

# Fountain Woods School

## *Parent / Student Handbook & Agenda*

### 2011-2012

*John W. Johnson*

*Principal*

*Erin M. Dewey*

*Vice Principal*

*Joanne Johnson*

*Vice Principal*

**Please note:** *This publication shall not constitute a contract of any kind. Issues and concerns not directly addressed in this handbook are to be resolved by administration using BoE policy, past practice (when applicable), age-appropriate consideration, and appropriate discretion.*

Members of the community are encouraged to reference the Burlington Township Board of Education policies in their entirety electronically by visiting [www.burltwpsch.org/policies and regulations](http://www.burltwpsch.org/policies_and_regulations). If a community member does not have Internet access and would like a copy of a policy, it will be provided without charge. Contact the district's public relations coordinator, Mrs. Liz Scott, at 609-387-3955, Extension 2074.

### **THIS AGENDA/HANDBOOK BELONGS TO THE FOLLOWING:**

If found, please return to the following:

Fountain Woods School  
601 Fountain Avenue  
Burlington Township, NJ 08016  
Phone #: 609 – 387 – 1799

**BURLINGTON TOWNSHIP**

**FOUNTAIN WOODS ELEMENTARY SCHOOL**

601 Fountain Avenue  
Burlington, New Jersey 08016  
[www.burltwpsch.org/schools/fw](http://www.burltwpsch.org/schools/fw)

John W. Johnson  
*Principal*

Erin M. Dewey  
*Vice Principal*

*Telephone*  
609-387-1799

Joanne Johnson  
*Vice Principal*

September 2011

Dear Students, Parents, Guardians, and Families:

We'd like to welcome all of you to Fountain Woods School for the 2011-2012 school year. For those students entering FWS for the first time, we'd like to extend our heartfelt welcome as you join our family. We truly feel that our school is like a second home, and that our students and staff are like a second family. We know that your time with us will be filled with meaningful, educational experiences that will leave you with memories that will last a lifetime. Many children are returning to us, following a successful third grade year. We firmly believe this year will be even better than the last. As "veterans" of the school now, you already know how things are done, the

nerves of entering a new building are behind you, and you fully understand the expectations we hold. And of course, who can forget our incoming fifth graders? To those students, we'd like to wish you luck for your final year with us before moving on to the Burlington Township Middle School at Springside next year! As many of you have shown us over the past 2 years, we have great confidence that you will provide outstanding role models for the younger children of Fountain Woods – through your efforts in your classrooms, your school citizenship, and your behavior. We know that our younger children will watch you closely and work hard to live up to your high standard.

We hope you all share our anticipation for this upcoming school year. Fountain Woods offers wonderful educational programs, an outstanding teaching staff, two incredible office staffs, many dedicated and talented instructional aides and paraprofessionals, and a host of other support staff that work hard each day to make sure every student at Fountain Woods can come to school and learn in a safe and healthy environment. Our family organization, the Fountain Woods Family Association (FWFA), is absolutely one of the very best anywhere! Under the outstanding leadership of its President and Board, along with its numerous chair people, countless programs and activities are planned, organized, and funded. We are very fortunate to have families willing to work so hard all year long for us!

There are many wonderful programs in our school; however, here are just a few you can look forward to enjoying:

- Good Morning Fountain Woods:** Our student-produced and student-performed daily news program that is viewed by our classes each morning.
- Musical Ensembles:** Outstanding performing groups including the beginning and advanced choruses, the beginning and advanced bands, and the beginning and advanced orchestras.
- Study Island:** An interactive and fun web-based NJ ASK preparatory program that can be accessed both at school and at home.
- Safety Program:** A program that utilizes fifth graders to maintain order in hallways and on busses, in addition to assisting staff members in many other capacities.
- Counseling Programs:** Numerous small and large group programs, individual counseling services, and a peer mediation program, among others, are offered.
- Renaissance Program:** This nationally-recognized program acknowledges and celebrates students and staff members. The slogan, "Expect the unexpected!" embodies the philosophy of Renaissance. Monthly and quarterly activities are held, and other fundraising activities highlight this outstanding program, now in its 4th year.
- Fun Activities:** FWFA-sponsored Carnival Days, class parties (fall, previous to the Winter Break, Valentine's Day, and previous to the Spring Break), Point-Free Activity, etc.

As you can see, we have planned for a terrific upcoming school year for all of our students. We look forward to working with all of you over the next 10 months and watching the children as they learn and grow. Along with our awesome staff, we hope to be able to help every FWS child reach their full intellectual, creative, and social potential. Take care.

Sincerely,

Mr. Johnson, Mrs. Dewey, & Mrs. Johnson

**Note: Tear-out forms are listed in bold.**

**BURLINGTON TOWNSHIP SCHOOL DISTRICT  
FOUNTAIN WOODS SCHOOL**

**STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT FORM**

**2011-2012**

**Dear Parent / Guardian:**

**Welcome to the Burlington Township School District. We have prepared this *Student-Parent Handbook* to provide parents and students with valuable information regarding district guidelines, district policies, individual school guidelines, and general information. Please review this information with your child. After you have read this handbook, please complete and sign the form below. This form is to be returned to your child's teacher by Monday, September 13th. If you have any questions, please feel free to contact the school.**

**Thank you for your cooperation.**

**This signature verifies that you received and reviewed the *Student-Parent Handbook*.**

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

\_\_\_\_\_  
Date

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Student's Name

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Teacher's Name

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**PERMISSION FORM FOR WALKING TRIPS / BUS TRIPS FROM FOUNTAIN WOODS SCHOOL TO THE PERFORMING ARTS CENTER AT BTHS, THE BTMS @ SPRINGSIDE, AND GREEN ACRES PARK.**

I give my permission to the staff of Fountain Woods School to escort my child,

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*Student Name (please print)*

on walking / bus trips from FW to the PAC, BTMS @ S, Green Acres Park for school-sponsored programs during the 11-12 school year. Be assured that all FW students will be separated from the middle/ high school students to avoid any possible problems or conflicts.

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Parent/Guardian Signature

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Date

---

Student's Name

---

Teacher's Name

**Please sign and return the  
permission forms and  
Acknowledgement of District  
Information and Policies Form and re-  
turn to your child's homeroom  
teacher.  
Thank you.**

**ACKNOWLEDGEMENT OF DISTRICT INFORMATION & POLICIES**

**FOUNTAIN WOODS SCHOOL**

**601 Fountain Avenue**

**Burlington, NJ 08016**

**Phone (609) 387-1799**

*Review the instructions for each item included with this form, complete each section below, sign at bottom and return **THIS FORM along with the Emergency Card and Free and Reduced Lunch Form (if applicable)** by September 9, 2011. Your signature on this form verifies that you have read and reviewed all of the enclosed documents with your child.*

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

**1. Acceptable User Policy/Media Release Form (enclosed) Policy # 6142.10**

The Acceptable User Policy/Media Release Form is included. The Media Release form should be read, reviewed and your selection for your student can be checked in the section below. Your signature below verifies that you have reviewed the Acceptable User/Media Release policy with your child.

**2. Web Site Parental/Guardian Consent (check one)**

- I/We DO GRANT permission for Burlington Township Schools to submit my child's print and /pr electronic image, and/or schoolwork along with name, school, and grade for any and all promotional purposes of the BTSD including publication in local print and/or electronic media. OR
- I/We DO NOT GRANT permission for Burlington Township Schools to submit my child's print and/or electronic image, and/or schoolwork for any promotional purposes of the BTSD including publication in local print and/or electronic media. I understand that my child will not be included in publicity articles and that this restricts the district's ability to publicize my child's activities and accomplishments.

**3. Consent to Survey/Anti-Bullying Survey (check one)**

- I GIVE permission for the Burlington Township School District to include my child when conducting anonymous surveys related to social/health issues.
- I DO NOT give permission for the Burlington Township School District to include my child when conducting anonymous surveys related to social/health issues.

**4. Drug & Alcohol Policy #N5131.6 (enclosed)**

I have received and reviewed the Burlington Township School District Drug and Alcohol Policy and have reviewed its contents with my student.

**5. Harassment Policy #S5512.01 (enclosed)**

I have received and reviewed the Burlington Township School District Harassment Policy and have reviewed its contents with my student.

**6. Student Emergency Card (backpack)**

I have completed the Student Emergency Card and understand that I must return this item to Fountain Woods School to be placed on file. The Student Emergency Card contains accurate information and I agree to notify the school if any information changes so the records can be updated.

**7. School Insurance Form (backpack)**

I have received the school insurance pamphlet and understand that if I wish to participate that I must send the necessary informa-

tion directly to the insurance company.

**8. Free & Reduced Lunch Form (mailed home)**

I have received the free and reduced lunch form in a separate mailing. This form must be completed, signed, and returned to the school with my student if I am interested in applying for the program.

**9. Family Educational Rights and Privacy Act**

I have received and read the Family Educational Rights and Privacy Act (FERPA) and understand its contents.

**10. School Calendar**

I have received a copy of the school calendar for the 2011-2012 school year. I acknowledge that an updated version of the school calendar can be found on the school district's web site [www.burltwpsch.org](http://www.burltwpsch.org) under the heading "2011-2012 Refrigerator Calendar."

**11. Right to Know**

I have read the "Right to Know" statement.

**SIGN BELOW AND RETURN THIS PAGE WITH YOUR STUDENT'S NECESSARY DOCUMENTS!**

I acknowledge that I have carefully read each statement & each policy mentioned above and reviewed the necessary information.

Signature (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Print (Parent/Guardian) \_\_\_\_\_ Date \_\_\_\_\_

**DISTRICT MISSION STATEMENT**

The Burlington Township School District will develop the intellectual, creative, and social potential of each child through an active partnership with all members of the community.

**FOUNTAIN WOODS SCHOOL MISSION STATEMENT**

The mission of Fountain Woods School is to provide a safe, nurturing, and academically challenging environment that meets the needs of our students while preparing them for a culturally diverse world.

**SCHOOL BELIEF STATEMENTS**

We at Fountain Woods School believe the following:

- *All students can learn.*
- *Students learn best through their active involvement in a challenging interdisciplinary curriculum.*
- *Students have different learning styles and benefit from various instructional strategies and available technology.*
- *Our school should be committed to continuous improvement.*
- *Students should develop an understanding of cultural differences and individuality.*
- *Respect should be mutual among all students, staff, parents and administrators.*
- *The school environment should be safe and secure.*
- *The home and school partnership enhances student success.*
- *Students should develop character, social skills and citizenship.*

**FOUNTAIN WOODS SCHOOL  
2011-12**

**IMPORTANT PHONE NUMBERS:**

Superintendent's Office

387 – 3955 X 2056

FWS Main Office

387 - 1799

Affirmative Action Office	387 – 3955 X 2058	FWS Nurse	387 - 2145
Business Office	387 – 3955 X 2050	FWS Fax	387 - 1735
Curriculum Office	387 – 3955 X 2066	Young School	386 - 3520
Child Study Team	386 – 3955 X 2060	BTMS@Springside	699 - 4021
Transportation Office	387 – 3955 X 2077	9th Gr. Hopkins Annex	387 - 3774
		BT High School	387 - 1713

## **FOUNTAIN WOODS FAMILY ASSOCIATION (FWFA)**

A Family Association has been established for Fountain Woods School. This organization is very active in providing services, programs, library books, equipment, and many other things to meet the needs of the students and enhance the home/school relationship. School programs include 4 parties – one in the fall, one previous to the Winter Break, one on Valentine’s Day, and one previous to the Spring Break, assemblies, and Carnival Days, among others. The FWFA also sponsors book fairs during the year. These book fairs provide an opportunity for students to purchase inexpensive books and resource materials. The FWFA also generates the outstanding yearbook we sell each year. Several interesting and enjoyable evening meetings and programs are planned during the year.

