these proactive strategies to enhance school climate found at this school are the following:

### **Morning Announcements:**

Our school engages in a student-lead morning announcement program-- in which information, activities, and extracurricular events are mentioned over the intercom system. As part of the morning announcements, there is a moment dedicated to talented students who have displayed acts student citizenship and overall positive contributions worthy of permanent appreciation. The aim is to focus on students that are experiencing behavior and academic success in schools.

### **Student Support Services:**

This remarkable department is made up of outstanding faculty consisting of the CST supervisor, school psychologist, school social worker, and guidance counselor. The main goal is to provide proactive and preventative treatment of care for all students and families. Ultimately, the aim is to provide layers of professional wrap-around support to help students regulate and maintain control of their environment while on the path of student growth and development. Some examples of support services are, but not limited to, in the areas as peer mediation, family engagement initiative, social skill development, peer conflict resolution, in-class integration, individual and group counseling.

### **Acknowledgment Bulletin Board:**

The dominant intention is to acknowledge are student leaders doing good deeds of social, athletic, and/or academic behavior. One of the ways to accomplish this feat is to routinely display the names of student leaders and their awesome task achieved via bulletin boards through all hallway areas of the school as well as on the Televisions inside the cafeteria. The line of thinking is that capturing student greatness will not only promote other students to aspire to high levels of excellence, but also help ensure academic progress, social emotional learning, and overall student achievement within the student body school-wide.

### **Perfect Attendance Classroom:**

For the class that has the best attendance for the month, we give them the Jaguar trophy as a recognition gift. This trophy is kept in the classroom for one month for bragging purposes. Truthfully, the trophy serves as a symbolic and fun gesture of school excellence.

Fairfield Township School District strongly believes that restorative practices and proactive measures are the ideal way to meet the needs of our students. In an effort to promote the focus on positive behavior support, we believe in providing students with the social emotional resources necessary to thrive within the school community. Positive behavioral interventions and supports (PBIS) is an approach FTSD uses to promote school safety and good behavior. With PBIS, we will teach students about behavior expectations and strategies. The focus of PBIS is prevention, not punishment.

Staff will use a positive rewards system that may include but are not limited to the following:

Jaguar Bucks  
Classroom Incentives  
Proud Paws  
Dojo Points

A reward system will be used for rewards ONLY and not as a consequence for misbehavior. When students earn Jaguar Bucks, Classroom Incentives, Proud Paws, Dojo Points or any other reward system, it will not be taken away.

Fairfield Township School District has adopted a school-wide Positive Behavior support model. Positive Behavioral Interventions and Supports (PBIS) is a widely implemented framework for promoting positive school systems and fostering students' social, emotional, behavioral, and mental health. Numerous studies indicate that PBIS implementation improves



student outcomes, educator practices, and school systems.

Point systems such as Jaguar Bucks, tickets, coins, or dojo points are components of positive behavior support. Research suggests that incentivizing children is a great way to foster relationships and encourage students to behave positively academically, socially, and emotionally, and it supports positive mental health. Because the Fairfield Township School system has adopted a POSITIVE behavior support system, staff MAY NOT use Jaguar Bucks, tickets, coins, or dojo points punitively. Deducting Jaguar bucks, tickets, coins, or dojo points does not support POSITIVE BEHAVIOR SUPPORT. Positive behavior support should only seek to recognize POSITIVE behavior. Suppose a student does not turn in homework, does not follow rules, or behaves inappropriately. In that case, the teacher should seek the assistance of support staff or colleagues for suggestions, contact the parent for a meeting or conference call, meet with the student, and seek the recommendation and support of their respective grade level administrator.

### **Proud Paw Incentives**

Each Friday, students that have been nominated by their teachers for exhibiting one of the school norms are provided a Proud Paw prize. The students are called to the main office over the loudspeaker and provided a prize of their choice from the selections provided. The Proud Paw program provides an opportunity for well-rounded Jaguars to be recognized consistently throughout the year.

### **School-wide Jaguar Bucks System**

To have a successful school-wide acknowledgment system, Fairfield Township school will have basic agreements in place, such as:

- The administrative and support team will oversee and organize the Proud Jaguar -B plan,
- The staff will review the school-wide agreement that FTSD staff will use for positive behavior support practices,
- The staff and administration will enforce an agreed-upon set of school-wide behavior expectations (e.g., School norms),
  - All staff and students must adhere to school-wide rules and discipline policy.
- Instructional staff will teach school-wide character education lessons to teach students what the school-wide expectations look like in each school setting (e.g., bus, cafeteria, hallway, classroom, gym).
  - All staff, including bus drivers, custodians, lunchroom staff, instructional aides, secretaries, etc., will be provided with Jaguar bucks.

**One goal of the Proud Paw -B framework is to increase occurrences of appropriate student behavior in the school. To accomplish this goal, FTSD will use an acknowledgment system.**

1. Students who exhibit the characteristics of the Jaguar Character Education themes or school norms practiced for the month will be awarded Jaguar bucks by any staff member.
2. Each teacher/staff member will be provided with a specific number of monthly Jaguar Bucks; the teacher and staff member are responsible for maintaining said Jaguar Bucks. Each month the Jaguar buck color will change depending on the specific theme or school norm to be exercised for said month.
3. Jaguar bucks will not be replaced if lost or stolen.
4. The administration will send families a letter informing them of the Jaguar Buck program; all parents and students will be encouraged to sign a school contract.
5. Students will cash in Jaguar bucks once a week at Dr. Jones's office or cafe; staff should not send students to the school store to “cash in” unless they have a minimum of \$5 Jaguar bucks.
  - 5a. The students will have a menu selection of items to purchase ranging from \$5-\$75 (takis, juice boxes, Jaguar wear, fruit snacks, and other goodies.)
6. Jaguar bucks DO NOT replace Proud paws or other in-class PBIS systems that are already in place; this is an additional RTI strategy.
7. Once a JAGUAR buck is earned, staff CANNOT take it away!!!!

### **Jaguar Monthly incentive celebrations**

Each month K-2 students are recognized monthly for demonstrating positive behaviors throughout the month. The students are encouraged to bring in snacks and watch a movie as an incentive to recognize their hard work and success. Many students are given a set goal of dojo points that they must earn in order to participate in the program.

## **Classroom Dojo**

Each day parents are provided access to review their child's progress via dojo points earned on classroom dojo as a result of academic success, participation, and good behavior. This is also a platform to provide parents information about their child's progress throughout the day in real time. Due to classroom dojo, many stakeholders have strengthened their relationship with staff or teachers.

## **K-2 Discipline Policy**

It is important to note: The K-2 Code of Conduct is a guide. Students violating the BOE approved Code of Conduct shall be subject to consequences. At every consequence the student will be informed of the next consequence should that behavior continue. Students who are honest and admit their involvement when first questioned may earn a reduction of any consequence. In areas that are not specifically covered by the code, discipline will be administered at the discretion of the Administration. Administrators may modify a particular disciplinary action based upon the unique circumstance 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.

### **Definition of Social Probation**

- Social Probation: Consistent across all grade levels. When a student is placed on social probation:
  - Ineligibility for extracurricular activities (Including but not limited to: dances, sports, promotion ceremony, etc.)
    - Ineligibility for recess
      - Ineligibility for non-educational field trips
    - Ineligibility for classroom/school wide celebrations

## Bus Conduct

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Not Seated-on Bus/ Not in Assigned Seat/ Not Following Bus Driver Directions/ Disrespect	1-2 Days Bus Suspension Parent Contact	1-3 Days Bus Suspension Parent Contact	3-5 Days Bus Suspension Parent Contact
Fighting on the Bus	1-3 Days Bus Suspension Parent Contact	3-5 Days Bus Suspension Parent Contact	5-10 Days Bus Suspension (1 <sup>st</sup> -3 <sup>rd</sup> offense include consequences under intent to harm) Parent Contact
Eating Food on the Bus	Verbal Warning Parent Contact	1-2 Days Bus Suspension Parent Contact	1-3 Days Bus Suspension Parent Contact
Creating/Participating in Commotion on bus/yelling or making loud noises	1-2 days Bus Suspension Parent Contact	1-3 days Bus Suspension Parent Contact	3-5 Days Bus Suspension Parent Contact

### Level 1 Infractions

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense or More
Inappropriate Language to students	Teacher Consequence and Parent Contact within 24 hours of incident via phone conference	Administrative Consequence - 2 LD and Parent Contact	Administrative Consequence and Parent Meeting virtual or in person following	Administrative Consequence and Parent Meeting virtual or in person following ISS
General Misconduct (Examples: Repeatedly Talking Out of Turn, Not Following Directions, Name Calling, Teasing, Taunting, Minor Class Disruptions, etc.)	Verbal Warning and Discussion Parent Contact within 24 hours of incident	Teacher Consequence and Parent Contact 24 hours of incident via phone conference	Teacher Consequences, Log in Notes, Notify Administration, and Parent Meeting virtual or in person	Administrative Consequence - and Parent Meeting virtual or in person
Use of Cell Phone	Parent Contact (same day) and Cell Phone Confiscated	Parent Contact (same day), Cell Phone Confiscated, Teacher Consequence, and Parent must pick up phone from school	Parent Contact, Cell Phone Confiscated, and Administrative Consequence	Parent Meeting, Cell Phone Confiscated, and Administrative Consequence
Removal of Food from the Cafeteria/ Bringing & Distributing Food Soda, or Candy	Verbal Warning and Discussion Parent Contact	Teacher Consequence and Parent Contact	Administrative Consequence - and Parent Contact	Administrative Consequence - and Parent Meeting
Misuse of Bathroom	Verbal Warning and Discussion Parent Contact	Teacher Consequences (Escort to Bathroom), Log in Notes, Notify Administration, and Parent Contact	Administrative Consequences - (Escort to Bathroom), and Parent Meeting	Administration Consequences - Nurse's Bathroom, and Parent Meeting

### Level 2 Infractions

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense or More
Inappropriate Behavior (Disrespect, Defiance, Insubordination, inappropriate language)	Administrative Consequence - 1 day LD and parent contact	Administrative Consequence - 2 day LD and Parent Contact	Administrative Consequence - 3 days LD and Parent Meeting	Administrative Consequences - and Parent Meeting
Destroying/ Defacing individual-school property	Discussion, If appropriate clean up defacement, and Restitution Parent Contact within 24 hours via phone	Teacher Consequences, If appropriate clean up defacement, Parent Contact within 24 hours via phone, and Possible Restitution	Administrative Consequence - 1 day LD and Parent Meeting virtual or in-person	Administrative Consequence - and Parent Meeting
Any act of physical violence	Teacher Consequences, Parent	Administrative Consequence - 2 Days	Administrative Consequence -3 days	Administrative Consequence - Parent

