

PARENT-STUDENT HANDBOOK

Tabernacle Township Schools

***Tabernacle Elementary School
Kenneth R. Olson Middle School***

2020-2021



EMPATHETIC, INNOVATIVE, GAME CHANGERS!

We think...We Feel...We Do!

EDUCATING FOR A LIFETIME

#TigerStrong

www.tabschools.org

TABERNACLE SCHOOL DISTRICT

132 New Road, Tabernacle, NJ 08088

Shaun Banin, Superintendent/Principal

Melissa Gallagher, Assistant Principal

Message to Parents and Guardians:

The elementary and middle school program of the Tabernacle School District is designed to provide our children with experiences that meet their individual needs and stimulate learning in all developmental areas - physical, social, emotional and intellectual. Interactions and activities are organized to develop children's self-esteem and positive feelings toward learning.

In this handbook we have attempted to bring together the guidelines and procedures we believe will be helpful to you and your child in the Tabernacle School District. Please take the time to review the contents and highlight some of the key points for your child. It is important that we all begin the year with a clear sense of direction and expectation.

Our very best to everyone for a happy, healthy and safe school year!

Thank you,

Shaun Banin, Superintendent/Principal

Melissa Gallagher, Assistant Principal

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THE BOARD OF EDUCATION OF TABERNACLE

Mrs. Megan Chamberlain – President

Mrs. Julia Sailer – Vice President

Mrs. Gail Corey

Mr. Daniel Dilks

Colonel Stephen Henske

Dr. Megan Jones

Mr. Brian Lepsis

Dr. Kevin McCloy

Mrs. Victoria Shoemaker

Mrs. Patricia Palmieri – School Business Administrator/Board Secretary

The Board of Education schedule of meetings is available on the website. Any changes in the scheduled time/date will be announced in advance.

DISTRICT ADMINISTRATIVE STAFF

Mr. Shaun Banin - Superintendent of Schools/Principal

Mrs. Marlene M. Walls - Administrative Assistant to the Superintendent

Phone: (609) 268-0153 ext. 1011

Mrs. Patricia Palmieri - School Business Administrator/Board Secretary, Ext. 1016

Mrs. Marci Hamilton – Payroll Specialist, Ext 1012

Mrs. Sue Ellen Endick –Accounts Payable, Ext. 1013

Phone: (609) 268-0153

Fax: (609) 268-1006

Mrs. Melissa Gallagher – Assistant Principal/Supervisor of Curriculum & Instruction

Mrs. Sonia Yates – Secretary/School Registrar

Phone: (609) 268-0153 ext. 1006

Mr. Casey McKeen – Assistant Principal/Supervisor of Special Services

Mrs. Victoria Greaser - Secretary

Phone: (609) 268-0150 ext. 2000

Mr. Jason Bedell – Technology Coordinator

Mrs. Judith Endt - Secretary-Technology

Phone: (609) 268-0153 ext. 1024

Mr. Richard Neiman, Facilities Manager
Phone: (609) 268-0153 ext. 1019

Tabernacle Elementary School

Mr. Shaun Banin, Principal
Mr Casey McKeen, Assistant Principal/Supervisor of Special Services
Mrs. Victoria Greaser – Secretary
Mrs. Anna Stephen – Secretary
Phone: (609) 268-0150 ext. 2000
Fax: (609) 268-3233

Olson Middle School

Mr. Shaun Banin, Principal
Mrs. Melissa Gallagher, Assistant Principal
Mrs. Kim Brown – Secretary
Mrs. Judith Endt – Secretary
Phone: (609) 268-0153 ext. 1000
Fax: (609) 268-1006

ABSENCES

Parents/guardians are required to call the school when a student will be absent. Calls may be made from 4:00 PM to 8:30 AM daily. Please provide the following information to the answering machine: name of person calling, name of child, grade, teacher, and reason for absence. Please make sure you call **every day** your child is absent. An automated call is made to all parents when a child is absent, regardless of whether you have called. If you have notified us, it is not necessary for you to respond to the call. ***However, if you have not notified us, contact the school as soon as possible.***

Elementary School (609) 268-0150 ext. 2001

Middle School (609) 268-0153 ext. 1005

Please keep in mind that it is the responsibility of the parents/guardians to either send their child to school every day or advise the school of the absence.