### **FWFA OFFICERS**

<b>President:</b>	<b>Mrs. Linda Golden</b>
<b>1st Vice President:</b>	<b>Mrs. Jody Kruse</b>
<b>2nd Vice President:</b>	<b>vacant</b>
<b>Treasurer:</b>	<b>Mrs. LaVerne Kirn</b>
<b>Secretary:</b>	<b>Mrs. Debra Potucek</b>

All parents and guardians are enthusiastically encouraged to join the FWFA and contribute. This wonderful organization has a mailbox in the main office for correspondence.

### **TECHNOLOGY**

Students will receive instruction in computer technology in their classrooms as well as in a modern computer lab facility. Every classroom is equipped with computers and 1 teacher station that are all fully networked and have Internet access. The computer labs each house 25-30 computers that are also networked. Digital cameras, scanners, laser and inkjet color printers, and an LCD projection system are also available to enhance instruction.

A telephone voice-mail system allows staff to receive messages throughout the day and provides for ongoing communication between home and school. The district has installed the VBrick system for video resources. Teachers are able call up resources via the computers for use in the classrooms.

### **STAFF**

<b>Principal</b>	<b>Mr. John W. Johnson</b>
<b>Vice Principal</b>	<b>Mrs. Erin M. Dewey</b>
<b>Vice Principal</b>	<b>Mrs. Joanne Johnson</b>
<b>Nurses</b>	<b>Mrs. Mary Kerstetter &amp; Mrs. Jane TumSuden</b>
<b>School Counselors</b>	<b>Mrs. Karen Bolling and Ms. Tina Dietrich</b>
<b>Secretaries</b>	<b>Mrs. Ellie Brown, Ms. Patty Berger, &amp; Mrs. Donna Tootell</b>
<b>Instructional Assistants</b>	<b>Mrs. Fran Guidry &amp; Mrs. Jennifer Chapman</b>
<b>Media Specialist:</b>	<b>Mrs. Christine Leh</b>

Child Study Team Staff Members, Classroom Teachers, Special Education Teachers, Related Arts Teachers, Speech and Language Pathologists, an ESL Teacher, Academic Achievement Teachers and Aides, Teachers of Gifted & Talented programs, a Reading Specialist, teacher aides, cafeteria aides, and monitors are also employed by the Burlington Township Board of Education and work at Fountain Woods School to provide outstanding programs and quality instruction for our students.

### **DISTRICT ADMINISTRATION:**

<b>Board of Education Offices:</b>	<b>387-3955</b>
<b>Website:</b>	<b><a href="http://www.burltwpsch.org">www.burltwpsch.org</a></b>

## BOARD OF EDUCATION:

Mrs. Susan Eichmann, President  
Mrs. Judy Hirt, Vice President  
Dr. Richard Lynch  
Mrs. Donna Crenshaw  
Mr. Philip Bigelow

Mr. Israel Rivera  
Mrs. Sherry Knight  
Mrs. Maryann McMahon-Nester  
Mr. Scott Boito

### Superintendent:

### School Business Administrator / Board Secretary:

### Assistant Superintendent for Curriculum and Instruction:

### Director of Special Education / Child Study Team:

### Director of Pupil Personnel Services:

Dr. Christopher Manno  
Mrs. Mary Ann Bell  
Ms. Ann Britt  
Ms. Elizabeth Parnagian  
Mr. James Mills

## PROGRAMS

The curriculum is guided by the New Jersey Core Curriculum Content Standards and needs assessment / goals developed by staff and parents. Emphasis is placed on meeting the needs of the learner in mathematics, science, social studies, and communication skills. Most students will change classes for academic subjects. While third grade is self-contained, there will be two academic teachers for grades four and five – one teacher will be responsible for instruction in language arts, and the other will provide instruction in mathematics, social studies and science. If qualifying, students may participate in a gifted and talented program. A variety of programs for children with special needs is provided.

Related arts teachers provide instruction in art, computer technology, general and instrumental music, physical education, Health and Family Life, library science, and Spanish. Instrumental and string music classes are available during the school day for any students in 4th and 5th grades that are interested.

An auditorium/gymnasium is used for physical education, school assemblies, and various performing arts productions that are presented during the school year. Several acres of ground behind the school are used for 2 large playgrounds, physical education classes, environmental studies, and other purposes.

## SCHOOL HOURS

The normal school day begins at 8:30am and ends at 3:00pm for all students at Fountain Woods School. Walkers and students dropped off by a parent or caregiver should not arrive prior to 8:20, as supervision is not provided previous to this time. Likewise, children who do not ride the busses must be picked up by 3:10. Once again, supervision cannot be provided beyond this time.

The early closing school day begins at 8:30am and ends at 12:30pm.

The delayed opening school day begins at 10:30am and ends at the normal ending time. Please note that staff does not arrive early on these days, and again supervision will not be provided for students arriving early. Please do not send your children in until 10:20am, at the earliest.

## CHILD FIND

**To parents who suspect that their child may have a disability:** If you feel your child is having some difficulty speaking, hearing, seeing, walking, or playing with toys, please contact the Burlington Township Child Study Team.

## FOUNTAIN WOODS MAPS

### FIRST FLOOR

### SECOND FLOOR

### EMERGENCY CLOSING OF SCHOOLS

Full emergency closing details are included later in this handbook.

A delayed opening indicates that our school will open two hours later than normal for students – starting at 10:30.

An early closing indicates that our school will close four hours after the start of school – ending at 12:30.

These will be marked on the school and district calendar and can be found in various places on our websites.

## CLASS TRIPS

Class trips provide cultural, educational, and fun experiences for the students. Students are responsible for their behavior. Class trips are a privilege. The building administrators will determine if a student is ineligible to attend a trip based on the established point accumulation policy.

NOTE: If a student loses the privilege of attending the trip due to disciplinary reasons / becoming ineligible or is absent on the day of the trip, in most cases the tickets have already been purchased and are non-refundable. In these cases, we will not be able to refund the money to the parents / guardians.

In some cases, a certain number of parents may be offered the opportunity to attend a trip as chaperones. The number of chaperones is limited to bus space and tickets available. Parents selected as chaperones are responsible for the supervision of the assigned students at all times and are asked to adhere to the same code of conduct as our staff.

## **VISITORS TO OUR SCHOOL**

Visitors are welcome to Fountain Woods School. However, appointments must be made in advance. Parents that would like to observe classes are asked to schedule their visits with the Main Office, and an administrator will accompany them during their stay in order to answer any questions they may have. Please keep in mind that, in order to maintain continuity of instruction, visitations of this type are to be limited to 40 minutes (1 class period). For security purposes, all visitors must report to the main office, present photo ID, sign in, and receive a Visitor's Pass.

## **SERVICES FOR STUDENTS**

### **Counseling**

Mrs. Karen Bolling and Ms. Tina Dietrich are the School Counselors at Fountain Woods. Students may request an appointment to see their assigned counselor by filling out a form and placing it in their mailboxes. Teachers will have these forms available. Teachers and parents may also request to schedule an appointment with their child's counselor.

### **Academic Achievement Program**

This program is available to all students who score in the Partially Proficient range on the NJ ASK test. Parents are notified when their child is in need of remedial services.

### **English as a Second Language Program**

Students whose primary language spoken at home is one other than English may be eligible for this program. A certified ESL teacher provides an intensified English language development program daily throughout the year.

### **Homebound Instruction**

If your child must be out of school for more than 10 days due to illness or injury, it is possible to arrange for a tutor at home. Should a problem of this nature occur, the following steps should be taken:

- \* Obtain a statement from your doctor concerning the length of the incapacity.
- \* Attach to the above statement a written request for homebound instruction. Both should be forwarded to the Principal.

When the Principal obtains approval, a teacher will be assigned.

## **PHYSICAL EDUCATION**

Parents, please have your children dressed appropriately for physical education classes. Any of the following are considered appropriate, depending on the time of year:

- Sneakers and socks (required)
- Shorts and a T-shirt
- Sweat suit or warm-up suit
- Comfortable/sports/exercise shorts (of appropriate length)

Please restrict the wearing of jewelry for your child's safety. Long dresses, long shirts, sandals, boots, clogs, high-heeled or thick-soled sneakers can be dangerous and are **not to be worn for physical education**. It is possible that your child will be excluded from participation if dressed improperly.

If your child cannot participate in a physical education class, he/she must have a note from a doctor or the school nurse. If a student is to miss more than one physical education class due to illness or injury, a **doctor's note** is required.

Be aware that all students will receive 1 marking period of Health Education. This program is part of and aligned with New Jersey's Comprehensive Health Education and Physical Education Framework.

## **HOMEWORK POLICY**

It is our philosophy that homework serves several purposes:

- it teaches study habits,
- it expands the curriculum,
- it allows students to explore topics beyond the limits of the classroom,
- it provides a time for parents to become involved in their child's education, and

- it keeps parents knowledgeable about subjects and concepts being taught.

The following will serve as general guidelines for assignments:

- Homework is to be assigned on an average of 4 times per week to all students. Assignments may vary by subject and time required to complete.
- The following times are guidelines for teachers:
  - Grade 3: 30 minutes
  - Grade 4: 40 minutes
  - Grade 5: 50 minutes

**Please note: the amount of time required to complete HW assignments may vary widely among individual students, depending on a variety of factors**

Homework will not normally be assigned on weekends or holidays except for long-term projects, which may include a holiday (you should have a minimum of two weeks to complete more extensive projects). However, if a student has work to complete because of absence or has not completed all class work because of poor work habits, homework may be assigned on the weekend

Homework is to be checked for credit.

When assignments are turned in one day late, the student will receive less credit. Credit need not be given for homework turned in two or more days late.

**Please Note – Very Important:** For security reasons, once the school day has ended and students are dismissed, neither parents nor students are permitted back to the classrooms except for a prearranged conference. Custodians are directed not to open classrooms for students or parents after school has closed.