(ex. pushing/shoving, punching, climbing on, or throwing objects that pose an extreme safety hazard, etc.)	Contact within 24 hours of incident	LD and Parent Meeting	LD and Parent Meeting Referral to Guidance	Meeting with Stakeholders
Stealing- taking possession of school property and/or of another person without permission	Teacher Consequences and Parent Contact via phone within 24 hours	Administrative Consequence - 2 LD and Parent Contact	Administrative Consequence - 3 days LD and Parent Meeting Referral to Guidance	Administrative Consequence - and Parent Meeting
Extortion- to obtain money or something of value by force or threat of harm	Teacher Consequences and Parent Contact within 24 hours via phone	Administrative Consequence - 2 LD and Parent Contact	Administrative Consequence - 3 days LD and Parent Meeting Referral to Guidance	Administrative Consequence - and Parent Meeting

### Level 3 Infractions

Level 3: Mandatory Parent Contact by Admin., SP, Administrative Consequences, and GAPS conference

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense or More
Leaving Class without Permission	Teacher Consequence Parent Contact via phone within 24 hours	Administrative Consequence - 2 LD and Parent Contact	Administrative Consequence - 3 LD and Parent Meeting Referral to Guidance	Administrative Consequence - Parent Meeting
Possession of inappropriate materials (lighters, matches, stink bombs, caps, cigarettes, or tobacco products, etc.)	Immediate Confiscation, Parent, Pickup of Item, Parent Contact, and Administrative Consequence	Immediate Confiscation, Parent, Pickup of Item, Parent Contact, and Administrative Consequence	Immediate Confiscation, Parent, Pickup of Item, Parent Contact, and Administrative Consequence	Immediate Confiscation, Parent Pickup of Item, Parent Meeting
Harassment (Sexual, Verbal, Physical, or Cyber Bullying)	HIB Referral, Parent Contact for victim and offender by Administration, and Administrative Consequences	HIB Referral, Parent Contact for victim and offender by Administration, and Administrative Consequences	HIB Referral, Parent Contact for victim and offender by Administration, and Administrative Consequences	HIB Referral, Parent Contact for victim and offender by Administration, and Administrative Consequences
Intent to do harm (ex. Physical contact)	Administrative Consequences - and Parent Contact	Administrative Consequences - Guidance Referral, and Parent Meeting	Administrative Consequences - and Stakeholders meeting	Administrative Consequences - and Stakeholders meeting
Incitement to fight-encouraging others to fight, instigating, threatening	Administrative Consequences - 2 Days LD Parent Contact	Administrative Consequences, and Guidance Referral Parent Contact	Administrative Consequences, and Parent Meeting	Administrative Consequences - Stakeholders Meeting
Threatening to cause harm with Deadly Weapon	Administrative Consequences, Parent Contact, State Police Contact, Immediate removal from school program, placement on home instruction, criminal complaint filed			
Possession of deadly weapon	Administrative Consequence, Parent Contact, State Police Contact, Immediate removal from school program, placement on home instruction, criminal complaint filed			

# GENERAL CODE OF CONDUCT

## Expectations of Student Behavior

1. Students are to prepare themselves mentally and physically for the process of learning:
  - Be nourished, well rested, display good hygiene and properly dressed and groomed.
  - Be prepared to learn.
  - Observe proper safety habits at all times.
  
2. Students are to take responsibility for their own behavior and learning both in school and at all school related activities:
  - Recognize that academic development is the primary purpose.
  - Complete all class work, homework and other assigned tasks.
  - Make appropriate decisions.
  - Accept constructive criticism as part of the learning process.
  - Accept disagreement when necessary and appropriate.
  - Accept the consequences for their actions.
  
3. Students are to demonstrate respect for self and for others:
  - Are honest, courteous and polite.
  - Respect the opinions of others.
  - Are respectful of different cultures.
  - Settle differences peacefully and appropriately.
  - Display good sportsmanship.
  
4. Students are to respect the natural and physical environment:
  - Participate in the maintenance and cleanliness of school facilities and property.
  
5. Students are to share responsibilities when working as a member of a group or team:
  - Cooperate, contribute and share in the work of the group.
  - Accept and assume leadership when appropriate to do so.
  - Listen to the viewpoints of others.
  
6. Students are to use their time and resources in a responsible manner:
  - Attend school regularly and on time.
  - Use learning materials and equipment appropriately.
  
7. Students are to communicate appropriately with parents and school personnel regarding their needs and goals:
  - Take time to discuss academic learning and school programs.
  - Transmit information to parents and return responses to school personnel (in a timely fashion) when appropriate.
  - Seek assistance from appropriate school personnel in time(s) of need.
  
8. Students are to be responsible for meeting individual class requirements:
  - Participate actively in learning activities.
  - Follow all class rules and procedures.
  - Arrive to class on time with all appropriate materials.
  
9. Students are to work to their potential, monitor their progress and seek help when necessary.
  
10. All students are expected to adhere to the dress code and policy.

# Fairfield Township School Student Uniforms

## POLO TOPS

### Colors:

- Royal
  - Navy
  - Light Blue
  - White
  - Black
- 
- Must be tucked in
  - Can be short or long sleeve
  - Cardigans: navy, black, or royal



## BOTTOMS



- If bottoms have loops, plain belts must be worn (grades 3-8)
- Tights under dresses/jumpers must be royal, navy, black, white, or skin-toned
- No jeans, cargo pockets,
- No leggings, tights

## COLORS:

- Khaki
  - Black
  - Navy
- Options:
- Slacks
  - Shorts
  - Skirts/Skorts
  - Dresses/Jumpers





## FOOTWEAR



- **Must cover the entire foot**
- **Any color**
- **No heels, wheels, lights, Crocs or slippers**



## HOODIES

Spirit wear Hoodies and school color approved hoodies may be worn with the hood down at all times.



## General strategies and consequences for Unacceptable Conduct:

Consequences for non-compliance can include any of the following depending upon the seriousness and/or frequency of the matter: (listed in progressive order) See Discipline Policy

- Adult to pupil conference (warning)
- Time outs
- Home contacts
- Parent-pupil-teacher conferences
- Parent-pupil-principal conference
- Loss of privileges (i.e. field trips, extracurricular activities)

Please remember that our actions involving disciplinary measures are meant to correct inappropriate school behaviors. Our goal (the school and parent's) is common: to produce happy, healthy, well-adjusted individuals who will lead successful adult lives. **Please support our school's efforts to have students behave appropriately while at school, on a trip and on the school bus.**

**Please see Appendix B (Policy #5131 – Conduct / Discipline).**

**Please see Appendix C (Policy #5131.7 – Weapons & Dangerous Instruments).**

**Please see Appendix D (Policy #5132 – Student Dress Code).**

**Please see Appendix E Policy #5113.5 – Early Childhood (Pre-K & Kindergarten) Attendance**

**Please see Appendix F Policy #1250 – Visits to the School**

**Please see Appendix G Policy #5132.6 – Re-admittance After Absence Due to Illness)**

**Please see Appendix H Policy #5141.21 – Administering Medication**

**Please see Appendix I Policy #5131.6 – Substance Abuse**

**Bus Suspension (BS):** 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 Suspension depending upon the infraction. Parents are responsible for providing transportation to and from school during the bus suspension period.

## COMMUNITY & PARENT INVOLVEMENT

### Back to School Night\*

Back to School Night will be held on September, 20, 2023 from 6:00 pm-8:00 pm.

### Parent-Teacher Conferences-\*

Parent-Teacher conferences will be held on the following dates:

<b>Date</b>	<b>Day</b>	<b>Times</b>
October 17, 2023	Tuesday	1:40-3:40 p.m.
October 18, 2023	Wednesday	5:30-7:30 p.m.
October 19, 2023	Thursday	1:40-3:40 p.m.
March 4, 2024	Monday	1:40-3:40 p.m.
March 5, 2024	Tuesday	5:30-7:30 p.m.
March 6, 2024	Wednesday	1:40-3:40 p.m.

\*Dates/Times are subject to change

Parents will be notified in advance to schedule times during the above conference dates. However, parents are free to schedule a conference with their child's teacher at any time during the school year. Please adhere to the Visitation policy, notify the teacher, at least 48 hours in advance.

### Classroom Visits

All parents are encouraged to visit their child's classroom. When doing so, please adhere to the following procedures:

- Please notify the teacher and administrator 48 hours in advance to the requested classroom visit.
- All visitors must report to the Main Office (located in the Main entrance near the Flag Pole) to obtain a visitor's pass.
- Parents will be escorted to and from their destination by the preschool supervisor or his/her designee.
- Please note, that a teacher and/or administrator may request that a visit be delayed or rescheduled.

### **Staff Contact Information**

We believe that it is essential to promote a positive relationship between staff and parents. In the event that there is a question or concern, we encourage you to speak with your student's teacher first, prior to informing the administrator. You can call the main office to leave a message for your student's teacher (856-453-1882). Additional teacher contact information can be found on the school website at <https://www.fairfield.k12.nj.us/>

### **DISTRICT CALENDAR**

A yearly district calendar is available on the school website at - <https://www.fairfield.k12.nj.us/common/pages/DownloadFileByUrl.aspx?key=XCyJsxpoDyRdy8%2fqLfQLNXiH>

Fairfield Township 2023-2024 School Calendar

September 2023							October 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

November 2023							December 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

January 2024							February 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29		

March 2024							April 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

May 2024							June 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

★ Staff In-Service	□ Early Dismissal Days	□ Reminders
■ School Closed		

Calendar subject to change by the Board of Education.

If an emergency closing is necessary - closing information will be posted:  
TV Stations 3, 6, 10, & 29 and the school website.