Recording Absences

- For a student in **Grades Kindergarten - 8** to be recorded present for one **full day**, the pupil must be in school for ***not less than four (4) hours***.
- For a student in **Grades Kindergarten - 8** to be recorded present for **one-half day**, the pupil must be in school for ***not less than two (2) hours***.
- ***Take Your Child to Work Day:*** Parents **must** send a note to school **signed by their employer** for this to be considered an **EXCUSED** absence.

Absentee Notes

An absentee note is required for each absence. A physician's note which states that the student has been examined by the doctor and is able to return to school is required when a student has been absent from school:

- *5 or more consecutive days*
- *Due to a communicable disease*
- *At the request of the school nurse*

Unexcused absence of five consecutive School Days

In compliance with Senate Bill 1523, if any child has an unexcused absence of five consecutive school days, the attendance officer will investigate the absence and notify the district superintendent of the absence. If the investigation leads the district superintendent to believe the child has been abused or neglected, he or she is to notify the Department of Child Protection & Permanency (DCP&P). Absences of five consecutive days will require medical/legal documentation explaining the absence (doctor's note, court orders, etc.). **Board Policy #'s 5200, 5230, 5240**

AFFIRMATIVE ACTION

The Tabernacle Township School District is an Equal Opportunity Employer and is non-discriminatory in admission or access to its programs and activities.

State and federal laws protect your rights. No one may discriminate against you because of your race, color, creed, religion, sex or national origin. If you believe you are the victim of discrimination, contact the district's Affirmative Action Officer, Mrs. Melissa Gallagher, at 268-0153, ext. 1001.

Sexual harassment is unwelcome sexual advances of a verbal or physical nature which interferes with a student's performance or creates a hostile environment. Any student being harassed by another student or adult within the school should report the situation to Mrs. Gallagher or to a trusted adult.

Please contact Mrs. Gallagher if you have any questions or would like to review the district's affirmative action policies, procedures, or objective(s). **Board Policy # 2260**

ARRIVAL & DISMISSAL PROCEDURES

6th - 8th Grade

Students riding buses will enter the building at either the doors by the gymnasium (#7 doors) or the APR (#29 doors). Students dropped off by their parents/guardians will enter the building from the main entrance. Students will report directly to their first period class location after

putting their personal belongings in their lockers if necessary. Teachers are to report promptly to their first period class by 7:45 AM.

Attendance and Pledge of Allegiance must be completed by 8:05. Please pay attention to the prerecorded Morning Announcements and Pledge of Allegiance – all will participate (virtual students will also participate in the Pledge of Allegiance utilizing the same procedure). If recording is not available teachers will lead students in the Pledge of Allegiance. **At dismissal, teachers are responsible for escorting their classes to the busses.**

All students will be dismissed on the all-purpose room side of the building. Students are to leave the building using the exit closest to the APR (#29 doors). Students should maintain social distancing throughout the dismissal process. Students going to School's Out will meet in the OMS APR.

All students not already on our parent transportation list that will be picked up after school must provide a note, or a parent must call requesting pick up. Phone calls to pick up a student must be received prior to 11:00am. A list will be generated from the notes and phone calls that are received to serve as a sign-out sheet. Students being picked up after school will proceed to the foyer. Assigned staff will monitor students and escort the student to the door when their parent arrives.

2nd - 5th Grade

Students riding buses will enter the building at either the first hallway doors on the gym side (#4 doors) or the first hallway doors on the APR side (#32 doors). Students dropped off by their parents/guardians will enter the building from the main entrance. Students will report directly to their homeroom location after putting their personal belongings in their lockers if necessary. Teachers are to report promptly to their homeroom class by 8:40 AM

Attendance and Pledge of Allegiance must be completed by 8:55. Please pay attention to the prerecorded Morning Announcements and Pledge of Allegiance – all will participate (virtual students will also participate in the Pledge of Allegiance utilizing the same procedure). If recording is not available teachers will lead students in the Pledge of Allegiance. At dismissal, teachers are responsible for escorting his/her class to the busses.

All students will be dismissed on the all-purpose room side of the building (#31 and #32 doors). Students should maintain social distancing throughout the dismissal process. Students going to School's Out will meet in the OMS APR.