## STUDENT DRESS

Students are expected to take pride in their appearance and dress appropriately for school. Abbreviated shorts, tank-tops, “spaghetti straps”, blouses that expose the bare midriff, or clothing that exposes undergarments are NOT ACCEPTABLE. Shorts and skirts should extend to the fingertips when the arms are held straight down to the sides. Boys’ shirts should have sleeves that extend over the shoulder. All shoes worn to school must have backs. Backless shoes or sandals can lead to injuries on the playground, stairs, or other areas.

Clothing that may be appropriate for the backyard or the beach is not appropriate for school. If a student is found to be in violation of the dress code, the parent will be called and asked to bring appropriate clothing to school.

Please refer to the Board of Education “Student Dress Code” Policy, found later in this handbook, for further clarification.

## ATTENDANCE

Children, by state law, are required to attend school regularly. **Success cannot be achieved unless students are consistently present and on time for regularly scheduled classroom learning activities.** Parents/guardians must ensure student attendance and punctuality. Please arrange family vacations for times when school is not in session.

When a child is not able to attend school, the parent should **call the nurse’s office by 8:30am** and give the reason. When a student is absent for **three or more consecutive days**, he/she must bring in a note of explanation. When a student has been absent for **five or more consecutive days**, a doctor’s note is required upon the return of the student to school.

**Nurse: Mrs. Kerstetter 387-2145**

Should a student become ill at school, the nurse will attempt to notify the parent. If a child shows signs of illness prior to the start of the school day, please keep the child home.

**To be credited with a full day’s attendance**, a student must arrive by **10:30 a.m.** and be present for the remainder of the school day. Likewise, students that start the day on time need to stay until **1:00**. Four hours of “instructional time” (not including lunches) must be provided in order to credit the child with a full day’s attendance.

Students who begin their day on time but are removed from school before 10:00am will receive no credit for the day. Students who begin their day on time but leave before 1:00 pm will not receive credit for the day. Students who begin their day on time but leave between 1:00 pm and 2:50 pm will be charged with a tardy (left early).

An **excused absence** is one in which we have confirmation as to the reason for the absence (illness, family obligation, etc.). **However, these still count as absences.** An **unexcused absence** is one which the school has no confirmation as to the reason.

## MAKE-UP WORK FOR ABSENT STUDENTS

A student who has been absent from class is responsible for making up class work that has been missed. On return to class, arrangements should be made with the teacher to make up all tests, quizzes, homework, and class work.

When requesting makeup work for a child, please allow 24 hours notice. Because of the demands of teaching classes, the teachers' first opportunity to gather the work together is usually at the end of the day. Stopping the instructional process to gather materials and write down missing assignments is not reasonable on short notice.

## LATENESS

Because lateness to school can be disruptive to the educational process, we ask parents to support students coming to school on time. **A late arriving student is to be accompanied by a parent / guardian and sign-in at the front desk.** For safety purposes, parents are asked to park in the lot - not in the fire lanes - before bringing the child inside. If a student is late because of a doctor's appointment, **parents are asked to provide a note from the doctor confirming the appointment.**

## EARLY WITHDRAWAL OF STUDENTS

Students will not be dismissed during the day except when written permission from parents is sent to the office and/or to the teacher. Parents **must report to the office, NOT the classroom,** to pick up children. For safety reasons, please be prepared to show photo identification upon request. If someone other than the parent is picking up the student, the office will require identification and **written parental consent**.

### Special Note:

**For security reasons, once the school day has ended and students are dismissed, neither parents nor students are permitted back to the classrooms except for a prearranged conference. Custodians are directed not to open classrooms for students or parents after school has closed.**

## HEALTH AND SAFETY

**Student Emergency Cards** need to be filled out completely and kept up-to-date throughout the school year. Telephone numbers for emergency contacts during school hours are extremely important. Remember to notify the school if work or emergency contacts change. Care-givers' names and numbers are also needed. **Only contacts listed on the emergency card will be able to pick your child up from school.** The Emergency Card includes the student's Annual Medical History. Allergies, health conditions or current medications should be noted here. There is also an area for parental permission allowing the nurse to administer **non-prescription pain/fever relievers** (acetaminophen or ibuprofen for students over 12) and permission for **physical examinations**.

**Illness:** Call the school nurse when your child is ill and will miss school. We strongly suggest that if your child shows signs of illness, he/she should remain home. Students should be fever-free for 24 hours before returning to school. When a student has been absent for **3** consecutive days, a **note of explanation from the parent is required**. If your child has had a contagious illness or has been absent for **5** or more consecutive days, a **doctor's note is required** upon returning to school.

**Immunizations:** Documentation of any immunization updates that your child receives must be forwarded to the nurse. If these updates occur during the summer, please provide the school nurse's office a copy by mail or fax a copy to the school. A copy of this form can be found in this handbook on **page 14**.

**Medications:** If it is necessary for a student to take medication during school hours, the school nurse must receive **written orders from a physician** indicating the student's diagnosis, name of the medication, dosage and administration time. Also required is a **written request from the parents** that the child be permitted to receive the medication. These requirements are included on the Medication Permission Form available from the nurse (a copy can be found in this handbook on **page 15**). Medications must be brought to school in their original container and will be kept in the nurse's office. These regulations apply to **both prescription and non-prescription** medications. Medications are to be brought to school by the parent/guardian.

**Students may self-administer** medications for asthma or other life-threatening illnesses; however, the required physician's order and parent permission forms must be filed with the nurse (see **page 17** for this form). The physician must indicate that the student has received instruction and is able to demonstrate the proper administration technique. Students are not permitted to have asthma inhalers in their possession unless this policy is strictly followed.

**Water Bottles in School** – Our students are not permitted to bring water bottles to school without the verification of a medical need. The district does not recommend that students use water bottles due to possible spread of infectious diseases if shared between students. If conditions such as extreme temperatures dictate that frequent drinks are necessary, families will be notified. The health and wellness of the children is our primary concern.

**Participation in Class Trips** – At the discretion of the school nurse, a child may be retained from attending a class trip due to a significant medical concern. However, if a child is retained for any medical issues, parents will be contacted immediately.

**Physical Exams** – Students must obtain annual medical examinations upon entry into school. It is also recommended that students receive subsequent medical examinations at least once during each developmental stage. Burlington Township Schools requests physical examinations for students in grades 5, 7, and 9.

**Your child's private physician must perform this examination.** A copy of the Burlington Township School Physical Examination Form can be found on **page 14** in this handbook. If your child does not have a primary care physician, the school physician may provide this service. An examination by the school physician does not replace routine care provided by your child's physician. If you are not covered by health insurance, please contact the School Nurse for information on NJ Family Care. The School Nurse can also pro-

vide names of primary care physicians located in the area.

**Please Note:** On the next pages, you will find copies of the following:

**PHYSICAL EXAMINATION**

**MEDICATION ORDER and PARENTAL PERMISSION**

**PHYSICIAN'S ORDER for SELF-MEDICATION**

**BURLINGTON TOWNSHIP SCHOOLS**  
**SCHOOL HEALTH SERVICES**

Dear Parents / Guardians,

Welcome to Fountain Woods School. In accordance with New Jersey State Law and School Board Policy, all new students entering Burlington Township Schools must have a physical examination. This exam must be completed by your child's primary health care provider and recorded on a Burlington Township Schools Physical Form. **Documentation of this exam must be presented to the School Nurse within 60 days of enrollment or your child may be excluded from school.**

In an effort to expedite matters and to avoid inconvenience, a physical form is on the back of this letter. Please have your physician record the examination results on this form. Documentation of any immunizations should also be included.

*Please contact the School Nurse with any questions or concerns.*

Sincerely,

Mary Kerstetter, RN  
School Nurse  
Fountain Woods School  
601 Fountain Avenue  
Burlington, NJ 08016  
Phone: 387-2145  
FAX: 387-1735

**BURLINGTON TOWNSHIP SCHOOLS**  
**PHYSICAL EXAMINATION FORM**

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date of Examination** \_\_\_\_\_

**Height** \_\_\_\_\_ **Weight** \_\_\_\_\_ **Pulse** \_\_\_\_\_ **B/P** \_\_\_\_\_ **Hearing: Left** \_\_\_\_\_ **Right** \_\_\_\_\_

**Vision: Left** \_\_\_\_\_ **Right** \_\_\_\_\_ **Both** \_\_\_\_\_ **Corrected Vision: Left** \_\_\_\_\_ **Right** \_\_\_\_\_ **Both** \_\_\_\_\_

Item	Normal	Abnormal	N/A	Comment
Ears (otoscopic)				
Eyes				
Lymph Glands				
Thyroid				
Nose				
Throat				
Teeth/Mouth				
Heart				
Lungs				
Abdomen				
Hernia				

Genito - Urinary						
Ortho – Structural						
Ortho – Posture						
Ortho – Feet						
Scoliosis						
Skin (Non Comm.)						
Nutrition						
Nervous System						
Speech						
Other						
General Appearance						
Vaccine Type	1st Dose Mo/Day/Yr	2nd Dose Mo/Day/Yr	3rd Dose Mo/Day/Yr	4th Dose Mo/Day/Yr	5th Dose Mo/Day/Yr	Disease Mo/Day/Yr
Tdap /DPT / TD						
Polio Indicate OPV or IPV						
MMR						
Varicella						
Pneumonia Vaccine						
Flu Vaccine						
Haemophilus B HIB						
Hepatitis B Indicate 2- or 3-dose series						
Gardasil (HPV)						
Menactra						
PPD Mantoux						
OTHER						

**Recommendations**

\_\_\_\_\_ This student may participate fully in all school activities.

\_\_\_\_\_ This student requires the following modifications: \_\_\_\_\_

Physician's Name & Stamp:

Physician's Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**BURLINGTON TOWNSHIP SCHOOLS**

**MEDICATION ORDER AND PARENTAL PERMISSION FORM**

To: Parent/Guardians of Students in Burlington Township Schools

From: Burlington Township Board of Education

Subject: Medication in School

If it is necessary for a student to receive medications at school, the following policy must be followed:

1. The student must have a signed note from the parent/guardian requesting that the school authorities allow the student to

receive medication at school and a physician's order indicating the name, dose, administration time and reason for the medication to be administered by the School Nurse. This applies to both prescription and non-prescription medications.

2. The medication must be kept in the original container.
3. Medication must be kept in the Nurse's Office.
4. Please use the attached form. Additional forms are available in the Nurse's Office.

### PHYSICIAN ORDER

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

DIAGNOSIS: \_\_\_\_\_ DRUG ALLERGIES: \_\_\_\_\_

NAME OF MEDICATION: \_\_\_\_\_ DOSE: \_\_\_\_\_

TIME TO BE GIVEN: \_\_\_\_\_ #OF DAYS TO BE GIVEN: \_\_\_\_\_

May this medication be omitted on field trips? \_\_\_\_\_ yes \_\_\_\_\_ no

May student receive medication on an alternative schedule on field trip days? \_\_\_\_\_ yes \_\_\_\_\_ no

Example: *Rather than receiving morning dose at home before school and second dose during lunch at school, student would receive morning dose at school, before trip and second dose upon returning to school.*

Alternative medication schedule \_\_\_\_\_

\*Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Physician Name: \_\_\_\_\_ Physician Phone: \_\_\_\_\_

An Asthma Action Plan is required when prescribing inhaled medications for asthma.