Parents, students, and or staff should not plan vacation, trips or other activities that call for deposits, non-refundable fees, etc. prior to July 1, 2024

Reminders , Holidays & Notes	
<b>September ( 17 Student Days, 20 Staff Days)</b>	
1,5	Staff Only: In-Service
4	District Closed-Labor Day (Students & Staff)
6	First Day for Students (Full Day)
20	Back to School Night
29	District Closed-Staff Professional Development
<b>October ( 21 Student Days, 21 Staff Days)</b>	
9	District Closed-Indigenous Peoples Day (Students & Staff)
17	Early Dismissal-Parent Teacher Conferences-Afternoon
18	Early Dismissal-Parent Teacher Conferences-Evening
19	Early Dismissal-Parent Teacher Conferences-Afternoon
20	Early Dismissal-Staff Professional Development
27	Early Dismissal-Staff Professional Development
<b>November (17 Student Days, 17 Staff Days)</b>	
7	Election Day-Early Dismissal
9-10	District Closed-NREA Convention (Students & Staff)
13	District Closed-Veterans Day-Celebrated (Students & Staff)
14	End of First Marking Period
21	Early Dismissal-Staff Professional Development
22	Early Dismissal-Thanksgiving Holiday (Students & Staff)
23-24	District Closed-Thanksgiving Holiday (Students & Staff)
<b>December ( 15 Student Days, 15 Staff Days)</b>	
1	Early Dismissal- Staff Professional Development
21	Early Dismissal-Winter Break (Students & Staff)
22-31	District Closed-Winter Break (Students & Staff)
<b>January ( 20 Student Days, 20 Staff Days)</b>	
1	District Closed-Winter Break (Students & Staff)
2	School Re-Opens
12	Early Dismissal-Staff Professional Development
15	District Closed-Martin Luther King Day Students & Staff)
19	District Closed-Snow Day
31	End of Second Marking Period
<b>February ( 19 Student Days, 19 Staff Days)</b>	
2	Early Dismissal-Staff Professional Development
12	Early Dismissal-Staff Professional Development
16-19	District Closed-President's Day Students & Staff)
<b>March ( 20 Students Days, 20 Staff Days)</b>	
4	Early Dismissal-Parent Teacher Conferences-Afternoon
5	Early Dismissal-Parent Teacher Conferences-Evening
6	Early Dismissal-Parent Teacher Conferences-Afternoon
7	Early Dismissal-Staff Professional Development
8	Early Dismissal-Staff Professional Development
29	District Closed-Spring Break (Students & Staff)
<b>April ( 17 Student Days, 17 Staff Days)</b>	
1-5	District Closed-Spring Break (Students & Staff)
15	End of Third Marking Period
19	Early Dismissal-Staff Professional Development
<b>May ( 22 Student Days, 22 Staff Days)</b>	
24	Early Dismissal (staff & students)
27	District Closed-Memorial Day (Students & Staff)
<b>June (12 Student Days, 14 Staff Days)</b>	
18	Early Dismissal/Last Day for Students
18	End of Fourth Marking Period
19-20	Staff Only
21	Juneteenth-Celebrated-District Closed (Staff)

180 Total Student Days  
185 Total Staff Days

Board Approved: 3/9/23  
Revised: 2/8/24

## **DOCUMENTATION/REQUIRED FORMS**

Required forms and/or documentation will be sent home in the student's folder. Please return ASAP (within 5 school days) so records can be updated and maintained.

## **EMERGENCY DRILLS**

### **School Security Drills**

Under state law, each school is required to hold 1 fire drill and 1 school security drill per month during the school year. A fire evacuation map is posted in each classroom/area of the school. When the fire alarm sounds, students are to leave the building in single file. Students and staff will remain outside, and a safe distance away from the building until the signal to return to the building is sounded.

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 cards on file in the school and nurse's office containing the following information:

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. Emergency phone number of friend or relative.
5. Physician's name and phone number.
6. Medical alert information.

[Please see Appendix F \(Policy #1250 – Visits to the School\).](#)

### **Field Trips**

Preschool students have many opportunities to attend enriching field trips throughout the school year. Permission slips will be sent home prior to each field trip. A signed permission slip must be returned in order for students to participate. The Fairfield Township School District covers all bus and admission costs for preschool students. Parents are always welcome and encouraged to attend field trips. Parents will be responsible for their own admission fees for trips and are expected to submit payment by the deadline indicated on the permission slip. Parents, additional adults and children will be required to follow the buses or to meet at the field trip destination.

### **Classroom Celebrations**

Throughout the school year, the preschool classes will participate in birthday and seasonal celebrations. Parents may bring in snacks and/or refreshments for their student's birthday and/or seasonal celebration. Healthy snacks are preferred. Please make all arrangements with your student's teacher. Parents/Guardians may drop off the snack and/or refreshment at the Early Childhood and/or Main Office to be delivered to their student's class. Please adhere to the following regulations based on the *New Jersey School Nutrition/Wellness Policy* and to the Visitation Policy.

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
- All foods and beverage items listing sugar, in any form, as the first ingredient;
- All forms of candy.

## THE CURRICULUM RESOURCES

### Reading Street and Go Math Curriculum Resources

In order to ensure that your child will receive an enriched learning experience from our certified teachers, the Fairfield Township School District has adopted Reading Street, Reading Horizons and Go Math.

*Reading Street* is not just a reading program. It is billed as a resource for comprehensive coverage of language arts that covers all reading skills (phonics, fluency, comprehension), vocabulary, spelling, grammar, and composition. Handwriting is the only thing missing! However, some parents might want more intensive coverage of grammar. Unlike most comprehensive programs for public schools, all of these subject areas are integrated around themes, with six general themes per year. Themes are very general. For example, some first grade themes are “What is changing in our world?” and “How are people and animals important to one another?” Some fifth grade themes are “What kinds of challenges do people face and how do they meet them?” and “What do people gain from the work of inventors and artists?”

The *Reading Horizons Discovery*® Direct Instruction Materials include detailed manuals for teaching research-based explicit, systematic, and sequential phonics-based instruction in elementary classrooms. Additional instructional materials increase student engagement and facilitate student transfer of decoding skills into fluent reading.

Math instruction is always evolving, with new approaches to pedagogy, engagement, and technology. *GO Math!*® meets students and teachers on their math journey, raising student achievement scores and supporting teachers along the way.

Designed by the same author team across K–8, *GO Math!* incorporates the latest thinking in its comprehensive approach and engages digital natives with cross-platform technology. It helps teachers to differentiate instruction, building and reinforcing foundational math skills that translate from the classroom to real life.

### The Classroom Schedule

Primary age students require a consistent routine of events, which will give them a basic understanding of the curriculum and what to expect throughout the day. Consistency in the schedule will also allow students to successfully transition from one activity to another without problems. Teachers establish a daily routine in their schedules that outline each activity within the Curriculum. The following curriculum components are included in the classroom schedule.

- Engagement activity / Question of the Day
- Large Group Instruction
- Centers
- Guided Reading/Guided Math
- Small Group Instruction
- Exit Ticket
- Journal Writing

## STUDENT SUPPORT SERVICES

### The Intervention Referral Team

The Intervention Referral Team (I&RS) assists teachers in working with children who exhibit difficulty in the classroom as indicated through the screening process or observations. The role of the I&RS member is to monitor students’ progress through the development and implementation of an intervention plan.

**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series 5000**

**Conduct / Discipline**

**Policy 5131**

Date Adopted: May 21, 1997

Date Revised: August 28, 2003, March 22, 2010

The Board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The Board directs the Superintendent of Schools to develop and implement a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions, and as appropriate, conduct away from school grounds. The Board shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the school. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

The Superintendent of Schools shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The Superintendent of Schools shall develop regulations that:

- A. Require pupils to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;
- B. Establish the degree of order necessary to the educational program in which pupils are engaged;

The Superintendent of Schools shall annually:

- A. Disseminate the code of student conduct to all staff, students and parents;
- B. Report on the implementation of the code of student conduct to the Board of Education at a public meeting in accordance with NJAC. 6A:16-7.1(a) 5, i-iv.
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.



Pupils who display chronic behavioral or academic problems may be referred to the Fairfield Action Committee Team (FACT) or Preschool Intervention & Referral Team (PIRT) and the Child Study Team by the Superintendent of Schools for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services.

Pupils may be referred to the Alternative Placement Program (AP) at the discretion of the principal in accordance with the procedures as outlined in Fairfield Township Alternative Program . The AP is alternative education program that offers non-traditional, yet effective learning environments that provide flexible educational objectives closely related to the learning styles and needs of students while still addressing the Core Curriculum Content Standards.

The program at Fairfield Township School is a single-room, multi-year program for students in grades 6-8 who, through their inappropriate behavior, are not experiencing success in learning.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by NJSA 2C:12-1) upon a Board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

#### Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

#### Weapons Offenses

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school- sponsored function shall be immediately removed

from the school's regular education program for a period of not less than one calendar year. The Superintendent of Schools may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the Board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent of Schools. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Superintendent of Schools shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

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

### Disabled

Classified pupils are subject to the same disciplinary procedures as non-disabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all pupils with disabilities.

### Implementation

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

The Board shall review all related policies on a regular basis.

Legal References

NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure  
2C:12-1 Definition of assault  
2C:33-19 Paging devices, possession by students  
2C:39-5 Unlawful possession of weapons  
18A:6-1 Corporal punishment of pupils  
18A:11-1 General mandatory powers and duties  
18A:25-2 Authority over pupils  
18A:36-19a Newly enrolled students; records and identification  
18A:37-1 et seq. Discipline of Pupils  
18A:40A-1 et seq. Substance Abuse  
18A:54-20 Powers of board (county vocational schools)

NJAC 6A:14-2.8 Discipline/suspension/expulsions  
6A:16-1.1 et seq. Programs to Support Student Development  
6:32-12.1 Reporting requirements  
6:32-12.2 School-level planning

Possible Cross References

1220, 3517, 3541.33, 4148, 5000, 5010, 5020, 5113, 5114, 5124, 5127, 5131.5, 5131.6, 5131.7, 5132, 5145, 5145.2, 5145.4, 5145.6, 6145, 6164.4,

**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series 5000**

**Weapons & Dangerous Instruments**

**Policy 5131.7**

Date Adopted: September 25, 1995 | Date Revised: March 22, 2010, May 22, 2014

The Board of Education prohibits the possession and/or use of weapons or other instruments that can be used as weapons or perceived to be weapons on school property, at any school function or while en-route to or from school or any school function. A violation of this policy will result in disciplinary action, depending on severity and occurrence.

The Superintendent of Schools shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its potential uses posing a threat to students, staff or property.

A student found or observed on school property or at a school event or en-route to and/or from school or a school event in possession of a weapon or dangerous instrument shall be reported to the Superintendent of Schools immediately. The Superintendent of Schools shall immediately contact the NJ State Police and provide all known information concerning the matter, including the identity of the pupil involved.

Possession or use of laser pointers is also strictly forbidden.

Disciplinary action shall be taken against students who possess, handle, transmit or use weapons, or dangerous instruments. As in disciplinary cases, due process will be provided, depending on severity and occurrence.

Disciplinary action/consequences include but are not limited to: out-of-school suspension, immediate removal of the student from the school program and a mandatory parent conference to be held with the Superintendent or a Board hearing at the discretion of the Superintendent, depending on the severity and occurrence of the incident. Should a parent/guardian contest the assigned disciplinary action, they have the right to appeal within 10-15 school days. The Board of Education shall determine appropriate action in the case of appeal.

Students cannot learn and teachers cannot teach when danger of violence is present. Accordingly, P.L. 127 and P.L. 128 were developed in order to prevent assaults with weapons from being committed upon students and teachers and to remove students from school who are found to be in possession of firearms. Both of these laws carry severe mandatory penalties, therefore it is very important that we all understand what acts are prohibited and the penalties that will be imposed on those who violate the laws.

P.L. 127, also known as the “Zero Tolerance for Guns Act” mandates that any pupil who is convicted or adjudicated delinquent for the possession of firearms or a crime while armed with a firearm, or who is knowingly in possession of

firearms on any school property; on a school bus, or at any school sponsored function shall be immediately removed from the school's regular education program, pending a hearing before the local Board of Education, for a period of not less than one calendar year. In addition, any pupil so removed shall be reported to the police for a possible violation of a criminal statute. It is important to note that items such as pellet guns and air guns are considered as a firearm for the purpose of this law.