All students that will be picked up after school must provide a note or parent must call requesting pick up. Phone calls to pick up a student must be received prior to 11:45am. A list will be generated from the notes and phone calls that are received to serve as a sign-out sheet. Students being picked up after school will proceed to the foyer. Assigned staff will monitor students and escort the student to the door when their parent arrives.

Elementary School

Busses begin to arrive at 8:35 A.M. Students dropped off by their parents/guardians will drop off in the gravel parking lot in the front of the building. Teachers must be ready to receive students as they arrive. Students should go directly to their room locations. If needed, kindergarten teachers may begin the year by having their students report to the APR until the students know where to go. Hallways and classrooms must be supervised during student arrival.

Dismissal: Students being picked up and going to School's Out will be called. School's Out students will report to the cafeteria to be walked across the street. Students being picked up will also report to the cafeteria and will be seated on a bench until parents arrive to sign them out. Parents will pick their children up by the cafeteria door closest to the parking lot and sign out their student. Students will then exit through that door with their parents. Students will be called from their homeroom to board their bus/van. Dismissal is announced daily.

After-School Clubs/Activities:

Due to COVID-19, extra-curricular activities will only be done in a fully virtual setting until further notice.

Important Vehicle Information – Vehicles may not park next to the gym or the all-purpose side adjacent to the curb. Cars are further prohibited from parking in the fire lane in front of the building by the main entrance. All cars must be turned off. Idling is illegal according to state statute N.J.A.C. 7:27-15 and N.J.A.C. 7:27-14.

ATTENDANCE

The Board of Education requires that the students enrolled in the district attend school regularly in accordance with the laws of the State. **A pupil must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.** A waiver is only granted upon the recommendation of a review committee.

The educational program offered by this district is dependent on the presence of the student and requires continuity of instruction and classroom participation. Please be advised that:

1. A student who is absent without legal or special excuse receives no credit for work missed. He/She may make up major tests and may be required to make up class time;
2. When a student has been absent, arrangements should be made to make up his/her work as soon as possible;
3. Pupils may not leave school before dismissal unless a note is brought from home and approved by the principal or assistant principal. Only names listed on the emergency form will be called if parents/guardians are unavailable to pick up a

- child who is ill or has missed the bus. If someone else is to pick up the child, a note must be given to the office from the parent or guardian;
4. Students' absences will be checked each marking period. A letter will be sent to the parent/guardian of a **student missing eight (8) days of school if absences are affecting classroom performance.**
 5. **Letters will be sent for excessive absenteeism,** and if absences continue, another letter will be sent to the parents/guardians that legal action will be taken if attendance does not improve. This does not apply if the student has a medical problem.
 6. A child who has missed twenty (20) or more days of school during the year shall have the question of promotion reviewed. ***Board Policy #'s 5200, 5410***
 7. Some religious holidays are exempt as being counted as absent. Written notification signed by the parent/guardian must be sent to the school office prior to the holiday. In this case the absence will be excused;
 8. Parents should make every effort to make **appointments for students after school hours.** However, if an appointment is necessary during the school day, the student is required to present a note to the principal's office that morning requesting an early dismissal. The parent or adult must come to the school at the designated time and sign the appropriate register before the student will be released. ***Anyone picking up a student from school will be required to present some form of picture identification.*** Students are encouraged to report back to school after appointments;
 9. All students who are late, *Start Times: Kindergarten-Fifth Grade 8:45/Sixth-Eighth Grade 8:00 AM*, **must be signed in at the front office.** If a student exhibits a pattern of unexcused tardiness, the student and parents will be notified that the student will be required to stay after school. For truancy or cutting classes a student will be required to make up time missed.

Notes from the parent/guardian are required for EVERY absence even if you have notified the school by phone of your child's absence.

BICYCLES

Students in grades 7 & 8 may ride their bicycles to school after parent/guardian and student complete the required forms that are available upon request in the main office. Parents giving their children permission to ride their bicycles to school need to ***keep in mind*** that our roadways are considered hazardous roads by the State of New Jersey. **Any student riding a bicycle to school must wear a helmet.** Students **are not permitted to ride any motorized bicycles of any kind** to and from school.