An Individual Emergency Plan for Severe Allergic Reaction is required when prescribing Epi-Pen.

### **PARENT/GUARDIAN PERMISSION**

**AS PARENT/GUARDIAN OF \_\_\_\_\_, I REQUEST THAT THE SCHOOL AUTHORITIES PERMIT MY CHILD TO RECEIVE THIS MEDICATION, ADMINISTERED BY THE SCHOOL NURSE.**

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

*Form for most oral medications*

**Please sign and return the medical form on the reverse side of this page (only if applicable) and return to your**

# child's homeroom teacher.

# Thank you.

## **BURLINGTON TOWNSHIP SCHOOLS**

### **PHYSICIAN'S ORDER FOR SELF-MEDICATION AND PARENTAL PERMISSION FORM ASTHMA OR OTHER LIFE-THREATENING ILLNESS**

#### **BURLINGTON TOWNSHIP BOARD OF EDUCATION STATEMENT**

The Burlington Township Board of Education and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil.

Self-administration of medication by a pupil will only be permitted when the requirements of this policy are fulfilled.

#### **PHYSICIAN STATEMENT**

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

DIAGNOSIS: \_\_\_\_\_ DRUG ALLERGIES: \_\_\_\_\_

NAME OF MEDICATION TO BE SELF-ADMINISTERED: \_\_\_\_\_

DOSE: \_\_\_\_\_

Reason Medication needs to be self-administered: \_\_\_\_\_

Student has been instructed in the proper administration of this medication    \_\_\_ yes            \_\_\_ no

Student can demonstrate proper administration technique                            \_\_\_ yes            \_\_\_ no

\*Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Physician Name: \_\_\_\_\_ Physician Phone: \_\_\_\_\_

An Asthma Action Plan is required when prescribing inhaled medications for asthma.

An Individual Emergency Plan for Severe Allergic Reaction is required when prescribing Epi-Pen.

#### **PARENT/GUARDIAN PERMISSION**

**AS PARENT/GUARDIAN OF \_\_\_\_\_, I REQUEST THAT THE SCHOOL AUTHORITIES PERMIT MY CHILD TO SELF-ADMINISTER THE MEDICATION PRESCRIBED BY \_\_\_\_\_.**

**As parent / guardian, I accept all risks of injury or claims that arise as a result of my child's self-administration of this medication. The Burlington Township School District and its employees will not be held responsible / liable for any injury or claim that arises as a result of my child self-administering this medication.**

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

**Please sign and return the medical form on the reverse side of this page (only if applicable) and return to your child's homeroom teacher.**

**Thank you.**

### **BICYCLES, SKATEBOARDS**

Bicycles may be ridden to school, locked and secured in an area designated for them. Students who violate traffic rules will be forbidden to ride their bikes to school. Bicycles are the responsibility of the student.

For safety reasons, Heelys (or other brands of skate shoes), skateboards, roller skates, and scooters are not permitted in school, nor are they to be used by students to and from school.

### **PERSONAL PROPERTY**

Students assume the responsibility for loss or damage to their clothing, equipment, books, musical instruments, and any other items. The school endeavors to protect all personal property but is not responsible for it. Large sums of money and articles of real or sentimental value SHOULD NOT be brought to school. When items of value must be brought to school, they should be brought to the office for safekeeping until needed.

Students may bring personal mp3 players or CD players for use on their bus ride to and from school. However, all electronic devices must be kept secured in the student's book bag while in the building. Personal video game players are permitted following lunch in the cafeteria during the designated time only. Students may bring any of these electronic devices at their own risk; however, full responsibility for loss, care and damage will be assumed by the student.

As an added note, please be aware that children are not permitted to sell, purchase, or trade any personal belongings on school grounds. In the past, we've had difficulty with these situations once children have changed their minds following the "transaction". Likewise, there is to be no betting, gambling, or wagering of any kind. In essence, no money should be exchanged between individual students here at school for any reason, with the exception of school-sponsored fundraising efforts.

### **WHO MAY PICK UP CHILDREN FROM SCHOOL?**

Other than the regular dismissal from school, students will be permitted to leave school only if the procedure listed is followed:

- The legal parent / guardian of the child, or a designee listed on the Emergency Form appears at school and requests the dismissal of the child. In the case of broken families, this means the parent/guardian with whom the child is living. Please be prepared to present identification.
- The parent or guardian must come for the child and be identified by the child, teacher and/or principal. Parents are to come to the main office and must sign the child out.

These regulations are established for the security and well being of all township children. The complete cooperation of all parents in this matter is requested. There will be no exceptions to the above procedure.

### **PARENTS WITH QUESTIONS: CHAIN OF COMMUNICATION**

Many parents have academic or other questions about their children and the classes in which they are involved. Please direct your inquiries using the following chain of communication:

- You must first discuss your questions or concerns with the teacher. If you still have questions...
- Make an appointment to discuss your questions or concerns with the Vice Principal and then the Principal, if necessary. If you still

have questions...

- Submit those questions or concerns in writing to the Superintendent of Schools, with a copy to the Principal.

## ACCIDENTS

All accidents occurring within the school premises or during school sponsored activities MUST be reported to the school nurse as soon as possible. Emergency first aid will be administered by the nurse and, if further medical attention is or may be required, an **insurance claim** is to be filled out and should be submitted to the doctor and the hospital. These forms are available from the nurse.

## SCHOOL INSURANCE

Students are provided with accident insurance coverage for school activities by the Board of Education. It is a secondary coverage, supplementing whatever usual and reasonable expenses are not covered by the parent's insurance. If the family does not have any other insurance plan, the school plan will pay the usual and reasonable expenses, being subjected to policy conditions.

## PARENT'S RIGHT TO KNOW

Student records will be available for review by the child's parent(s)/ guardian(s). Please contact the Fountain Woods office If you would like to review your child's records, contact the Fountain Woods office and the necessary arrangements will be made. A designated school official will be present during the review of records in order to assist in interpretation. An advanced notice of 24 hours is requested.

## LUNCH INFORMATION #N3542.1

Our cafeteria staff serves a nutritious and well-balanced breakfast and lunch daily. The prices for the 2011-2012 school year are listed below:

**\$1.25** Type A Breakfast

Some breakfast items may also be purchased A la carte.

**\$2.10** Type A Lunch - full lunch with milk and dessert - includes alternates such as peanut butter & jelly, deli sandwich, hot dog, etc. Extra of the main entrée is **\$0.85**.

Milk may be purchased separately for **\$.40** and a variety of snacks (including ice cream) are available with prices ranging from **\$.25 to \$1.00**.

**PIN Accounts** - Each child will receive a "PIN" number to use when purchasing lunch. Princeton Food Service **strongly** encourages parents to pay in advance. Checks can be written for the student's lunch program made payable to: "**Burlington Twp. School Lunch Program**". The money will be credited to the child's PIN account. The money in a student's PIN account can only be used to purchase lunch items and milk. Snacks such as chips, ice cream, cookies, etc. must be paid for in cash at the time of the purchase.

**Lunch Charges** (Board of Education Policy) - If a student has forgotten his/her money to purchase lunch, they are permitted to charge his/her lunch. This also includes students on reduced lunches. Students will only be permitted to charge up to a maximum of three lunches (3 x cost of a type "A" lunch) at any given time. If students maximize this credit balance and attend school without a lunch, the student will be sent to the school main office to call the parent to request the parent to deliver a lunch to the school or lunch money. Students who owe money to the cafeteria will not be allowed to purchase snacks.

## CAFETERIA AND PLAYGROUND SAFETY

Cafeteria and playground safety is an important part of our school program. We ask that equipment be used for the purpose it is intended. The Cafeteria and playground monitors are charged with the task of ensuring student safety and security in both the cafeteria and on the playground. Failure to follow proper use of playground equipment or follow the direction of a monitor will result in consequences as described under Discipline.

## DISCIPLINE

**We are all responsible for maintaining a good school climate.** Teachers and all staff members (including aides / paraprofessionals and cafeteria / playground / hall monitors) are expected to maintain an effective learning environment in our classrooms, in our halls / stairwells / lavatories, in the cafeteria, throughout the entire building, and on our grounds. Students are expected to adhere to a set of fair and reasonable classroom and school rules as the foundation for this environment. These rules are designed with safety as the top priority. Parental support is an essential ingredient in maintaining the desired behaviors.

## STUDENT BEHAVIOR EXPECTATIONS

Student misconduct gets in the way of learning, safety, and the development of respect. Furthermore, when children are not held accountable for their misbehavior, they often end up learning that "rules are made to be broken."

While your child's teachers will establish specific classroom rules and consequences, our school policy is to establish meaningful rules, which focus on respect for other people, respect for property, and safety. Our students are expected to:

BE RESPONSIBLE  
for their actions

BE RESPECTFUL  
of themselves and their appearance

BE ACHIEVERS  
always do their best

for following school rules

of others

for their school work

of school and personal property

## DETENTION

Detention may be assigned by a building administrator and / or classroom teachers. Failure of the student to report as scheduled will result in further disciplinary action. When a student is assigned a detention, a detention slip will be sent home with the student at least one day in advance of the scheduled detention date and is to be signed by the parent and returned. The parent may also be informed by a phone call.

A school absence will automatically move the assigned detention to the next detention date. Misconduct in detention or excessive (4 or more) detentions may result in a suspension.

## SUSPENSION

There are two types of suspension: in-school suspension and exclusion from school (out of school). A building administrator, on the basis of the offense and the number of previous offenses, may assign in-school suspension. A student who is assigned an out-of-school suspension is not permitted on school grounds before, during, and after school.

The following offenses constitute some of – but not limited to – the reasons for suspension:

- Insubordination / defiance
- Fighting (please see note below)
- Bringing / possession of a weapon or dangerous object – real or toy
- Possession of obscene literature or pornographic materials
- Stealing
- Profanity, abusive/offensive language, gesture, or writing
- Dangerous misconduct including horseplay
- Harassment and/or bullying
- Comments made based on race, religion, ethnic background, gender, or other factors that may harm others
- Threats made – either verbally or in written form - to other students or staff members
- Plagiarism or other forms of copying / taking credit for others' work (refer to Academic Integrity)
- Possession and/or use of alcoholic beverages or narcotics
- Physical violence and/or verbal provocation directed against a school employee (Board of Ed. Policy)
- Destruction of school property (financial reimbursement may be sought for any damage)

**Important note:** Be aware that if two or more students are involved in a physical confrontation or fight, all involved are subject to consequences – regardless of which child initiated the altercation. All children are strongly encouraged to use peaceful means to resolve conflicts. Any child who feels threatened or is physically confronted must report the aggression to a staff member without responding violently. Children who choose to respond in a physical manner are subject to appropriate consequences.