P.L. 128 provides that any pupil who commits an assault upon a teacher, administrator or other employee of a school Board or another student with a weapon, on a school bus or on school property, or at any school sponsored function shall be immediately removed from the school's regular education program, pending a hearing before the local Board of Education for a period not to exceed one calendar year. It is important to note that the word weapon as it is used in this law, includes numerous items such as knives, sling- shots, throwing stars, blackjacks, tear gas or even a common kitchen knife, if it is used during an assault.

The Board is committed to maintaining a safe and orderly learning environment for our students and staff. It is important that our school community clearly understand the laws and that they will, when necessary, be enforced.

### Fireworks

Fireworks are illegal in the State of New Jersey. Therefore, no fireworks will be allowed at school or on school properties. Fireworks are considered dangerous and will be treated in the same manner as weapons.

### Legal References

- NJSA 2A:4A-60 et al. Disclosure of juvenile information; penalties for disclosure  
2C:12-1 Definition of assault  
  
2C:33-19 Paging devices, possession by students  
2C:39-5 Unlawful possession of weapons  
  
2C:39-6 Exemptions  
  
18A:6-1 Corporal punishment of pupils  
  
18A:36-19.2 Student locker or other storage facility; inspections; notice to students  
18A:37-1 Submission of pupils to authority  
  
18A:37-2 Causes for suspension or expulsion of pupils  
  
18A:37-2.1 through -2.5 Assaults by pupil upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings ...  
  
through -12 18A:37-7 Zero Tolerance for Guns Act
- NJAC 6A:14-2.8 Discipline/suspension/expulsion  
  
6A:16-1.1et seq. Programs to Support Student Development

P.L. 103-382, Improving America's Schools Act of 1994

Section 1702, Prohibits possession or discharge of a firearm in a school zone, Pub. L. 101-647

Attorney General's Executive Directive No. 1988-1, Memorandum of Agreement (revised, amended)

State in Interest of T.L.O., 94 N.J. 331, 346 (1983), rev'd 515 U.S. 646 (1985)

See also Commissioners' Decisions indexed under "Pupils - Punishment of" in Index to N.J. School Law Decisions

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)  
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

## Appendix D Policy #5132 – Student Dress Code

<b>Fairfield Township Board of Education District Policy Manual</b>		
<b>Students</b>		<b>Series 5000</b>
<b>Student Dress Code</b>		<b>Policy 5132</b>
Date Adopted: March 29, 2007	Date Revised: May 29, 2008, Mar. 22, 2010, July 28, 2011, Aug. 23, 2012, July 25, 2013, Aug. 22, 2013, Feb. 26. 2015, Sept. 17, 2018, Aug. 11, 2022, Sept. 14, 2023	

The Board of Education believes that neatly attired students take pride in themselves; therefore, they are more likely to practice habits of self-discipline and display a positive attitude and demeanor in the school setting. Therefore, school uniforms shall be worn since they have been requested by the principal, staff and parents. The school principal shall ensure that assistance is provided to economically disadvantaged students. The assistance may include, but not be limited to, providing information about how and where to obtain the uniform considering the parent's budget limitations. The specific uniform has been determined by the principal, staff and parents of the individual school as appears below. Any changes to the required uniform must be approved by the Board of Education not less than three months before implementation.

This policy shall not preclude students who participate in a nationally recognized youth organization, which is approved by the Board of Education, from wearing uniforms to school on days that the organization has scheduled a meeting. The principal may authorize exceptions to the uniform requirements on an individual event basis such as Individual Picture Day, Spirit Day or Character Ed activities.

In addition, the following general dress code regulations apply:

1. All students are expected to wear the entire uniform at all times whenever they are on school property or are attending a school activity unless permission is expressly granted for a game or dance, etc.
2. Transfer students will be allowed two days' grace time to acquire the uniform.
3. Total uniform must be visible at all times. No hats (or headgear of any type) may be worn indoors unless during character education or designated student activities such as but not limited to Dr. Suess or Drug awareness week activities
4. No coats, jackets, or other outerwear, including sweatshirts, may be worn indoors, with the exception of school logo and/or name.
5. No decorations, logos or writing allowed on the outside of the uniform. Polo style shirts, long/short sleeve tee-shirts, and crew/zip hooded sweatshirts with the school logo may also be worn.
6. No large jewelry; if worn, necklaces must be worn under the tops.

The following are examples of unacceptable attire for students during school hours:

1. Torn and/or dirty clothing
2. Tight/form-fitting clothing
3. Dark eye glasses (except for medical reasons)
4. Combs and picks worn in the hair
5. Any accessory that may be used as a potential weapon.
6. Any gang-related accessory.

The approved uniform shall consist of:

## **Shirts & Tops**

### Shirts & Tops

- Permitted colors for shirts, sweatshirts, hoodies and sweaters are royal blue, light blue, navy blue, yellow, black, gray and white. No other colors are permitted;
- Long or short sleeve polo style shirt with a collar (Must not be tight, form-fitting or oversized, no tee-shirts with the exception of school logo and/or name.)
  - o Tops must be worn tucked into bottoms or tucked in and bloused;
- A royal blue, black or navy- blue cardigan (without hoods) may be worn in addition to a polo shirt with the exception of school logo and/or name;
- Turtlenecks, if worn, must be worn under the polo shirt and be royal blue or navy blue;
- Undershirts may be short-sleeved or long-sleeved and may be solid white, solid royal blue, solid black or solid navy blue only. No other color undershirt is permitted.
- No tops containing logos, writing or other illustrations may be worn, with the exception of the Fairfield Township School logos and/or name, which include long/short sleeve tee shirts and crew/zip hooded sweat shirt.

### Bottoms

- Permitted Colors - Khaki, Navy Blue & Black
- Slacks;
- Skirts, jumper dresses, shorts and skorts must be no shorter than 2 inches above the knee;
  - Capri pants;
  - Yoga attire is not permitted.

### Bottom Guidelines

- All bottoms must be proper fit (not tight, not baggy and worn at the waistline.);
- Tights must be neutral (skin-toned), royal blue, navy blue, black or white.

### Footwear

- Shoes, sneakers and athletic shoes of any color are permitted;
  - Boots, with no ornamentation other than a company name are permitted in any solid color;
- Shoe laces or Velcro closure straps must be same color as the shoes;



**Socks**

Tights / stockings are acceptable;

Leggings, below or at the knee may be worn under shorts, skorts or jumpers and must not contain sparkles, names, faces;

Leggings must be ankle or knee high.

**Belts**

Must have a small buckle (3” or less) and no ornamentation;

Must be worn with pants that have belt loops. Note: Pants without belt loops will not require a belt.

Belts are optional for Pre-K, through 2nd grade students. Students are required to wear belts beginning in the 3rd grade.

**Jewelry & Body Ornamentation**

Earrings may be worn provided they are no larger than a quarter;

Visible body piercings and/or tattoos are not permitted.

**Headbands**

Headbands of up to 2 inches in width may be worn, but must be white, black, navy blue or royal blue.

**Book Bags / Backpacks**

Any book bag or backpack, with the exception of messenger bags, shall be permitted.

Students are not to carry book bag during the course of the day. They are to be placed in cubbies or in lockers upon entering school, and students are given the opportunity to use lockers at designated times.

Students who choose not to comply with these guidelines shall be subject to disciplinary action in accordance with the current district discipline policy.

<b>Legal References</b>	
18A:11-1 General Mandatory Powers and Duties	NJSA
18A:11-7 Findings relative to school dress codes	
18A:11-8 Adoption of dress code policy for school permitted	
18A:11-9 Prohibition of gang-related apparel	

18A:37-1 Submission of pupils to authority

Possible Cross References

5131

**STUDENT DRESS CODE:** The Board of Education recognizes that a neat and appropriate appearance reflects positively on the individual student as well as on the school as a whole, and can contribute to educational success. Students are expected to come to school clean, neat, well groomed and appropriately dressed. It is the responsibility of both parents and students to ensure all clothing worn in Fairfield Township School is "modest and appropriate." Fairfield Township School affirms that acceptable standards for students are predicated on decency, neatness, cleanliness and safety. Dress for school must not distract from nor disrupt the educational process.

### **FAIRFIELD TOWNSHIP SCHOOL STUDENT DRESS CODE GUIDELINES**

1. Clothing with inappropriate, suggestive or derogatory pictures or phrases may not be worn.
2. Clothing must cover undergarments as well as the torso areas of the body (between the shoulders and the top of the legs, front and back). Pants are to be worn at the waistline with no undergarments and no part of the torso visible, including when students are seated. All tops must be high enough at the neckline to completely cover any cleavage. Any top with a neckline that might expose cleavage must be worn with a top with a higher neckline

UNDERNEATH. **No tank tops or spaghetti strap tops are permitted.**

3. Shorts and skirts are to be respectable and of modest length.
4. No headwear is to be worn in the building during the school day. This includes, but is not limited to: hat, bandana, scarf, earmuffs, sunglasses, or any other head covering, including hoods. (Exception: Any headwear worn for religious beliefs with the appropriate documentation)
5. Coats, jackets, or vests designed as outerwear are not to be worn during the school day, and must be secured in the lockers at the beginning of the school day
6. Students must wear suitable footwear at all times. For safety reasons, types of footwear that are **BOTH open-toed and backless are not permitted**. No slippers, flip flops, soccer sandals, shower sandals and other types of footwear associated with these types of footwear are permitted.

In order to protect the school's flooring, types of footwear with cleats or metal attachments are not permitted.

8. Clothing with frayed edges or visible holes must have a layer of clothing under the frayed item.
9. Clothing that reveals excess body parts must be covered up.
10. Any mode of dress which presents a safety hazard, health hazard, or distraction to others may not be worn. In addition, clothing promoting offensive or obscene material is prohibited. The determination of the appropriateness of any mode of dress is at the discretion of the school administration.

It is the responsibility of the individual students and their parents to understand and request clarification about the dress code. It will be assumed that all students understand and will follow the dress code. Once a warning has been documented, students will be subjected to disciplinary action for repeated dress code violations.

**Here are some helpful hints on what to wear:**

# Fairfield Township School Student Uniforms

## POLO TOPS

### Colors:

- Royal
  - Navy
  - Light Blue
  - White
  - Black
- 
- Must be tucked in
  - Can be short or long sleeve
  - Cardigans: navy, black, or royal



## BOTTOMS



- If bottoms have loops, plain belts must be worn (grades 3-8)
- Tights under dresses/jumpers must be royal, navy, black, white, or skin-toned
- No jeans, cargo pockets,
- No leggings, tights

### COLORS:

- Khaki
- Black
- Navy

### Options:

- Slacks
- Shorts
- Skirts/Skortis
- Dresses/Jumpers



## FOOTWEAR



- **Must cover the entire foot**
- **Any color**
- **No heels, wheels, lights, Crocs or slippers**



## HOODIES

Spirit wear Hoodies and school color approved hoodies may be worn with the hood down at all times.