CELL PHONES

Students are permitted to bring cell phones into the school building; however, the school is not responsible for loss or theft. Prior to entering the building, students must turn off phones and store them in their lockers prior to reporting to homeroom. Once the dismissal bell at the end of the school day has sounded, students are permitted to retrieve their cell phones from their lockers. However, students involved in after-school activities cannot activate their cell phones until the activity is completed. **Students who do not comply with the requirements of the policy will have their cell phones confiscated and returned to their parents.** Any subsequent violations will result in disciplinary action.

CERTIFICATION OF CERTIFIED STAFF

This statement will serve to give notice to the citizens of the Tabernacle Township and, especially, the parents who have children enrolled in the district's schools, that the following conditions are true:

All instructional staff have obtained full state certification as teachers (including certification obtained through alternative routes to certification) or passed the state teacher's licensing examination, and hold a license to teach in our state. No teacher has had certification or licensure requirements waived on an emergency, temporary or provisional basis. Teachers who are on staff and instruct students are highly qualified as defined by the State of New Jersey and the Federal Government.

CHILD CUSTODY ISSUES CHILDREN OF SINGLE, SEPARATED OR DIVORCED PARENTS/GUARDIANS WITH CUSTODY DECREE

At registration time, the parent/guardian must present any existing custody document so that the school district can adhere to the terms of the custody decree where applicable. A copy of the document will be maintained in the child's school file. **At the beginning of every school year, if there are changes to the decree, please provide the school with the most current and updated copy.**

CHILDREN OF SINGLE, SEPARATED OR DIVORCED PARENTS/GUARDIANS WITH NO CUSTODY DECREE

Both parents/guardians will be allowed access to the child as well as to all data pertaining to the child: report cards, educational and health records, the right to attend parent/guardian conferences and school activities. The parent/guardian with whom the child is living will routinely receive all report cards and other communications regarding their child. The non-resident parent/guardian may request, in writing, the same information. This request should be addressed to the principal. Parents/guardians will be notified and urged to attend meetings

pertaining to special education placement, discussions pertaining to promotion or retention, suspensions, expulsions or other serious disciplinary matters. Therefore, it will be the parents'/guardians' responsibility to keep the school informed of any changes to addresses and phone numbers. The parent/guardian with whom the child is living will be notified in the event of a serious accident. If this parent/guardian is not available, the person(s) listed on the emergency form will be contacted. If these contact persons are not available, the nonresident parent/guardian will be contacted. The non-resident parent/guardian may request, in writing, that he/she be notified in the event of a serious accident. The district will make reasonable efforts to comply with such requests. **Board Policy #9240**

CHILD STUDY TEAM SERVICES

As the parent of a student who is or may be determined eligible for special education services, you have rights regarding identification, evaluation, classification, the development of an IEP, placement and provision of a free, appropriate public education under the New Jersey Administrative Code for Special Education, N.J.A.C. 6A:14. A description of these rights, which are called procedural safeguards, is contained in the document called *Parental Rights in Special Education, (PRISE)*. This document is published by the New Jersey Department of Education and is available by calling the Child Study Team at (609) 268-0153 ext. 1008.

CLASS TRIPS

Due to COVID-19, field trips will not be scheduled. Field trips will only be held virtually. In the event this changes, the following information will apply.

Signed permission slips from a parent/guardian are required for students to participate in all field trips. Students attending school trips must report to the trip with the class. If a parent is attending a trip as a chaperone, they may provide their own transportation home for the child. Volunteers for trips are reserved for the legal parent/guardian of a student unless there is an extenuating circumstance. Siblings, neighbors and anyone other than the legal parent/guardian **WILL NOT** be permitted to attend class trips.

Students not participating in field trips still must attend school on the day of the trip. During the time of the field trip, they will be placed in another classroom with appropriate class work.

For students requiring medication during the day, a parent/guardian may be asked to attend the field trip to administer the medication.

Students and parents/guardians are reminded that attending field trips is a privilege. Students who have been referred to the principal/assistant principal for two serious incidents will be in danger of losing the privilege of going on any class trip. Parents/Guardians will be notified that

any further referral to the office for a serious incident could result in this disciplinary action.
Board Policy #2340

CODE OF CONDUCT

The Tabernacle Board of Education (BOE) believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of its students.