**The length of a suspension** will depend upon the frequency and/or the nature of the offense. Burlington Township Board of Education policy requires a hearing before the Superintendent and/or the Board for a suspension invoked for greater than ten (10) days in length. The BOE may continue the suspension, expel, or reinstate. In the event of continued suspensions during the school year, the student may be required to appear before the Superintendent and/or the Board of Education. The student should be accompanied by the parent/guardian and may be represented by counsel.

**For re-admittance to school** following the period of suspension, the student may be required to have his/her parent/guardian attend a conference with a building administrator and teacher.

**Assignments** are expected to be completed by the suspended student. The student should have his/her books and study materials at home. Failure to complete the assignments will result in a failing grade on those assignments.

## PARTICIPATION IN SCHOOL EVENTS / ACTIVITIES AND CLASS TRIPS

The right to participate in school sponsored events such as class trips, clubs, and other activities requiring a high degree of social control will be revoked upon accumulation of offenses.

For 5th grade Activity Nights:

1st Activity Night - 3 points cannot attend

3rd Activity Night – 9 points cannot attend

2nd Activity Night - 6 points cannot attend

4th Activity Night - 12 points cannot attend

A student who attains any of the following, or a combination of the following equaling **12 or more discipline points**, will be placed on

the **Ineligible List** and lose school privileges (i.e., field trips, picnic and/or fun days, activity nights, and other school sponsored events as determined by a building administrator) for the remainder of the school year unless granted special approval. In order to be fair to all and consistent, no exceptions to this rule will be made.

<b>Out-of-School Suspension</b>	<b>6 points</b>	<b>Demerit</b>	<b>1 point</b>
<b>In-School Suspension</b>	<b>4 points</b>	<b>Lunch Detention</b>	<b>1 point</b>
<b>After School Detention</b>	<b>3 points</b>		<b>(for each day)</b>
<b>Bus Suspension (3 day)</b>	<b>3 points</b>		
<b>Bus Suspension (5-7 days)</b>	<b>5-7 points</b>		
<b>Bus Suspension (more than 7)</b>	<b>7+ points</b>		

**Demerits** may be assigned by any staff member observing inappropriate behavior. Demerits may be received for the following reasons:

- Hallway behavior - running, shouting, roaming halls, disturbing other classes and/or offices.
- Fire drill behavior - running, talking, pushing, out of line.
- Cafeteria behavior - disrespect to school personnel, disobeying cafeteria rules.
- Playground behavior - disrespect to school personnel, disobeying playground rules.
- Classroom behavior - disrespect to school personnel, disobeying classroom rules.
- Other behavior considered inappropriate.

**Consequences** for the points received will be:

- 6 points** first letter sent home
- 9 points** second letter sent home
- 12 points** third letter sent home and placement on the Ineligible List

## **INELIGIBLE FOR SCHOOL TRIPS AND ACTIVITIES**

Students who have not, as of two weeks prior to a trip or activity, received 12 points and placement on the Ineligible List, will be allowed to attend the trip, regardless of additional points received. However, a serious infraction may cause the student to be excluded from a trip. Students who are on the List as of two weeks prior to a trip, will be excluded, regardless of any deduction of points.

## **DISCIPLINE POINT REDEMPTION**

We seek to have students who have received discipline points learn and improve their behavior. One discipline point can be deducted from the total number of points a student has earned when a student has gone **one calendar month** from when the last points were received without being assigned any points.

## **POINT FREE STUDENTS**

Students who reach June without any discipline points or have redeemed all accumulated points will be rewarded with a special activity to be determined by the school.

## **BUS REGULATIONS**

At the bus stop:

- Be there at least 10 minutes before the pickup time.
- Stay back away from the street.
- No horseplay while waiting for the bus. **It is important to note that misbehavior at the bus stop either before or after riding the bus can result in disciplinary consequences from the school.**
- Wait for the bus to stop before loading.

While on the bus:

- Wear your seatbelt!
- Keep hands and head inside the bus at all times.
- Keep your voice at a reasonable level. Loud talking or laughing distracts the driver.
- Do not damage, deface, or vandalize bus property – including seats and windows.
- Do not throw anything out of the bus windows.
- No horseplay while on the bus.

- Do not leave your seat while the bus is in motion.
- Keep book bags, coats, and your legs out of the aisle.
- Do not eat or drink while on the bus.
- Be courteous to other pupils and the driver.
- Remain seated until the bus comes to a complete stop.
- In case of a road emergency, students are to remain on the bus.

After leaving the bus:

- Students who must cross the road are to cross in front of the bus after the driver determines that it is safe.
- The driver will not discharge riders at places other than the regular bus stop unless by proper authorization from school officials.
- Students may not ride a different bus without the permission of the Superintendent.

## **BUS CONSEQUENCES**

When a student is reported by the bus driver (not by another student or a parent), the following may result:

1st offense	warning letter sent home, unless the offense is of a more serious nature
2nd offense	three-day suspension from the bus
3rd offense	five-day suspension from the bus
4 or more offenses	multi-day suspension from the bus, conference with the parent/guardian
5 or more reports	may lead to a suspension from the bus for the remainder of the school year

Fighting on the bus or at the bus stop previous to pickup or after drop off will lead to a suspension from the bus or from school.

For safety and security purposes, school buses in the Burlington Township School District may be equipped with audio and video recording devices. These devices will be mounted in plain view of the students. In order to maintain the privacy of our children, tapes are subject to review by school officials only.

**Special Note:** When a student is suspended from the bus, it is the responsibility of the parent/guardian to transport the student to and from school at the designated starting and ending times of the school day.

## **REPORTING PUPIL PROGRESS**

Several means are used to report pupil progress - conferences, interim progress reports, report cards, as well as voicemail and e-mail.

**Parent-Teacher Conferences** are scheduled twice yearly, for 3 days in the fall and 3 days in the spring. Please refer to the school calendar for the dates. The teacher or the parent, if necessary, can arrange additional conferences.

Teachers prepare **interim progress reports** during each marking period to update the parent/guardian of a child's progress.

**Report cards** are issued four times during the school year; the dates are marked on the school calendar.

**Additionally**, our teachers have **voicemail** and **e-mail** for receiving messages from parents/guardians. We encourage parent-teacher communication. Email addresses are listed on our website: [www.burlitwpsch.org](http://www.burlitwpsch.org)

## **GRADING POLICY**

From Board of Education Policy #N6147.4

Students are given numerical grades on report cards including the final grade.

Grade percentages and equivalents:

90 to 100	A
80 to 89	B
70 to 79	C
65 to 69	D
64 and below	F

In special area subjects, the grades are based on performance and class participation.

- O Outstanding Progress
- S Satisfactory Progress
- N Needs Improvement
- U Unsatisfactory Progress

## 3RD, 4TH, AND 5TH GRADES

In the academic subjects, grades are based on:

**40% - Summative Assessments:** major tests, research reports, projects, a minimum of 2 each marking period

**60% - Developmental Assessments:** daily and short-term assignments, quizzes, and quiz equivalents

- 1/3 – homework and classwork (homework will be checked / not graded for accuracy)
- 2/3 – quizzes and quiz equivalents (may include work completed at home)

## ACHIEVEMENT RECOGNITION

The students at Fountain Woods School are eligible for the Honor Roll Program.

**High Honor Roll:** Students must receive an “A” in major subject areas and a grade of “S” or better in art, music, physical education, and Spanish.

**Honor Roll:** Students must receive a “B” (see Grading Policy for percentages) or better in major subject areas and a grade of “S” or better in art, music, physical education, and Spanish.

**Renaissance:** In addition to the above, the school's *Renaissance Program* will recognize the accomplishments of our children in a variety of ways. Monthly dance parties, quarterly Pep Rallies, and other events are held that celebrate children who have made the Honor/High Honor Roll, have achieved Perfect Attendance, have been recognized as model school citizens, etc. There are many ways Fountain Woods students can be recognized as Renaissance Stars! As our expression explains, “Expect the unexpected!”

## NOTE:

Please do not send in cupcakes, cookies, brownies, and other sweet treats for birthday celebrations. These conflict with the district's Nutrition Policy and are potentially a medical problem for children in the classroom and the building who have various allergies. If you would like to send in a small item for all of the students such as birthday pencils or a reasonable party favor, this would be fine. If coordinated with the classroom teacher, a small learning / birthday activity is also acceptable.

# BOARD OF EDUCATION POLICIES, SUMMARIES, & OTHER IMPORTANT INFORMATION

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**POLICY #N1250.1**

CIVILITY

The Burlington Township Board of Education members, district administration, and staff will treat parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

**POLICY #N5132.2**

STUDENT DRESS CODE

The school takes the position that personal taste in dress is a matter of student/parent determination provided that reasonable dress prevents the interference with normal schoolwork, prevents classroom or school disorder and generally promotes and provides for the protection of health, safety and morality. All students are expected to come to school clean and neat and reflect an appearance of modesty and good taste. Outlandish or extreme fashions in clothing, hair, style, or make-up will not be tolerated. The principal shall develop procedures for in servicing staff members annually on the Student Dress Code, and for staff reporting of infractions. Due to the constantly changing variety of clothing styles, the principal or his/her designee will have sole discretion in determining if an item of clothing or accessory, not specifically covered in the policy is appropriate for the building.

**FW POSITION ON CELL PHONE USE BY STUDENTS**

The increased availability of cell phones has necessitated the need for an age-appropriate position regulating student use. Our position is designed to balance the need to maintain an educational learning environment while also providing access for students to remain in touch with their parents when certain situations warrant. Students are permitted to bring cell phones into the school building. However, they may not text or take photographs of any type. Cell phones should remain in the children’s book bags in the off position during the entire school day. This includes the bus drive to and from school.

Students who do not comply with the requirements of the policy will have their cell phones confiscated and returned to their parents, with possible appropriate consequences to follow. Any subsequent violations will result in further disciplinary action, including necessitating the direct retrieval of the phone by the parent or guardian.

**POLICY #N3541**

TRANSPORTATION POLICY

This policy has its origins in a Transportation referendum approved by the electorate November 1957, which authorized the following:

Elementary pupils (kindergarten - 8th grade) who live one (1) or more miles from school.

Secondary pupils (9th - 12 grade) who live two (2) or more miles from school shall be eligible for free transportation paid by the Board

of Education.

The Board shall administer this policy through the Superintendent of Schools, the Transportation Coordinator, and the building Principals (Public Schools). The Superintendent, Business Administrator/Board Secretary, and Transportation Coordinator shall administer non-public transportation.

#### **POLICY #N3541.4**

##### **BUS STOP SAFETY**

The selection of safe waiting, loading and unloading locations for all riders must be given the highest priority when bus stop locations are planned. Every aspect of safety should be given consideration, with nothing overlooked that might later constitute a hazard for the bus, the passengers or other traffic.