## **Jaguar Spirit Day:**

Most Fridays, students will be asked to participate in the \$1 Jaguar Spirit Dress down day fundraiser voluntarily. Students participating in the Jaguar Dress down day are encouraged to wear Jaguar colors or Jaguar animal prints. School colors are Royal Blue, Gold, Yellow, Navy, or White with jeans. Students may also wear Jaguar paraphernalia purchased via the website or school fundraiser. The Jaguar animal print is brown and black.

Although we understand that purchasing the t-shirts may pose a financial hardship, hence the ability to wear standard colors with school-appropriate jeans.

Parents and guardians are encouraged to make their own Jaguar t-shirts or sweatshirts. You are not required to purchase t-shirts, etc., from the school. However, purple, red, and other colors that are not school colors are NOT Jaguar wear, leading to mass confusion and “free for all” during the 2023-2024 school year. Wearing other colors that are simply not Jaguar wear or spirit undermines the spirit and purpose of the activity. Please, let’s have a day that we all can enjoy! Before students leave for school, they should wear appropriate clothing and assumably has the permission of their parents/guardians to dress in said attire. So, if your student does not adhere, a parent/guardian will be notified.

So, please adhere to the criteria. Jaguars are not red, purple, or pink. The school colors are Navy blue, royal, and gold, hence the school spirit.

Participation in Jaguar dress-down days is voluntary. To promote the involvement in consideration of financial support, students who earn Jaguar bucks may also use bucks to purchase a dress-down pass.

In the spirit of honoring Jaguar Dress down day, we will request that students adhere to the set criteria of school colors and. or paraphernalia to avoid inappropriate dress.

Information on specific dress-down days is forthcoming, and families will be notified accordingly. All students are expected to dress in school appropriately.

## **Color Days/Thematic Dress-down Days, etc.:**

The school wants to encourage creativity and fun; therefore, there will be color and thematic dress-down days. Students will be asked to voluntarily wear a specific color with Jeans or school bottoms for \$1. They will not be required to participate in the color or thematic day. Jaguar bucks may not be applicable to purchase as a color day or thematic dress-down pass.

Carefully review the flier in preparation for each dress-down activity. Please ensure that you have adequate information regarding the type of dress-down day and what is required before sending your child to school.

Students that do not adhere to the dress code or criteria of dress down day or color/thematic dress down days parent/guardian will be notified will be subject to disciplinary action, and may be asked to change their attire and placed in an alternative setting until the teacher, nurse, or parent has made arrangements/guardian.

**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series 5000**

**Early Childhood (Pre-K & Kindergarten) Attendance**

**Policy 5113.5**

Date Adopted: December 19, 2013

Date Revised:

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum successfully.

Parents/guardians have the primary responsibility for ensuring that those students between the ages of 3-6 in the pre-Kindergarten and Kindergarten Early Childhood Program within their custody attend school regularly.

The Board of Education directs that each student enrolled shall attend the entirety of each day's program at his/her grade level in order to:

1. Participate in classroom activities;
2. Have contact with other students;
3. Have the tutelage of a competent teacher;
4. Minimize disturbance of the classroom routine;
5. avoid needless repetition of subject matter by teachers;
6. Benefit from regular continuity of instruction.

A student will be considered to be in attendance in school if present where any school-sanctioned/sponsored activity is being conducted. Students will not be penalized in any way for attending school-sanction activities that take place during school hours.

Students who miss class for any reason must complete assignments missed because of any absence. Exceptions to the previous statement will be made only at the discretion of the Principal.

Attendance shall be required of all students enrolled in the school during the days and hours that school is in session unless an acceptable cause exists and is presented to the Principal justifying the student's absence. In accordance with statutes, the Board shall require from the parent/guardian of each child who has been absent, a written statement of the reason for such absence. The board reserves the right to verify such statements and to investigate the cause of each absence and tardiness.

Therefore, every effort shall be made to identify the habitual truant student, investigate the cause(s) of his/her behavior and consider modification of his/her educational program to meet his/her particular needs and interests.

The Superintendent of Schools is directed to meet with the Child Study Team to consider the appropriateness of the educational program being offered to each student who is habitually and repeatedly absent from that program.

The Superintendent of Schools shall develop procedures that ensure a school session that:

1. Is in conformity with the requirements of the rules of the New Jersey Board of Education;
2. Govern the keeping of attendance records with the rules of the New Jersey State Board of Education;
3. Impose on truant students disciplinary measures appropriate for the infractions of school regulations.

A waiver of these attendance requirements may be granted for good cause by the Superintendent of Schools.

Documentation of the nature and causes of these absences shall be the responsibility of the parent/guardian.

#### Regulation/Procedures

1. The Principal will ensure that children who are listed as absent on the official school register may be accounted for by designating a staff member to call each absent child's home prior to 11:00 AM each day.
2. Attendance letter, informing parents/guardians of their child's attendance will be sent home by the Principal following the 5<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> consecutive absences in each calendar year. Absences that have been verified by a note from a physician, as well as those absences due to observations of religious holiday will not count toward these totals.
3. The attendance letters issued with the 5<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> consecutive absences will contain reference to the parents/guardians responsibility to ensure that the children attend school. Upon the 10<sup>th</sup> consecutive absence the Pre Kindergarten student will be removed from the Pre School program. The parents/guardians must re-register and if applicable be placed on a waiting list to re-enroll into the Pre Kindergarten program. Attendance letters are to be developed by the Principal and approved by the Superintendent of Schools each September. The Principal will forward a copy of all attendance letter sent to parents/guardians to the Superintendent of Schools.
4. Attendance letter, informing parents/guardians of their child's attendance will be sent home by the Principal following the 5<sup>th</sup>, 10<sup>th</sup>, and 20<sup>th</sup> absences in each calendar year. Absences that have been verified by a note from a physician, as well as those absences due to observations of religious holiday will not count toward these totals. The attendance letters issued with the 5<sup>th</sup> and 10<sup>th</sup> absences will contain reference to the parent/guardians legal obligation to ensure that children attend school. Attendance letters are to be developed by the Principal and approved by the Superintendent of Schools each September. The principal will forward a copy of all attendance letter sent to parents/guardians to the Superintendent of Schools.
5. The Principal will convene a meeting with the child's parent/guardian, counselor, and teacher following the 5<sup>th</sup> consecutive absence in any calendar year. The purpose of the meeting will be to devise and implement a written plan to improve the student's attendance record. Any such plan must not incur any expense to the Board of Education.
6. A child who is absent for 10 or more consecutive days must be dropped from the school rolls.
7. The scheduling of family vacations during regular school time is discouraged. It is expected that parents/guardians will endeavor to schedule family vacations at times when school is not in session.
8. A special education pupil, classified as chronically ill is exempt from this policy and regulation.
9. A child in the Early Childhood program or Pre Kindergarten program who accumulates more than 25 unexcused absences in a calendar year will be removed from the Pre K program.
10. A child in the Early Childhood program or grade kindergarten who accumulates more than 30 unexcused absences in a calendar year may be considered for retention.
11. Every effort shall be made to see that pertinent portions of these regulations are existent to every parent via the Early Childhood and Parent handbook. Excerpts from this regulation and from Policy 5115- Attendance Records/Registers will be published and distributed to parents annually.

### Excused Absences

The Board considers the following as cause for excused absence:

- A. Disabling illness
- B. Recovery from accident
- C. Required court attendance
- D. Family illness (serious illness of a family member, residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
- E. Death in the family (death of a family member of the student, including but not limited to parent/guardian, sibling, grandparent, aunt, uncle, etc.)
- F. Religious observance-In accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or the right to take an alternate to a test or examination missed through such absence.
- G. Such good cause as may be acceptable to the Superintendent of Schools.

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

### Students with Disabilities

For students with disabilities, attendance plans and punitive and remedial measures shall be established in accordance with the students'

- A. Individualized Education programs, pursuant to USC & 1400 et. Seq., the individuals with Disabilities Education Improvement act;
- B. Procedural safeguards as set forth in NJAC 6A:14;
- C. Accommodation plans under 29 USC &794 and 750(20)
- D. Individualized health care plans, pursuant to NJAC 6A:16-2.3(b) 2ix.

### Cases of Up to Four Unexcused Absences

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting investigation to determine that cause(s) of each unexcused absence. This investigation shall include contacting parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with parents/guardians.



### Cases of Up to Five to Nine Unexcused Absences

The Superintendent of Schools shall assign a district employee to attempt to notify parents/guardians of any unexcused absences of their children prior to the beginning of the school day following said unexcused absence.

District personnel shall be assigned the task of conducting investigation to determine that cause(s) of each unexcused absence. This investigation shall include contacting parents/guardians of the student.

Appropriate district personnel shall develop an action plan to address patterns of habitual unexcused absences of students in order to have said students maintain regular attendance. This action plan shall be developed in consultation with parents/guardians. In addition, the assigned staff member(s) shall evaluate the appropriateness of the action plan pursuant to NJAC 6A:16-7.8(a) 41(3) and revise the action plan, as needed to identify patterns of unexcused absences and establish outcomes based on the student's needs and specify the interventions for achieving the outcomes supporting the student's return to school and regular attendance that may include any or all of the following:

- A. Refer or consult with the Intervention and Referral Services team, pursuant to NJAC 6A:16-8;
- B. Conduct testing, assessments, or evaluations of the student's academic, behavioral and health needs;
- C. Consider an alternate educational placement;
- D. Make a referral to a community-based social and health provider agency or other community resources;
- E. Refer to the court program (Grade K/Age 6 to 16) designated by the New Jersey Administrative Office of the Courts;
- F. Proceed in accordance with the provisions of NJSA 9:6-1 et seq. and NJAC 6A:16-11, if potentially missing or abused child situation is detected; and/or,
- G. Cooperate with law enforcement and other authorities as appropriate

### Cases of Ten or More Cumulative Unexcused absences

In cases of 10 or more cumulative unexcused absences, the student between the ages of 6 and 16 shall be considered to be truant pursuant to NJSA 18A:38-37. In such cases, the following shall be instituted:

- A. A mandatory referral to court to the court program designated and required by the New Jersey Administrative Office of the Courts;
- B. A reasonable attempt to notify the student's parents/guardians of said mandatory referral;
- C. Continuation of consultations with the parents/guardians and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperation with law enforcement and other authorities and agencies, as appropriate;
- E. Proceed in accordance with the provisions of NJSA 18A: 38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes, as required.

### Regular Release of Pupils before the End of the Normal School Day

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

### Late Arrival and Early Dismissal

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

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

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Medical disability;
- C. Motor vehicle driver's test;
- D. Family emergency;
- E. Court appearance;
- F. Such good cause as may be acceptable to the administration.
- G.

No pupil in grades pre-Kindergarten or Kindergarten shall be permitted to leave the school before the close of the school day unless he/she are met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act his/her behalf.

### Legal Custody

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Board of any change in the pupil's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

### Class Cutting and Truancy (Unauthorized absence)

Parents/Guardians who fail to comply with the compulsory attendance laws are subject to the penalties prescribed by law.