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

The BOE also believes that the best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and the consequences of their misbehavior. The following factors are considered when determining consequences for inappropriate conduct: age; developmental and maturity levels of the students involved; degrees of harm; surrounding circumstances; nature and severity of the behaviors; incidences of past or continuing patterns of behavior; relationships between the parties involved; and the context in which the alleged incidents occurred.

Board policy #5600 defines inappropriate behaviors which may result in suspension or expulsion as: posing a danger to persons or property; acts of harassment, intimidation and bullying (see *HIB entry on page 18 &19*); ongoing threat of disrupting the academic process; assault; possession, distribution, or use of drugs; possession or use of a firearm/weapon on school property. The Complete Code of Conduct Policy is located on the Tabernacle School District Website: www.tabschools.org

CONFERENCES

Due to COVID-19, parent-teacher conferences will be held virtually this school year.

Parent-teacher conferences afford an opportunity for the teacher and the parent/guardian to discuss a child's progress. **Conferences will be held twice this year (Nov. 19, 20, 23, 24 and March 18, 19.**

Parents/guardians should feel free to contact the school for a conference at any time during the year if questions arise concerning their child's work. Please call the school your child attends, and the secretary will arrange an appointment with the appropriate teacher at a mutually convenient time. Due to COVID-19 restrictions, conferences will be held virtually as much as possible.

DANCES—SCHOOL SPONSORED

Due to COVID-19, dances will not be scheduled during the COVID-19 pandemic. In the event this changes, the following information will apply.

Each year the Student Council holds school sponsored dances during the course of the school year. Students are required to bring a *School Dance Permission Slip* signed by a parent/guardian. Please review the rules and regulations with your child in order to ensure a positive, safe and secure social environment.

Rules

1. Permission slips are required for all school sponsored dances. **Permission slips are to be handed in at the door the night of each dance and not sent to school;**
2. Dances are for Olson Middle School students only. No outside guests are permitted;
3. Dances are held from 7 PM to 9 PM, and students may not be dropped off before 6:50 PM;
4. There may be dances held for 5th grade students immediately following the school day from 2:30 to 4:00 PM. Students are to be picked up promptly at 4 PM at the cafeteria entrance;
5. Parents must sign students in and out of the dances;
6. Students will not be allowed to leave the dance before 9 PM unless a parent comes in and signs the student out with an approved chaperone;
7. Students are to be picked up at the school promptly at 9 PM. No student will be permitted to walk home;
8. All arrangements for transportation to and from the dance must be made prior to the dance;
9. Students may use cell phones at the end of the dance to call parents;
10. **Students not attending school on the day of the dance may not attend the dance;**
11. All school rules must be followed including dress codes and appropriate behavior, or the student will not be permitted to attend future dances.

DRESS GUIDELINES

Implementation of a thorough and efficient system of public education includes promoting self-discipline, maintenance of order, and respect for authority. The following guidelines are formulated to provide a healthy learning environment which we believe fosters the goals and objectives of the educational system: **Board Policy #5111**

1. All school attire shall be neat, clean, and reflect an appearance of modesty;
2. The following are examples of **unacceptable dress**: **bare midriffs, bare shoulders, bare feet, hats, tube tops, tank tops, halters, shoes with wheels and beach/shower footwear (flip-flops);**
3. Short shorts or cut-off shorts are not to be worn;

4. Outdoor jackets, hats or hoods are not to be worn in school;
5. Graphics that are suggestively obscene or offensive on any garment are prohibited;
6. Non-prescription, glazed, and/or tinted glasses are not to be worn in the school building unless required for medicinal reasons;
7. Snow pants, snow boots, and overshoes must be removed while the child is in the classroom;
8. Middle School students should store their backpacks in their lockers during the school day;
9. Shorts and skirts must be no shorter than fingertip length;
10. Any other dress which causes a distraction to the educational process or causes a health or safety hazard is not permitted;
11. Students attending any school function will not be permitted to attend unless properly attired.
12. All students are required to wear a non-vented mask throughout the day. Masks must not have any inflammatory or defamatory statements.