Designated bus stops for loading and unloading should be examined each year for safety, efficiency and economy. Unsafe conditions may have developed because of highway and bridge construction or a change of land use. New visual obstructions or excessive traffic congestion may create hazards at locations previously considered safe.

#### **POLICY #N3541.5**

##### **SCHOOL BUS PUPIL DISCIPLINE**

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the appropriate building administrator of the school which he/she attends (NJSA 18A:25-2). Disruption on the bus is a serious disciplinary infraction that places pupils and the driver in danger. District-provided transportation to and from school is a privilege that may be terminated due to continued disciplinary infractions. A pupil may be excluded from the bus for disciplinary reasons by the principal or his/her designee and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion (NJSA 18A:25-2).

#### **POLICY #N3541.6**

##### **SCHOOL BUS PUPIL SAFETY**

Local boards of education are urged to develop comprehensive transportation safety programs for pupils. Materials and assistance are available from the Bureau of Pupil Transportation, State Department of Education. Local boards of education are required to adopt policies related to safe school bus evacuation in accordance with NJAC 6:21-11.4. Additional administrative procedures shall be developed to implement board policies.

Schools shall organize and conduct emergency exit drills at least twice within the school year for all pupils who ride school buses.

As the school bus driver is an integral part of the procedure, it is mandatory that he/she participate.

Drills shall be conducted on school property and be supervised by the principal or person assigned to act in a supervisory capacity.

#### **POLICY #N3542.1**

##### **CAFETERIA LUNCH POLICY**

The Burlington Township School District is a member of the National School Lunch Program. As a member, it must abide by all policies and procedures established by the National School Lunch Program.

##### LUNCH PURCHASES

Each cashier, at the point of sale notates the number of lunches sold and receives payment accordingly. There are three ways a student pays for lunch:

Cash - cost of lunch or a la carte.

PIN Account

Free and Reduced -Each year forms are sent out by the schools to every household to see if they qualify for these lunches. If the family does qualify the student is provided a pin number and account credit according to his/her qualifications and entered into the system (controlled by the school). Students pay \$.40 for reduced lunches.

A student can prepay a dollar amount with their respective account to be debited at the point of sale.

Charged Lunches - If a student has forgotten his/her money to purchase lunch, they are permitted to charge his/her lunch. This also includes students on reduced lunches. Students will only be permitted to charge up to a maximum of three lunches (3 x cost of a type "A" lunch) at any given time.

#### **POLICY #N3542.2**

##### **NUTRITION POLICY**

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

Providing students with healthy and nutritious foods;

Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;

Supporting healthy eating through nutrition education;

Encouraging students to select and consume all components of the school meal; and,

Providing students with the opportunity to engage in daily physical activity.

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

## **POLICY #N5141.22**

### **ANAPHYLAXIS TO FOOD**

The Board of Education recognizes pupils may have anaphylaxis to certain foods. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). It is very important the parent(s)/legal guardian(s) of pupils with anaphylaxis to food inform the Building Principal and the school nurse in the event the pupil may have an anaphylactic reaction while in school. At the beginning of each school year, each building principal will send written notice home to parents/guardians requesting parents to inform the Principal of students' food allergies. Food allergies will be noted with students' emergency information.

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any pupil. Any administration of medications to pupils in school will be in accordance with Policy No. 5330 and applicable State laws. The Building Principal and the school nurse will notify school staff that interacts with the pupil. The Board will permit the self-administration of medication for a pupil with anaphylaxis to food pursuant to N.J.S.A. 18A:40-12.3 through N.J.S.A. 18A:40-12.6 and Policy No. 5330. The parent(s)/legal guardian(s) of a pupil with anaphylaxis to food must provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism for the pupil in accordance with Policy No. 5330.

## **POLICY #N5141.21**

### **ADMINISTRATION OF MEDICATION**

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

No medication will be administered to pupils in school except by the School Nurse, another registered nurse, or the pupil's parent or legal guardian acting on a written order from the pupil's private physician or the school medical inspector.

All pupil medications shall be appropriately maintained and secured by the School Nurse, except those medications to be self-administered by pupils. In those instances the pupil with the prior knowledge of the School Nurse may retain the medication. The School Nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The School Nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law. The School Nurse shall document each instance of the administration of medication to a pupil.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation No. 5330.

Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers.

## **POLICY #N5141.9**

### **SELF-ADMINISTRATION OF MEDICATION FOR ASTHMA OR OTHER LIFE THREATENING ILLNESSES**

(Chapter 308-A - 2600 (2R))

The Burlington Township Board of Education may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses provided that:

the parents or guardians of the pupil provide to the Board of Education written authorization for the self-administration of medications;

the parents or guardians of the pupil provide to the Board of Education written certification from the pupil's physician that the pupil has asthma or another life-threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medications;

the board informs the parents or guardians of the pupil, 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 by the pupil;

the parents or guardians of the pupil sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from self-administration of medication by the pupil and that the parents or 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 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 in subsections a. through d. of this section.

## **POLICY #N6142.10**

### **ACCEPTABLE USE POLICY**

The electronic communication systems and the communications transmitted through them are subject to acceptable use compliance. The operation of these systems relies upon the proper conduct of users, who must adhere to acceptable use guidelines. The use of the district's electronic communications systems is a privilege, not a right. The district reserves the right to deny access or to cancel systems access at any time. All users are expected to use these networks in an appropriate and ethical manner. Appropriate use includes use for instructional, educational and research purposes.

For a student to use the district's electronic communication system, the district's Acceptable Use Policy, which is provided to all students annually, must be signed by both student and parent, and returned to the district.

### **ACADEMIC INTEGRITY POSITION**

The functions of the Academic Integrity Position are to communicate the meaning and importance of intellectual honesty to all students of the school; to articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs; and to identify and educate those who fail to live up to the stated expectations of the school community with regard to these standards.

#### **Cheating:**

In copying, a student is taking the work of another, either on homework or on a test, and claiming it as his/her own. Cheating includes but is not limited to:

Copying and or offering homework verbally, in written form, or by electronic means.

Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.

Bringing in and using unauthorized information during class time, including information stored in a calculator.

Offering or receiving information under circumstances when information is not to be shared.

Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.

Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.)

Copying answers from answer guides in texts.

Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.

#### **Plagiarism:**

The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers.

Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).

Copying another's work.

Using another's ideas without proper citations.

Incorporating portions of another's writing within the context of your own work.

Failing to acknowledge a source of information.

Using "unique" phrases without citations.

Using graphics, charts, diagrams, and illustrations without citations.

## **POLICY #N6147.4**

### **ELEMENTARY SCHOOLS GRADING AND REPORTING POLICY**

### Grades 3, 4 and 5

Grades are based on evidence of the attainment of the instructional and performance objectives as outlined in programs of study and are reported through parent conferences and report cards.

Report cards will be issued four (4) times annually in accordance with the established calendar dates for marking periods.

Students are given numerical grades on report cards including the final grade. Teachers should be as objective as possible and must maintain a class roll book with records which will substantiate the grade. Any grade below 60 must receive prior approval from the building Principal.

Grade Percentages and Equivalents:

<u>Percentage Range</u>	<u>Letter Grade Equivalent</u>
90 - 100	A
80 - 89	B
70 - 79	C
65 - 69	D
64 - Below	F

\*\* No grade lower than a 60 will be recorded on the report card. A parent conference will be required if the actual grade is lower than a 60.

In the academic subjects, each marking period there will be:

40% Summative Assessments; Major tests, research reports and/or projects, minimum two of (2) each marking period.

60% Developmental Assessments: Daily and short term assignments, quizzes, and quiz equivalents.

20% - homework and classwork (homework will be checked, not graded for accuracy)

40% - quizzes and quiz equivalent (may include work completed at home)

### Special Subjects

Physical Education/Health, Music, Art, Computer Science and subjects that meet less than three (3) times per week/cycle.

Weekly activity - performance preparation based on daily work and class participation will constitute the grade of:

O - Outstanding progress toward completion of course requirements.

S - Satisfactory progress toward completion of course requirements.

N - Needs Improvement

U - Unsatisfactory progress toward completion of course requirements.

On average, the total amount of nightly homework in each grade level should be as follows:

3rd grade - 30 minutes

4th grade - 40 minutes

5th grade - 50 minutes

The assignment of extra credit is at the discretion of the teacher; however, any extra credit earned must be directly linked to the content in which it is assigned.

For grades 3 and 4: In lieu of mid-term and final exams, benchmark assessments will be administered. Grades will be averaged into the summative assessment portion of the grade (literacy and math).

For grade 5: Benchmark assessments will be administered. The final benchmark assessment of the school year will be a cumulative final exam. The exam grade will be recorded on the report card and averaged into the summative assessment portion of the 4th marking period grade (literacy and math).

In special education programs, Kindergarten through 12th grade, including both special classes and resource centers, the evaluation of student progress by teachers and specialists will be based on the attainment of the Individualized Education Program (IEP) objectives; there will be a minimum of two (2) parent/teacher conferences a year one of which will be the annual IEP review.

### Attendance

The grading policy is predicated on the principle that the entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

It is recognized that students may be absent because of their involvement in programs and activities which are part of the total school

curriculum or because of serious illness necessitating home instruction. Absence from class for the following reasons are excluded from the class attendance requirements.

Home Instruction	H
Religious Holy Days	R
Guidance, Nurse, Admin. Pass	P
Class Trips	T
Rotating Music Lessons	B
Scheduled Lab/Accelerated and Remedial Class	L
Death in Immediate Family	D

Home instruction may be arranged for a student who is properly certified as unable to attend classes for medical or emotional reasons. The regular instructor will determine the grade after consultation with the home instructor.

A student who has been absent from class is responsible for making up class work which has been missed. On return to class, arrangements should be made with the teacher to make up all tests, quizzes, homework, discussions, and laboratories. Arrangements for make-up work should be completed within five days of the absence(s). The work itself must be completed within ten school days; report card "incomplete" will not be carried beyond one marking period.

Given the public policy of the State of New Jersey which requires maximum school attendance and the provisions for make-up work following absence. The following policy is established:

A student who has failed to make-up 12 days or less absences must attain a final average of 70-73 (D) to meet promotion / advancement.

13 - 16 days Final 74-81 (C)

17 - 20 82-89 (B)

21 - 24 90-100 (A)

25+ Will be retained in the present grade to meet exit level requirements.