### Make-Up Work

Students shall be provided the opportunity to make up all work and examinations missed because of absence. Failure to make up such work or take such examinations shall result in appropriate academic penalty.

### Exclusions

When a student has been excluded from school in accordance with statute, he/she shall have the same opportunity to make up missed work as a student absent for any other reason. Such days of non-attendance shall be recorded as excused absences.

### Potentially Missing Children

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them.
- B. If no telephone contact can be made, the attendance officer shall investigate.
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the local authorities.
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

In accordance with Board Policies 5141.4\_Child Abuse & neglect and 5141.5 Early Detection of Missing Children, and pursuant to NJSA 9:6-1 et. Seq. and NJAC 6A:16-11, any case in which it appears that the student who is absent is potentially missing or the victim of child abuse and/or neglect, the Superintendent/designee shall conduct an

investigation of the circumstances and proceed in accordance with law and in cooperation with law enforcement official were appropriate.

#### Marking Missing Child's School Record

Whenever the Superintendent of Schools receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the Superintendent of schools shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing pupil records (see Policy 5125 Pupil Records). After the Superintendent of Schools has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

#### Regulations

The Superintendent of Schools shall develop procedures for the attendance of pupils which:

- A. Ensure a school session which is in conformity with requirements of the rules of the New Jersey State Board of Education;  
Identify potentially missing and/or abused pupils;
- B. Govern the keeping of attendance records in accordance with rules of the New Jersey State Board of Education, including pupils serving in or out of school suspensions, or excluded for health and cleanliness reasons;
- C. Impose truant pupils such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the pupil's record of achievement beyond that which naturally follows his/her absence from school activities;
- D. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
- E. Address tardiness in terms of the intent of this policy;
- F. Ensure that pupils absent for any reason have an opportunity to make up work they missed;
- G. Recognize exemplary attendance.

## Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:35-4.9 Pupil promotion and remediation; policies and procedures 18A:36-14, -15, -16 Religious holidays; absence of pupils on; effect ... 18A:36-19a Newly enrolled students; records and identification
- 18A:36-24 through -26 Missing children; legislative findings and declarations ...  
18A:38-25 Attendance required of children between six and 16; exceptions  
18A:38-26 Days when attendance required; exceptions
- 18A:38-27 Truancy and juvenile delinquency defined
- 18A:38-31 Violations of article by parents or guardians; penalties  
18A:38-32 District and county vocational school attendance officers  
18A:40-7 Exclusion of pupils who are ill
- 18A:40-8 Exclusion of pupils whose presence is detrimental to health and cleanliness 18A:40-9 Failure of parent to remove cause for exclusion; penalty
- 18A:40-10 Exclusion of teachers and pupils exposed to disease  
18A:40-11 Exclusion of pupils having communicable tuberculosis  
18A:40-12 Closing schools during epidemic
- 18A:54-20 Powers of board (county vocational schools)
- 52:17B-9.8a through -9.8c Marking of missing child's school record
- NJAC 6A:8-5.1 Graduation requirements
- 6A:16-1 et seq. Programs to support student development.
- 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
6A:32-8.1 et seq. Student Attendance and Accounting
- 6A:32-8.3 Student attendance
- Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794  
Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851
- C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

## Possible Cross References

5020, 5111, 5114, 5115, 5124, 5141.2, 5141.4, 5142, 6146, 6147, 6147.1, 6154, 6171.4, 6173

**Fairfield Township Board of  
Education District Policy  
Manual**

Visitors! Visiting! Visit! 1250!

**Community Relations**

**Series 1000**

**Visits to the Schools**

**Policy 1250**

Date Adopted: February 2, 2000

Date Revised: November 20, 2008, December 17, 2009, December 21, 2010, May 28, 2015

The Board of Education welcomes and encourages visits to school by parents, Board members, other adult residents of the community, and interested educators, when appropriate. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, the following procedures have been established:

- A. All visitors shall be required to report directly to the Security Aide on duty upon entering the building, and are to sign in and secure a visitor’s pass. Should the Security Aide be unavailable, visitors must report directly to the Main Office. Board Members will report to the Board Office to sign-in. At which time, they will receive an identification badge to be returned to the Board Office upon signing out. Board Members visiting the school shall be required to follow the same requirements as any other visitor and they shall not visit the school in an official role unless delegated by the full Board.
- B. A “visitor” is anyone other than a student enrolled in or a staff member employed in the school. Visitors may not consult with the teaching staff or pupils during class time without the permission of the Superintendent/Principal or designee. Visitors are not to monitor students.
- C. When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations related to visitations. The Superintendent/Principal shall seek confirmation of legal custodianship where necessary.
- D. Persons may not visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc. to staff.
- E. No visitor shall be allowed to deliver any address, lecture or provide instruction on any subject unless authorized by the Superintendent/Principal or designee.
- F. All visitors to the school must obey no smoking regulations and any other regulations designed to ensure orderly operating of the school. All persons violating this policy shall be considered “disorderly persons” and subject to appropriate action.

After Hours Visits to the School

Visitors are not permitted to enter the school building after the school office has closed for the day or when school is not in session, other than at times when special, after hours events are being held at the school.

In order to protect pupil, district and staff property, and to ensure pupil safety and anonymity, no visitor shall be permitted to enter the school building, classrooms or other school rooms unless accompanied by an authorized district employee.

Employees are not permitted to allow entry to the school building, classrooms or other schoolrooms by visitors after hours. Employees who violate this policy shall be subject to disciplinary action, including termination.

Visitors who violate this policy may be considered to be trespassing and may be subject to prosecution.

Volunteers or other persons who may be in the school after hours shall not allow access to the school building, classrooms or other school rooms by others. Doing so compromises the safety, privacy and possessions of the district, employees and students. Violators of this policy may be subject to actions to be taken by the Board of Education.

### School Visitation Procedures

- A. Any person wishing to visit a classroom during the school day must request permission from the Superintendent/Principal or designee a minimum of 48 hours in advance.
- B. The Superintendent/Principal or designee will consult the classroom teacher regarding the convenience of the proposed visit, and arrange accordingly.
- C. The time limit of visits shall be set by the Superintendent/Principal.
- D. No visitor shall interrupt the presentation of a lesson, talk to the students or distract the teacher's attention from the students.
- E. For the safety and security of our students and staff, a visitor must report to the office before visiting a classroom. It is the duty of every teacher and staff member upon seeing a stranger in the building to ask if they have been to the office. If the visitor has not, he/she should be directed to the office and the teacher should notify the office of the presence of the visitor, immediately.
- F. All bags and vehicles of a visitor are subject to being searched.

Parents/guardians of students, Board Members and other visitors shall always be made to feel welcome in the building while on school business. All visitors are to sign-in at the main office, show proper identification and otherwise follow such regulations as may be promulgated by the Superintendent/Principal.

All visitors, including parents/guardians and other visitors with a legitimate reason who want to make classroom visits are required to report to the school office, sign-in and obtain advance permission from the Superintendent /Principal. All classroom visits must be scheduled a minimum of 48 hours in advance.

When the parental rights of a parent/guardian have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations.

All visitors to the school must abide by the law of no smoking on school property.

Any person violating this policy shall be considered a "disorderly person" and subject to action in accordance with the appropriate statutes.

### School Access & Security

1. The Superintendent /Principal will establish sign-in procedures for all visitors to a school. For the purposes of this policy and regulation, a "visitor" is defined as anyone who wishes to gain entrance to the school who is not an employee or student. The sign-in sheet is to be maintained by school secretary or a designee of the Superintendent/Principal. The sign-in sheet must minimally contain the following information: first and last name of visitor; date; time in; time out; and reason for the visit.
2. The Superintendent /Principal will ensure that the main entry to the school is the only point of entry for visitors. All other entry doors will be locked and posted with a sign directing visitors to the main entrance of the school.
3. The main entry to the school will be posted with a sign and map directing visitors to the main office to sign in. Where practical, entry to each building will be via a door with an intercom system and electronic striker

- operated from within the main office.
4. Upon sign-in, visitors will be issued a Visitor's Badge that will list their name and the date. The badge is to be returned to the secretary or designee when the visitor signs out.
  5. Staff who invite multiple visitors into the school for any purpose will notify the Superintendent/Principal in advance, where possible, so that he/she is aware of the program.
  6. Secretaries will encourage visitors who arrive without notice to make an appointment for a later visit. Impromptu parent-teacher conferences will be discouraged unless special circumstances exist. Under no circumstances will any visitor to the school be permitted to deliver anything to a child's classroom. Items to be delivered to a child will be held in the main office and the child called to the office to retrieve them.
  7. Visitors who have established a bona fide reason to visit the school will be encouraged to schedule such appointments before or after the school day in order to minimize disruption to the educational program.
  8. Parent/guardian visitations for the purpose of observing instruction in their child's classroom shall be arranged only in the event that a compelling need is established by the parent/guardian. Such observations shall be arranged at least one week in advance by the Superintendent/Principal and the teacher. A parent/guardian who arranges to observe instruction in accord with this regulation may not videotape instruction, nor may there be any interaction with any child or adult in the room.
  9. The Superintendent/Principal may retain approved security personnel to assist with crowd control at sporting events, dances and similar activities.
  10. Visitors who refuse to abide by the rules of conduct established by the Board of Education may be asked to leave the school building by the Superintendent/Principal or his/her designee. Refusal to leave the school premises when so asked, may result in prosecution as a disorderly persons offense under NJSA 2C:33-2

#### Regulations/Procedures to be Followed When Visiting the Schools

1. Parents/guardians of students, Board Members and other visitors shall always be made to feel welcome in the building on business.
2. All visitors, other than Board Members, are to:
  - Sign-in on a chronological log at the main school office
  - Show proper identification to the Secretary/Security Aide
  - State the reason for their visit
3. The Secretary/Security Aide will then contact the appropriate authority.
4. Teachers are not to be contacted directly when visitors are calling for them unless the teacher has notified the secretary of the visit in advance.
5. The Superintendent/Principal, and in his/her absence the Vice Principal, shall be informed and he/she will make the decision as to whether to call the teacher.
6. All visitors, including parents/guardians and other visitors with a legitimate reason, who want to make classroom visits, are required to obtain advance permission form the Superintendent/Principal. All classroom visits must be scheduled a minimum of 48 hours in advance. After receiving the advance permission, the visitor will follow normal sign-in procedures in the main school office.
7. In the event of an emergency evacuation or drill, a main office secretary will take the chronological log with him/her and inform the Superintendent/Principal if anyone is visiting during the evacuation.