DRUG POLICY

Any pupil who is enrolled in the Tabernacle School District is forbidden to possess or use alcoholic beverages, tobacco, or drugs at any time on school property or at any school sponsored function. If a student is found to have drugs or to be selling drugs on school property or while he/she is under the jurisdiction of the school, the student's parents and the State Police will be notified. Suspension will be given according to the suspension policy. The State Police will determine whether formal charges will be made. **Board Policy #5530**

Any student who is suspected by a staff member of being under the influence of drugs or alcohol during school time or any school activity must be evaluated by a doctor prior to going home. The parent or guardian of the child will be contacted by an Administrator and given the choice of the evaluation on the student being done by their physician or the school's physician.

EMERGENCY SCHOOL CLOSING

*School Messenger Calling System, the District Website and Social Media Platforms are the sources that announce the non-scheduled closing of our schools.
Our emergency number for school closings is 686.*

ENTRANCE REQUIREMENT

It is the policy of the Tabernacle Board of Education that **a child must be five years of age by October 1 to be eligible for enrollment in kindergarten** in September. Each spring the district holds kindergarten registration. Requirements include: birth certificate or baptismal certificate; record of immunizations as required by State Law; a recent physical examination; and four proofs of residency. Check with the school nurse, or main office if you have questions.

Children must be six on or before October 1 to gain admission to the first grade program.

A child who has had previous kindergarten experience, but who does not meet the age requirement, may be considered for first grade entrance. The parent/guardian must submit a written request for an evaluation to determine if the child is ready for first grade.

FEE FOR FUN

The Board of Education's **Fee for Fun policy #2430** assesses fees for the following sports and clubs:

Interscholastic Sports	\$ 50.00 per sport
Intramural Sports	\$ 35.00 per sport
Band	\$ 35.00 per year
Chorus	\$ 35.00 per year
Drama	\$ 35.00 per year
Hand Chimes	\$ 35.00 per year
After-School Clubs	\$ 35.00 per year

Clubs that provide a service to the school and/or community are exempt from fees:

Student Council	Yearbook
Olson Academic Leaders	Peer Mediation
Academic remedial clubs	

GIFTED AND TALENTED PROGRAMS

Tabernacle Elementary School's **Program for Enrichment, Reasoning & Creativity (PERC)** uses materials from The William & Mary Center for Gifted Education which are grounded in the Integrated Curriculum Model (ICM). This model is designed to respond to gifted learners' characteristics of precocity, intensity, and complexity. This model represents three interrelated dimensions, including: one, advanced content; two, higher level processes and product development; and three, issues and themes connected to interdisciplinary concepts. In addition to programmatic changes, the selection criteria have been carefully analyzed and updated. The William & Mary's Center for Gifted Education is a leader in the development of curriculum materials as well as instructional and assessment approaches for gifted learners. Curriculum materials were developed with the educator in mind, providing all the necessary tools to teach the high-ability learner.

The student selection process will begin in late September at the conclusion of the Fall Benchmark Assessments. Parents of students admitted to PERC who met the criteria will be notified by mail at the end of September. Information related to the selection process can be found on the Tabernacle Elementary School's homepage by clicking on the link Gifted and Talented Overview.

Identified students in K-2 receive enrichment opportunities within and outside the classroom. Activity resources are available to classroom teachers that are designed to enhance a student's curiosity and interest and challenge them to progress beyond the grade level curricula. Students who excel in reading and mathematics and meet the district's enrichment criteria are involved in group activities designed to stimulate higher order thinking, problem solving and creativity.

The **Program for Enrichment, Reasoning & Creativity (PERC)** curriculum in grades 5-8 enhances and extends specific content areas at each grade level. Science is the area of concentration in grades 7 and 8; Language arts in Grade 4; and Mathematics in Grades 5 and 6.

Academically talented students are selected for both programs on the basis of test results, classroom performance, and teacher recommendation. Students are evaluated each year. **Board Policy #2464.**

GRADUATION

The Eighth grade student with the highest average is the class speaker at graduation. Highest average is determined by averaging academic subjects for the first three marking periods in Eighth grade only. Academic subjects are reading/literature, language arts, mathematics, science, and social studies.