The following chart will clarify the attendance requirements for full year, semester and marking period classes:

	<u>Full Year</u>	<u>One (1) M.P.</u>	<u>Semester (2 Marking Periods)</u>
a.	12	3	6
b.	13-16	4	7-8
c.	17-20	5	9-10
d.	21-24	6	11-12
e.	25+	7	

Any parent/guardian may request an administrative waiver of the class participation segment of the attendance requirements from the school principal. The school will be responsible for making the student and parent/guardian aware of this policy only if the student was absent three or more consecutive school days. All students will receive a copy of this policy in the student handbook. This waiver may be granted under certain circumstances such as, but not limited to, unusual extended illness. The waiver may also be granted when in the judgment of the principal an unusual special problem appears to be evolving. This waiver must be requested within five days of the student's return to school. The principal shall render a decision within five school days of receipt. The parent/guardian may appeal the principals' decision to the Superintendent of Schools within five days. In cases of fewer than three days, the parent/guardian may also request waiver of this segment of the Board's attendance policy, which may be approved by the principal only in cases of unusual circumstances. Since this policy provides for 12 days absence without penalty, waiver of this attendance policy for short-term absences will be rare. Students are provided with an opportunity under this policy to make up these absences.

#### Return from Absence

A student who has been absent from class is responsible for making up class work which has been missed. On return to class, arrangements should be made with the teacher to make up all tests, quizzes, homework and projects.

In addition, teachers are required to notify parents when absences may be a cause for potential failure or retention. The notification will be part of the Interim Report which is also used to advise parents and students of academic performance to date. This will be sent by mid-marking period or at any time the attendance/academic picture is hindering the educational process. When the Interim Report is sent, an "I" is to be recorded in the roll book.

#### **POLICY #N5131.1**

#### **INCIDENTS OF PHYSICAL VIOLENCE AND VERBAL PROVOCATION DIRECTED AGAINST SCHOOL EMPLOYEES**

The Burlington Township Board of Education is determined to deal strongly with any student or non-students who physically assault or inflict physical beating upon an employee of the school district or repeatedly directs insulting and/or demeaning remarks toward an employee of the district.

## **POLICY #N5131**

### **DISCIPLINARY ACTION – STUDENTS**

Since it is clearly the responsibility of school officials to provide a safe and violence-free atmosphere in which the maximum degree of learning can take place, the Burlington Township Board of Education is determined to deal swiftly and positively with unruly students. The courts have spoken frequently of the responsibility of school officials to protect the student body from internal violence and general outside interference.

Each school will establish appropriate procedures and outline them in their student handbooks

- The administration will address all allegations of physical altercations and assaults
- Disciplinary Action will be assigned based on district policy and school procedures
- Saturday Detention may be used as disciplinary action
- Processing of Parental Appeals to Disciplinary Actions: The Board of Education establishes the following policy dealing with the orderly processing of parental appeals related to student discipline:
  - o All parental concerns related to student discipline must first be addressed with the person of origin (i.e. classroom teacher).
  - o Should the matter not be resolved at this level, appeals are to be directed, in writing to the building administrator in charge of student discipline.
  - o Should the matter not be resolved at this level, the parent must complete the district's Parental Appeal to Disciplinary Action form. Upon receipt of this form, the principal will conduct an investigation and will promptly report his/her findings to the parent(s)/guardian(s).
  - o Should the matter not be resolved at the building level, the parent must request, in writing, a further investigation of the matter to be conducted by the superintendent. Upon receipt of this letter, the superintendent will conduct an investigation into the matter and will promptly report his/her findings to the parent(s)/guardian(s). The superintendent's decision is binding for all disciplinary decisions ranging from reprimands to suspensions of students from school for up to ten days.
  - o Only those disciplinary issues resulting in out of school suspensions in excess of ten days are appealable to the Board of Education. Such appeals will follow the procedures outlined in #4.
  - o During the course of an appeal investigation, the disciplinary consequence stands as dispensed and students are expected to fulfill the requirements of the consequence.

## **POLICY #S5512.01**

### **HARASSMENT, INTIMIDATION AND BULLYING OF PUPILS**

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

It is the policy of the Board of Education to maintain an environment that is free from harassment, intimidation, or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

It shall be a violation of this policy for a pupil to be harassed by a fellow student, employee or third party through conduct or communications of an intimidating or bullying nature.

The chief school administrator 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 chief school administrator shall take all necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation or bullying is prohibited on school property or any school-sponsored function.

Building level administration will be responsible for implementing school safety policies for students.

## **POLICY #N5131.5**

### **VANDALISM**

The Board of Education views vandalism against school property by pupils as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the chief school administrator. The board will hold the pupil or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If pupils have taken part in the vandalism, the appropriate administrator shall:

Identify the pupils involved;

Call together persons, including the parents/guardians, needed to study the causes;

Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court;

Take any constructive actions needed to try to guard against further such pupil misbehavior;

Seek appropriate restitution.

### **POLICY #N5131.6**

#### **STUDENT ALCOHOL AND OTHER DRUG USE POLICY AND PROCEDURES**

The Board of Education recognizes alcohol and other drug dependency as an illness and a major health behavior problem. Unless schools, and students are drug and alcohol free, optimum conditions for learning cannot exist. It is the goal of the Board to create an atmosphere for each student where learning will flourish. The Board of Education pledges to satisfy all governmental mandates for the establishment of an alcohol and drug free district by providing clearly defined program for prevention, intervention and enforcement of alcohol and other drug use. Students are prohibited from possessing, consuming, or distributing any substance while at school, on school grounds, attending a school-related function on or off campus, or traveling to or from school.

The purpose of this Policy is to establish a comprehensive substance abuse intervention, prevention and treatment referral program throughout the school district which identifies pupils who are substance abusers, assesses the extent each pupil's involvement with the substances and, where appropriate, refers each affected pupil and his or her family to organizations and agencies approved by the Department of Health to offer competent professional treatment. Such treatment shall not be at the expense of the Board of Education.

Students may be subject to medical examination, suspension and other disciplinary sanctions established by this policy. Students and their parent(s) or guardian(s) are advised that substance abuse may result in additional penalties beyond school sanctions for substance abuse.

### **POLICY #N5131.8**

#### **SCHOOL GANG POLICY**

The school campus operates in accordance with appropriate rules and regulations which are designed to further the goal of providing a safe and healthy educational environment conducive to learning for all students. To achieve this goal the Board hereby adopts a policy prohibiting membership in gangs, or in fraternities or clubs, which are not recognized by the District.

Students who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety and well being of persons or property, which disrupt the school environment and/or are harmful to the educational process, will be subject to appropriate discipline, including suspension and/or expulsion.

The use of hand signals, written or oral comments, threatening mannerisms, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or non-board recognized group, whether real or implied, shall be construed as presenting a clear and present danger to the school environment, staff and students, and the educational objectives of the District and is strictly prohibited.

Any person wearing, carrying, distributing, displaying gang or group paraphernalia; exhibiting behavior or gestures which symbolize gang or group membership; or causing and/or participating in activities which intimidate or affect the attendances or sense of personal safety or well-being of any student or staff member, will be subject to appropriate discipline, including suspension and/or expulsion.

The Superintendent shall be responsible for the implementation of this policy and shall take the following actions, and such other actions as the Superintendent shall deem necessary to effectuate this policy: directing building administrators to include in printed rules and regulations to be distributed to staff, students and parents, that gang affiliation and related activities are prohibited; directing that students identified as having any level of involvement in gang-related activities or any activities of a group not recognized by the District, receive counseling to enhance self-esteem and to encourage his or her interest in activities which are beneficial to the educational community; providing in-service training to staff for the purpose of identifying and resolving activities which are prohibited by this policy; providing for notice of prohibited activities to appropriate law enforcement agencies and determining that appropriate discipline has been imposed for any violation of this policy.

### **POLICY #N5142**

#### **PUPIL SAFETY**

The board of education recognizes the safety of its pupils as a consideration of utmost importance. The chief school administrator shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and com-

munity resources in the development of the plans, procedures and mechanisms for school safety. The chief school administrator shall oversee development of a district-wide safety program with emphasis on accident prevention. Building level administration will be responsible for implementing school safety policies for students.

- Facilities will be maintained in compliance with state law.
- Staff education and training will be provided to all individuals responsible for student supervision.
- Student supervision will be provided during the regular school day and during designated before and after school times. Records of custody will be maintained to ensure the safety of each child.
- Supervision of students will be provided during dismissal.
- Supervision of non-bused students at dismissal - Parental permission must be provided for students to be dismissed to walk, ride a bike, or ride home escorted by anyone other than a designated parent/guardian.
- Potentially missing children - Administration will work in cooperation with law enforcement to resolve such concerns.
- Release to an Individual impaired by drugs/alcohol prohibited - The board prohibits release of a pupil into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the pupil if released to such a person.
- Possessions - Parents/guardians are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books, and personal items. The board is not responsible for items destroyed or stolen from lockers/cubbies.

#### **POLICY #N5142.4**

##### **SEX OFFENDER REGISTRATION AND NOTIFICATION**

The District will comply with the "Attorney General Guidelines for Law Enforcement for the Implementation of Sex Offender Registration and Community Notification Laws" ("Guidelines"), and will work cooperatively with the Burlington County Prosecutor's Office ("Prosecutor's Office") and the Burlington Township Police Department, regarding the requirements of the registration and community notification laws, N.J.S.A. 2C:7-1 et seq., commonly known as Megan's Law. This law requires that a State registry of sex offenders and an Internet Website Registry be created, and provides for a community notification procedure. County prosecutors are required to place sex offenders into one of three tiers which are distinguished by the level of risk of re-offense by the offender. The tiers are defined as follows:

Tier One offenders encompass those that are a "low risk of re-offense", thus constituting a low risk of harm to the community. This offender is one who, because of the type of crime, the lack of violence in his/her behavior, the lack of a substantial criminal history and the existence of ties to the community, presents no more than a possible risk of re-offense.

Tier Two offenders encompass those who are a "moderate risk of re-offense", thus constituting a moderate risk of harm to the community in that the pertinent documents demonstrate that they are reasonably likely to re-offend, warranting limited notice for the protection of the public.

Tier Three offenders encompass those who are a "high risk of re-offense" in that the available record demonstrates that there is a probable risk of re-offense, warranting notice to the community likely to encounter the offender.

The Prosecutor's Office may communicate with the local district via the Burlington Township Police Department. The Prosecutor's Office will determine which schools and personnel within the District are entitled to receive Megan's Law notification and will prepare the Notice and any accompanying forms. Disclosure of this information must be in conformance with Megan's Law. If members of the press or media contact a school concerning a particular offender, they may be informed about the general procedures which have been put in place in accordance with this policy and other general topics. The name of the offender or other identifying information may not be revealed. Furthermore, no one should confirm or deny whether notice as to any particular offender has been received and/or disseminated. Improper dissemination of any confidential information about an offender to anyone not permitted by the Guidelines to receive such information may lead to the imposition of discipline against the District employee making the disclosure.

If a District employee has cause to believe that an offender who has been the subject of a community notification is a danger to someone outside the school, then he or she should immediately contact the Burlington Township Police Department or the Burlington County Prosecutor.

Questions concerning Megan's Law and the handling of notices should be addressed to the Prosecutor's Office. A representative of the Prosecutor's Office will contact the Superintendent, who may share with the Burlington County Superintendent the community notification information which the Superintendent has received, but the Superintendent should not notify any principal. The Superintendent may contact the Prosecutor's Office in the event that the Superintendent believes that a school has inadvertently not been properly notified.