Legal References

NJSA 2C:18-3 Unlicensed entry of  
Structures, defiant trespasser; peering into dwelling places; defenses7  
2C:33-2 Disorderly conduct7  
18A:11-1 General mandatory powers and duties7  
18A:54-20 Powers of board (county  
vocational schools)7N.J.S.A. 26:3D-55 et seq. New Jersey  
Smoke-Free Air Act

Possible Cross References

1220, 3327, 3515, 4131/4131.1, 5020, 5124, 5125,  
5142, 5145.11, 6144, 9010



**Fairfield Township Board of Education  
District Policy Manual**

**Students**

**Series 5000**

**Readmittance After Absence Due to Illness**

**Policy 5132.6**

Date Adopted: March 22, 2010

Date Revised:

Any student who has been absent for five consecutive school days shall be seen by the School Nurse prior to readmittance to class. The School Nurse shall notify the classroom teacher of the status of the student's health as it pertains to readmission.

Any student exhibiting symptoms of illness following any absence, as observed by any teacher or administrator, shall be seen by the School Nurse prior to re-admittance to class. The School Nurse shall notify the classroom teacher of the status of the student's health as it pertains to readmission.

Legal References

- NJSA 18A:16-6, -6.1 Indemnity of officers and employees against civil actions ...  
18A:35-4.6 et seq. Parents Right to Conscience Act of 1979  
18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules  
18A:40-3 Lectures to teachers  
18A:40-4.3 Scoliosis; periodic examination; notice to parents or guardian  
18A:40-5 Method of examination; notice to parent or guardian  
18A:40-6 In general  
18A:40-7, -8, -10, -11 Exclusion of pupils who are ill ...  
18A:40-23 et seq. Nursing Services for Nonpublic School Pupils  
18A:40A-1 et seq. Substance Abuse  
44:6-2 Maintenance by boards of education of clinics for indigent children
- NJAC 6A:16-1.1 et seq. Programs to Support Student Development  
8:57-1.1 et seq. Reportable Communicable Diseases  
8:57-2 Reporting of AIDS and HIV  
8:61-1.1 Attendance at school by pupils or adults Infected by Human Immunodeficiency Virus (HIV)  
Plainfield v. Cooperman, 105 NJ 587 (1987)

Possible Cross References

1410, 1420, 3510, 3516, 3542, 4112.4, 4131/4131.1, 4151, 4212.4, 4251.2, 5111,  
5125, 5131, 5131.6, 5141.1, 5141.2, 5141.3, 5141.4, 5141.21, 5142, 5200

**Fairfield Township Board of Education  
District Policy Manual**

**Students  
Administering Medication**

**Series 5000  
Policy 5141.21**

Date Adopted: October 24, 1983

Date Revised: March 22, 2010, December 19, 2013,  
March 19, 2015

Page 1 of 6

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, “medication” shall include all medicines prescribed by a physician for the particular pupil, including emergency medication in the event of bee sting, etc., and all non-prescription “over the counter” medication.

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

- A. The purpose of the medication, including illness, injury, condition treated;
- B. The dosage;
- C. The time at which or the special circumstances under which the medication shall be administered;
- D. The length of time for which medication is prescribed;
- E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the School Nurse.

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

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

The district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The Superintendent/Principal shall prepare and the Board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to, the following:

- A. Requirement that each School Nurse shall be authorized to administer asthma medication through use of a nebulizer;
- B. Requirement that each School Nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;

Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

### **Pupil Self-Administration of Medication**

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils, both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the Board with written authorization for the pupil's self-administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirement listed above;
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication.
- C. Maintain the right to revoke the pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement of self-medicate. The Superintendent/Principal shall confer with the School Physician and School Nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

### Emergency Administration of Epinephrine Regulations / Procedures

Parents/guardians shall provide the Board with the following:

- A. Written authorization for the administration of the epinephrine by the School Nurse or trained designees;
- B. A signed statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and that the parents/guardian indemnify and hold harmless the district and its employees or

agents against any claim(s) arising out of the administration of the epinephrine via a pre-filled auto- injector mechanism; and,

- C. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements of this policy.

District Responsibilities:

The placement of a pupil's prescribed epinephrine shall be in a secure but unlocked location, easily accessible by the School Nurse/designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored event.

The location of the epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed.

The School Nurse/designee shall be promptly available on site at the school and school sponsored events in the event of an allergic reaction.

The pupil shall be transported to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have been resolved.

The School Nurse or other trained designee shall be permitted to administer epinephrine via a pre-filled auto- injector mechanism to any pupil whose parents/guardians have not met the requirements of Items A, B & C (above), in that written notice has not been received by the district, allowing emergency administration of epinephrine via a pre-filled auto-injector mechanism, in cases where the School Nurse or designee, in good faith, believe that the pupil is having an anaphylactic reaction.

The district shall maintain a supply of epinephrine auto-injectors in a secure but unlocked location that is proscribed under a standing protocol from a licensed physician. The epinephrine shall be accessible to the School Nurse and trained designees for administration to a pupil having an anaphylactic reaction.

The School Nurse shall have primary responsibility for the administration of the epinephrine. The School Nurse shall designate, in consultation with the Superintendent/Principal, staff members who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the School Nurse is not physically present at the scene.

The School Nurse shall determine that designees have been properly trained in the administration of epinephrine via a pre-filled auto-injector mechanism, using standardized training protocols established by the New Jersey Department of Education in consultation with the New Jersey Department of Health and Senior Services.

Nothing in the policy shall prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis by the School Nurse or designees when the pupil is authorized to self- administer epinephrine pursuant to the provisions of NJSA 18A:40-12.3 or when there is a coexisting diagnosis of asthma, or when a prescription

is received from a licensed health care professional for epinephrine coupled with another form of medication or when the epinephrine is administered pursuant to the provisions of NJSA 18A:40-12.5.

No school employee, including a School Nurse or any other officer or agent of the Board of Education or a physician providing a prescription under a standing protocol for school epinephrine pursuant to the provisions of NJSA 18A:40-12.5 shall be held liable for any good faith act or omission consistent with the provisions of NJSA 18A:40-12.5, nor shall action before the New Jersey State Board of Nursing lie against a School Nurse for any such action taken by a person designated in good faith by the School Nurse pursuant to the provisions of NJSA 18A:40-12.6.

Good faith shall not include willful misconduct, gross negligence or recklessness.

#### Legal References

- NJSA 18A:11-1 General mandatory powers and duties
- 18A:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules  
18A:40-3.2 et seq. Medical and Nursing Personnel
- 18A:40-4 Examination for physical defects and screening of hearing of pupils  
18A:40-7 Exclusion of pupils who are ill
- 18A:40-12.3 through -12.4 Self-administration of medication by pupil; conditions  
18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils  
18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent  
18A:40-12.7 Nebulizer
- 18A:40-12.8 Administration of asthma medication by school nurse through nebulizer; training;  
pupil asthma treatment plan
- 45:11-23 Definitions
- NJAC 6A:16-1.1 et seq. Programs to Support Student Development
- Bernards Township Education Association v. Bernards Township Board of Education,  
1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div.,  
unpublished opinion (A-4211-81T3, 5/18/83)
- Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara  
Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H.  
Katzenbach School for the Deaf, State Board Docket #52-91
- Policy Advisory #1 on N.J.S.A. 18A:40-12.3 et seq. Self-Administration of Medication By a  
Pupil, New Jersey State Department of Education, June 5, 1995
- Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a  
Delegate Trained by the School Nurse, New Jersey State Department of Education, October,  
1998

#### Possible Cross References

5141.1, 5141.2, 615

## Appendix I Policy #5131.6 – Substance Abuse

### ***Fairfield Township Board of Education District Policy Manual***

***Students***

***Series 5000***

***Substance Abuse***

***Policy 5131.6***

*Date Adopted: October 24, 1983*

*Date Revised: March 10, 1989, March 26, 2003, March 22, 2010,  
September 3, 2014*

#### Drugs, Alcohol, Tobacco & Steroids

It is the responsibility of the Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. We, therefore, must maintain that the use of drugs and the unlawful possession and use of alcohol is wrong and harmful. The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

#### Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in NJSA 24:21-1 et seq. and all chemicals that release toxic vapors set forth in NJSA 2C:35-10.4 et seq.

- A. The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as substance awareness coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be provided by individuals who are certified as substance awareness coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.

- B. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol, tobacco and steroid education. The Superintendent of Schools shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades seven through 12 offering a minimum of 10 clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to NJSA 18A:40A-1 et seq. Drug, alcohol, tobacco and steroid education shall be integrated with the health curriculum.
- C. All district personnel shall be alert to signs of alcohol, drug, tobacco and steroid use by pupils and shall respond to those signs in accordance with procedures established by the Superintendent of Schools. The Board of Education will provide inservice training to assist teaching staff members in identifying the pupil who uses drugs, alcohol, tobacco and/or steroids, and in helping pupils with drug, alcohol, tobacco and steroid-related problems in a program of rehabilitation.
- D. The Superintendent of Schools shall develop administrative regulations for:
- A comprehensive program of drug, alcohol, tobacco and steroid education;
  - The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
  - The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
  - The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the department of health; and
  - The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.
- E. Any staff member who reports a pupil to the principal or his/her designee in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as provided for under NJSA18A:40A-1 et seq.
- F. All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II. Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.
- G. Refusal or failure by a parent/guardian to comply with the provisions of NJSA 18A:40A-12 shall be deemed a violation of the compulsory education (NJSA 18A:38-25 and 18A:38-31) and/or child neglect (NJSA 9:6-1 et seq.) laws.

### Enforcement of Drug-free School Zones

The Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property.

The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the county Superintendent of Schools of schools. The Memorandum of Agreement shall be consistent with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions).

### Law Enforcement Liaison

In order to ensure that such cooperation continues, the Board directs the Superintendent of Schools to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

### Undercover Operations

The Board hereby recognizes that the Superintendent of Schools may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The Board hereby authorizes the Superintendent of Schools to request such intervention under these circumstances. The Board recognizes that the Superintendent of Schools is not permitted to ask the Board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The Board recognizes that law enforcement authorities may contact the Superintendent of Schools to request that an undercover operation be established in a district school. The Board recognizes that the Superintendent of Schools is prohibited from discussing the request with the Board. The Board hereby authorizes the Superintendent of Schools to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The Board directs the Superintendent of Schools and school principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent of Schools, principal, or any other school staff or district Board member who may have been informed about the undercover operation is required to immediately communicate  
TIMES



Principal shall immediately notify the Superintendent of Schools who shall immediately, in turn, notify the appropriate law enforcement agency.

The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the Superintendent of Schools shall request that the law enforcement officials conduct the search, seizure, or interrogation.

#### Police Presence at Extracurricular Activities

The Superintendent of Schools is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the Superintendent of Schools believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

#### Resolving Disputes Concerning Law Enforcement Activities

The Board authorizes the Superintendent of Schools to contact the chief executive officer of the law enforcement agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the Superintendent of Schools shall work in conjunction with the county prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the Board and shall be resolved by the attorney general whose decision will be binding.

#### Confidentiality of Pupil Involvement in Intervention & Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse

programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 CFR 2 and NJAC 6A:16-6.5.