The Prosecutor's Office will then provide community notification to the principal of each school which the Prosecutor's Office has determined is entitled to community notification. Each affected school principal will be provided with a copy of the Notice, the "School Personnel Rules of Conduct" (Exhibit H), accompanying forms and other brochures or other informational materials, and the "Information

Reference Sheet for Principals” (Exhibit M), which summarizes the procedures for the implementation of Megan’s Law. The staff person from the Prosecutor’s Office who delivers the Notification Form will review with each affected principal the confidential manner in which the information should be treated, emphasizing the manner in which the information should be maintained and shared. Any other school personnel who has access to the community notification information is to receive a copy of Exhibits H and M.

The staff person from the Prosecutor’s Office shall require that each principal read and sign the “School Principal Receipt Form” (Exhibit O), signifying that the principal understands that the information contained in the notification form is confidential, that it may be shown only to those persons described in the Memorandum of Understanding between the Attorney General of New Jersey and the Commissioner of the Department of Education for the purpose of protecting those at risk from potential harm and that the principal agrees to be bound by the School Personnel Rules of Conduct. The Superintendent shall also sign a School Principal Receipt Form.

Each principal shall determine which school employees or volunteers should be informed of the community notification and have access to the Notice. “The principal should show the notice to any person who in the course of the duties of his or her employment or assignment is regularly in a position to observe unauthorized persons on or near the property of the notified school.” (emphasis in the original). Any such person who is granted access by the principal to the community notification information must read and obey the School Personnel Rules of Conduct.

Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The chief school administrator and principals in affected schools shall receive notification from the county prosecutor’s office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the district. Principals shall inform those employees/volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the property of the school. Principals shall determine who to notify on the basis of this definition, as well as on specific job duties carried out in their schools.

The following classes of employees or volunteers may be considered eligible for community notification: aides; bus drivers; coaches; maintenance staff; professional support staff; school level administrative staff; security personnel; teachers’ assistants and teachers. According to the Guidelines this list is not designed to prevent a principal from providing the Notice to someone who satisfies the definition above but whose job title is not on the list, nor does it require a principal to notify every person whose job title is included in the list. A private vendor performing a school function may be notified so that employees who in the course of performing their jobs regularly observe unauthorized persons on or near school property may be notified.

Each person provided with access to the Notice must first read and execute the Megan’s Law Receipt Form (Exhibit Q), which the principal shall forward to the County Prosecutor for retention.

School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the county prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the county prosecutor.

A principal may not disseminate confidential information to any of the following: members of parent-teacher organizations; community organizations utilizing school facilities, except when permitted by the Guidelines; other schools; parents or guardians of students, except for Tier Three community notification; press or other media and students.

The Prosecutor’s Office shall provide school officials with Community Organization Registration Forms, who shall provide such forms to community organizations that wish to be notified by the county prosecutor’s office of the presence of a Tier Two or Tier Three offender in the community. Such community organizations, include parent-teacher organizations, and organizations having direct supervision over children and/or women.

In addition to the school personnel identified by the principal, students and parents/guardians shall be notified of the presence of Tier Three offenders. The prosecutor’s office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the county prosecutor’s office. Confidentiality shall be a prime consideration in all communications with students and parents/guardians, and all directives of the county prosecutor and Attorney General’s offices shall be observed.

Each affected school may provide the Prosecutor’s Office with a mailing list of the parents and guardians of its student body; however, in lieu of providing a mailing list, a school may elect to furnish the County Prosecutor with pre-addressed envelopes or mail the community notification materials itself.

A copy of the Notice, Megan’s Law Rules of Conduct, and any other accompanying information or brochures should be sent to the parents and guardians by regular mail. A cover letter should be included, explaining the nature and purpose of Megan’s Law and containing warnings concerning the consequences of vigilante activity and the proscriptions against the improper dissemination of community notification information to people outside the immediate household. The cover letter should also explain that the principal has been provided with all necessary information concerning the offender and has been authorized to share the information with appropriate school personnel for the security of the student populace.

When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint.

Newly hired staff and newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the principal that notice cannot be given.

Students and district employees shall not be liable in any civil or criminal action for providing or failing to provide information relevant to notification. The chief school administrator shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law.

The Tier Two community notification procedures shall apply to the Tier Three offenders.

When community notification concerning a Tier Three offender occurs during summer vacation, or during any extended school closure, notification should be provided to personnel who are working during this period. The affected principal should show the Notice to other appropriate school personnel in accordance with the Guidelines upon their return to school. With respect to mailing the Notice to parents and guardians, the principal may supply to the Prosecutor a mailing list or pre-addressed envelopes of the parents and guardians of children attending school during the vacation or break period, and a full mailing list or pre-addressed envelopes of all students' parents and guardians as soon as practicable upon resumption of the school session. The Prosecutor shall be responsible for mailing Notices and accompanying materials to those parents and guardians at the time of receipt of such mailing list. If the school itself will perform the mailing, it must comply with this procedure.

## **POLICY #N5145.5**

### **SEXUAL HARASSMENT – PUPILS**

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district or by another pupil. The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effect of intimidation or tends to create or alter the educational environment in ways that are intimidating, hostile, or offensive such conduct shall be construed to be sexual harassment. All pupils are encouraged to report any incident of sexual harassment to the principal or any teaching staff member, who shall then immediately advise the Affirmative Action Officer and the Superintendent.

#### **Affirmative Action Officer**

The Burlington Township Board of Education designates an AAO to coordinate compliance efforts and to investigate any complaints of discrimination or harassment. As required by federal regulations, all students are to be notified of the following information about the Affirmative Action Officer:

NAME: Elizabeth Parnagian  
OFFICE ADDRESS: Burlington Township Schools  
P.O. Box 428  
Burlington, NJ 08016  
PHONE NUMBER: (609) 387-3955, Ext. 2058

## **POLICY #N3543**

### **INTEGRATED PEST MANAGEMENT**

In our continuing effort to make Burlington Township School District a safe and healthy learning, working, and playing environment for students, staff, visitors an Integrated Pest Management (IPM) policy has been adopted. This Integrated Pest Management policy is an elaborate decision-making system using the best combination of cultural, biological, physical, and chemical methods that are used in an environmentally sound way to maintain pest populations below damaging levels. It is designed to maximize long-term pest management and minimize harmful, unexpected, or unintended consequences of managing nuisance organisms. Cultural, biological, and physical control methods shall receive priority consideration for managing pest problems. Chemical control strategies shall be used only where a mix of other strategies is inadequate and pest damage is above tolerable levels. The objectives of this policy include, but are not limited to the following:

- minimize hazards to human health and non-target organisms
- minimize hazards to the general environment
- be most likely to bring about a long-term reduction in pest populations
- minimization of pesticide use
- compliance with local, state, and federal regulations

School district properties shall be constantly monitored for pest populations so that the appropriate treatment may be applied in a timely manner and the effectiveness of such treatment assessed. A copy of the adopted policy is available upon request. If you have any questions, comments, or wish to view any safety data information on any product used in the district, our Integrated Pest Control Management Coordinator, is available during normal business hours to assist you.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain

rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **ASBESTOS HAZARDOUS EMERGENCY RESPONSE EMERGENCY ACT**

The Burlington Township School District is in complete compliance with the Asbestos Hazardous Emergency Response Act. The asbestos management plan is updated annually and is available in the main office of each school and in the business office at the Burlington Township High School. The AHERA plan reviews inspections, response action and past response action activity regarding all asbestos-containing building materials in the school district. Questions regarding this plan can be directed to: Mrs. Mary Ann Bell, Business Administrator/Board Secretary, at 387-3955.

## **SECTION 504/ADA**

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as any whom:

- Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Burlington Township Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Ann Britt is the District 504/ADA Coordinator. She may be contacted at 609-387-3955, ext. 2066 or via e-mail [abritt@burltwpsch.org](mailto:abritt@burltwpsch.org)

## **AFFIRMATIVE ACTION**

The Burlington Township Board of Education recognizes all of the existing federal and state legislation that pertain to equality in educational programs. The purposes of Title IX of the Education Amendment Act of 1972, New Jersey Administrative Code 6:4, Equality in Educational Programs and the Burlington Township Schools' policy of non-discrimination are to prohibit discrimination against students and employees on the basis of gender, race, national origin, religion, creed, ancestry, or social or economic status. These and other federal and state regulations provide that all students must be afforded equal opportunity with regard to:

- access to and treatment in curricular and co-curricular programs and activities.
- treatment under regulations and policies governing student benefits, services, conduct, and dress.
- Affirmative Action Officer

The Burlington Township Board of Education designates an AAO to coordinate compliance efforts and to investigate any complaints of discrimination or harassment. As required by federal regulations, all students are to be notified of the following information about the Affirmative Action Officer:

NAME: Elizabeth Parnagian  
 OFFICE ADDRESS: Burlington Township Schools  
 P.O. Box 428  
 Burlington, NJ 08016  
 PHONE NUMBER: (609) 387-3955, Ext. 2058

### **EMERGENCY CLOSING INFORMATION**

It is important to note Burlington Township School District's procedures for delayed openings, early dismissals, and school closings. You have several options to learn about the status of the schools during inclement weather.

- All families will receive a phone call from our emergency calling system.
- Register for the District's E-News, the Falcon Flyer. You will receive immediate notification directly to your email of school closings and other alerts. You may register on our District main webpage, [www.burltwpsch.org](http://www.burltwpsch.org)
- Visit Burlington Township Schools' Website at [www.burltwpsch.org](http://www.burltwpsch.org). The emergency information will scroll on the home page.
- Call the Burlington Township Schools Activities and Emergency Closing Line: (609) 387-1731
- Listen to the following radio station for information: KYW (1060 AM) – District code number: 713
- Watch FOX TV Channel 29 "Good Day Philadelphia" (6:30 a.m. – 9:00 a.m.). Look for Burlington County and then watch for information on Burlington Township Schools. This information will scroll across the bottom of the TV screen.
- Watch NBC TV Channel 10 for its Snow Alert 10. The status of Burlington Township Schools will be announced.
- Watch CBS TV Channel 3. The status of Burlington Township will scroll across the bottom of the screen.
- Watch ABC TV Channel 6. The status of Burlington Township will scroll across the bottom of the screen.
- Check the Internet at [www.kyw1060.com](http://www.kyw1060.com) or [www.wpvi.com](http://www.wpvi.com)

Remember:

- A delayed opening schedule means two hours later than the student's normal time and there will be no a.m. or p.m. Pre-kindergarten classes. At FWS, school will start at **10:30** on a delayed opening.
- An early dismissal is four hours after the start of school. At FWS, school will end at **12:30** on an early dismissal day.

For more information call:

Mrs. Liz Scott  
 Public Relations Coordinator  
 387-3955 ext. 2074