## Procedures

### Identification and Remediation of Pupils Involved with Substances

1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.
2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the School Psychologist, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral. If appropriate, the Principal should notify the pupil's parents/guardians of the referral and discuss with the parents/guardians the possibility of medical or therapeutic treatment.
3. When a pupil involved with substances, but not under the influence, has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parents/guardians. When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal who shall determine whether to notify the pupil's parents/guardians and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

### Reporting and Examination of Pupils Under the Influence of Anabolic Steroids

1. Whenever any teaching staff member, the School Nurse or other educational personnel have reason to believe that a pupil has used or may be using anabolic steroids, that person must report the matter as soon as possible to the Principal or, in the Principal's absence to the Superintendent and to the School Nurse or to the School Psychologist.
2. The Principal/designee in response to every report shall immediately notify the pupil's parents/guardians and the Principal.
3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parents/guardians. If the physician selected by the parent/guardian is not available to perform the examination, the examination will be conducted by the School Physician. An examination conducted at parental request by a physician other than the School Physician shall not be at district expense.
4. The pupil shall be examined as soon as possible for the purpose of determining whether the pupil has been using anabolic steroids.
5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parents/guardians and to the Principal.
6. If it is determined that the pupil has been using anabolic steroids, the pupil and others shall be interviewed by the School Nurse, School Psychologist, or School

Social Worker to assess alcohol and other drug abuse for the purpose of determining the extent of the pupil's involvement with substances and the possible need for referral for treatment. In order to make this determination, the staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and staff. The school staff member may also consult with physicians and such experts in the field of substance abuse as may be appropriate.

7. If it is determined that the pupil's use of steroids represents a danger to the pupil's health and well-being, the School Nurse, School Psychologist, or School Social Worker shall initiate a referral for treatment to appropriate community agencies as defined in NJAC 6A:126-4.1(b), to out-of-state agencies licensed by the appropriate state regulatory agency for alcohol and other drug services, or to private practitioners certified by appropriate drug and alcohol licensing boards.

#### Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids

1. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the School Nurse and the Principal, or, in the Principal's absence, to a person designated by the Principal as required in NJSA 18A:40A-12. If the Superintendent of Schools and the School Nurse are not in attendance, the staff member responsible for the function shall be notified. The Principal shall complete the Violence, Vandalism and Substance Abuse Incident Report according to NJSA 18A:17-46 and NJAC 6A:16-5.3
2. The Principal/designee, in response to every report shall immediately notify the pupil's parents/guardians.
3. The Principal/designee, in response to every report shall arrange for the immediate examination of the pupil for the purposes of determining whether the pupil is under the influence of alcohol or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy selected by the parents/guardians. If the physician selected by the parent/guardian is not available to perform the examination, the examination will be conducted by the School Physician or the hospital from which drug screening services have been contracted for examination. The pupil shall be accompanied by the pupil's parents/guardians if available and by a member of the school staff appointed by the Principal. Permission of the parents/guardians is not required for the School Physician or hospital examination. The parents/guardians may, but are not required to accompany the pupil to the School Physician or the hospital. The Principal/designee will supervise the pupil while the pupil is waiting for the parents/guardians to take the pupil to the physician or waiting for and receiving the examination by the School Physician or in the hospital. An examination conducted by a physician selected by the parents/guardians shall be at the expense of the parents/guardians and shall not be at the expense of the school district. An examination conducted by the School Physician or by a physician at the hospital shall be at the expense of the school district.
4. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with NJAC 6A:16-4.3 et. seq. The minimum requirements will be periodically reviewed and updated as needed. Any substance screening conducted by the School Nurse and/or other staff member is not a substitute for the medical examination required in NJSA 18A:40A-12.

5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parents/guardians, the Principal, and to the Superintendent of Schools within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. An examination conducted by a physician other than the School Physician or hospital shall not be at the expense of the district.
6. When the medical examination is performed by a physician other than the School Physician, the parent/guardian is required to verify that the medical examination was performed within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The verification will include the printed name, address and phone number, and signature of the examining physician indicating the required report is pending and the date by which it will be provided.
7. If the written report of the examination is not submitted to the parent/guardian, Principal or Superintendent of Schools within twenty-four hours of the referral of the pupil; the pupil will be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.
8. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's ability to perform in school, the pupil will be immediately returned to school.
9. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his/her physical or mental ability to perform in school, the pupil will be returned to the care of the parent/guardian as soon as possible. Attendance at school will not resume until a written report has been submitted to the parents/guardians, Principal and Superintendent of Schools from the physician who has examined the pupil to determine whether alcohol or other drug use interferes with his/her physical or mental ability to perform in school. The report must verify that the pupil's alcohol or drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be in accordance with NJSC 6A:14-2.8.
10. Refusal of a parent/guardian to comply with NJSA 18A:40A-12 that frustrates the operation of these regulations and the return of the pupil to school shall be deemed to have violated the Compulsory Education Act NJSA 18A:38-25 and 18A:38-31 and or the child neglect laws pursuant to NJSA 9:6-1 et seq., and may be subject to prosecution. Furthermore, refusal or failure of a pupil to comply with NJSA 18A:40A-12 shall be handled by the district in accordance with NJAC 6A:16-4.1(c)2.
11. While the pupil is home because of the medical examination or after the pupil returns to school, the School Nurse, School Psychologist, or School Social Worker shall (1) conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation for the purpose of making a preliminary determination of the pupil's need for educational programs, supportive services or treatment which extends beyond the general school programs by virtue of the use of alcohol or other drugs by the pupil. The findings of the assessment alone shall not prevent a pupil from attending school; and (2) cooperate with community agencies as defined in NJAC 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.
12. While the pupil is at home because of the medical examination or after the pupil returns to school, the Principal or Superintendent of Schools may recommend or require alcohol and

other drug assessments of the pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a pupil's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a pupil from attending school.

13.

#### Presence of Substances on School Premises

1. A pupil's person, effects or school storage places may be searched for substances in accordance with Board policy.
2. The Principal conducting the search shall confiscate as evidence any substance found in the pupil's possession. Any controlled dangerous substances as defined in NJSA 23:21-1 or NJSA 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with regulations. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of the pupil, and the name of the school official who conducted the search and found the drug or evidence. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance.
3. The Principal has the right to search the pupil's person, property and locker. If a pupil refuses to consent to a search of his person or property, that pupil is presumed to be in possession and will be treated as such.

#### Discipline

1. Any violation of Board of Education rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:
  - First Offense: Student will be suspended for a minimum of five school days. Readmittance will be conditional on a statement from the examining physician that the student is not under the influence of alcohol or a dangerous controlled substance. The student will be required to attend a specific number of counseling sessions with either school personnel or an outside agency. The Principal shall file a New Jersey Department of Education Violence, Vandalism and Substance Abuse Incident Report.
  - Second Offense: Student will be suspended for ten school days. Readmittance will be conditional on a statement from the examining physician that the student is not under the influence of alcohol or a dangerous controlled substance. The student will be required to attend a specific number of counseling sessions with either school personnel or an outside agency. The Principal shall file a New Jersey Department of Education Violence, Vandalism and Substance Abuse Incident Report.
  - Third Offense: The same as the Second Offense

2. In accordance with NJAC 6A:16-4.1(c), the following disciplinary action will be taken in the event that pupil does not follow through on the recommendations of an evaluation for alcohol or other drug agues and related behaviors:
  - First Offense: In the case that an obligation is not satisfied during the suspension period or after the pupil returns to school, the pupil will not be allowed to return to school or can be removed from school until all obligations are fulfilled.
  - Second Offense: The same as the First Offense
  - Third Offense: The same as the First Offense

#### Student Returning from Rehabilitation

Any student returning to school from a rehabilitation program shall be subject to support services. Such services shall be designed by the Principal, School Nurse and School Psychologist as they deem most appropriate.

#### Procedures – Suspected Drug Use

1. Teacher informs:
  - School Nurse
  - Principal/Assistant Principal
2. Principal/designee informs:
  - Parent/guardian
  - Superintendent of Schools
3. Principal/designee arranges for an immediate examination of pupil by:
  - Physician selected by parent/guardian; or
  - School Physician; or
  - Physician in hospital from which drug screening services have been contracted.
4. Principal/designee will arrange for disciplinary action if administration feels such is warranted.

#### Procedures – Suspected Drug Possession

1. Teacher will:
  - Question student
  - Report student and call Principal
2. Principal/designee will inform:
  - Parent/guardian
  - Superintendent of Schools
  - School Nurse
  - Police
3. Principal/designee arranges for an immediate examination of pupil by:
  - Physician selected by parent/guardian; or
  - School Physician; or
  - Physician in hospital from which drug screening services have been contracted.
4. Principal/designee has the right to search the student's person, property or locker.
5. Principal/designee will arrange for disciplinary action, if administration feels such is warranted.

### In-service Training

The Superintendent of Schools will ensure that all district employees receive annual in-service training to make them aware of their responsibilities in accordance with Board policies and NJAC 6A:16-3.1.

### Drug-Free School Zone

Fairfield Township School is located within a drug-free school zone. Any person caught with drugs in his/her possession or dealing or using drugs will be subject to a mandatory jail sentence, loss of license for a period of time and possible expulsion from school.

### Annual Review

The Board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the Board will:

18A:36-19.2 Student locker or other storage facility;  
inspections; notice to students 18A:37-1 Submission of  
pupils to authority

18A:37-2 Causes for suspension or expulsion of pupils

18A:38-25 Attendance required of children between  
six and sixteen, exceptions 18A:38-31 Violation of  
article by parents or guardian, penalties

18A:40A-1 et seq. Substance abuse

24:21-2 Definitions (New Jersey  
controlled dangerous substances)

26:3D-55 et seq. New Jersey  
Smoke-Free Air Act

P.L. 2005, c. 209 Random student drug testing

NJAC 6A:8-3.1 Curriculum and instruction

6A:9-13.2  
Substance  
awareness  
coordinator

6A:14-2.8  
Discipline/suspension/  
expulsion

6A:16-1.1 et seq. Programs to  
Support Student Development  
6A:32-13.1 et seq. Pupil Behavior

Drug Free Workplace Act of 1988 Enacted November,  
1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat.  
4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School  
District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D.  
Sept. 2

State in the Interest of T.L.O. 94 N.J. 331 (1983), Rev'd,  
469 U.S. 325 (1985) State of New Jersey v. Jeffrey  
Engerud, 93 N.J. 308 (1983)

In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)

Board of Education of Independent School District No. 92 of Pottawatomie County et  
al. v. Earls et al., 536 U.S. \_\_\_\_\_(2002)

The New Jersey School Search Policy Manual, New  
Jersey Attorney General A Uniform State  
Memorandum of Agreement Between Education and  
Law Enforcement Officials

#### Possible Cross References

1330, 1410, 4131.1, 4231.1, 5114, 5124, 5125, 5131, 5131.7, 5141.3, 5141.21, 5145.12,  
6145.1/6145.2,

6145.7, 6154, 6172, 6173