HARASSMENT, INTIMIDATION, BULLYING

It is the policy of the Board of Education that harassment, intimidation and bullying are inconsistent with the educational process and will be prohibited at all times. "Harassment, intimidation and bullying" are defined as any gesture, written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender-identity and expression, or mental, physical or sensory handicap, or by any other distinguishing characteristic, that has the effect of insulting or demeaning any student or group of students, causes the student(s) harm, or places the student(s) in reasonable fear of damage to self or personal property.

Acts of harassment, intimidation, and/or bullying activities are disruptive to the orderly operation of the schools and will not be encouraged, permitted, condoned or tolerated on school property, at any school-sponsored function, or on a school bus.

Consequences and appropriate remedial actions for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Since some acts of harassment, intimidation or bullying may be

bias-related acts and potentially hate or bias crimes, school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern.

Acts of harassment, intimidation or bullying that occur on or off school grounds involving communication by means of an electronic device including, but not limited to, a telephone, a cellular phone, or computer (cyber-bullying) may be investigated when it is reasonably necessary subject to consequences when it is reasonably necessary for the victim's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students and staff on school grounds. Policy details are available on the Tabernacle District Website (www.tabschools.org). **Board Policy #5512**

HIGH SCHOOL GRADUATION REQUIREMENTS

A graduating pupil must have earned a minimum of 130 credits in courses designed to meet each of the New Jersey Core Curriculum Content Standards including but not limited to the following:

English	20 Credits
Math	15 Credits
Science	15 Credits
Social Studies	15 Credits <ul style="list-style-type: none"> ● 10 Credits of US History ● 5 Credits of World Cultures
Financial, Economic Business & Entrepreneurial Literacy	2.5 Credits
Health/PE	5 Credits per year of enrollment
Visual & Performing Arts	5 Credits
World Language	10 Credits
21 st Century Life & Careers or Career-Technical Education	5 Credits
Pass the New Jersey State Assessment	

HEALTH REGULATIONS

The school attempts to provide an environment in which children will be safe from accidents and unnecessary exposure to communicable diseases.

Management of Life-Threatening Allergies

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. **Policy #5331** has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

It is the practice in our school district for students not to share food. Also, **eating and drinking are not permitted on the school bus**. Please contact the school nurse to discuss your child's allergy and emergency plan. The complete policy may be found on the district website.

The following requirements must be followed by all parents/guardians and paperwork must be on file for all students:

1. Immunization of pupils in Tabernacle Township Schools is required as set forth in Chapter 14 of the New Jersey State Sanitary Code. A copy of the code can be obtained from the school nurse;
2. If an accident or sudden illness occurs, first aid will be administered, parents/guardians notified, and the child taken to the hospital if the situation is urgent. In non-urgent cases it will be the parent/guardian's responsibility to come to the school for the child and have treatment rendered as they see fit;
3. Any student with a broken limb must have a doctor's note stating the student may return to school and indicating any physical activity limitations and duration of limitations;
4. If your child has an elevated temperature (one-degree above normal) or other sign of illness, the school nurse will contact you. Please do not send your child to school if he/she does not feel well;
5. Please notify the school nurse if your child wears contact lenses. This could be very important in an eye emergency;
6. State Law mandates that the school provide an examination every two years for scoliosis for children between the ages of 10 and 18. This consists of visual inspection of the spine done by the school nurse or physician. A pupil may be exempt from this exam if requested in writing by the parent or guardian;

7. Required health screening will be conducted annually by the school nurse. Screenings may include height, weight, blood pressure, vision, and hearing acuity. Testing for color discrimination is done once between grades 1-8. Please contact your child's school nurse if you have any questions related to health screenings;
8. State Law mandates that each student shall receive a medical examination upon entry into school. This shall be conducted at the medical home (Primary Physician) of the student and a full report sent to the school;
9. It is important to obtain subsequent medical examinations for your child at least one time during each developmental stage: at early childhood (preschool through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through 12);
10. Every student who is trying out for an athletic team must receive a medical examination (comprehensive physical) at the medical home of the student and a full report sent to the school prior to the first practice session. Any examination used to determine the fitness of a pupil to participate in athletics shall be conducted within 365 days prior to the first practice. This examination is also necessary to participate in intramural sports. It is required by State Law that the school physician review submitted physicals and provide final medical clearance for participation;
11. We are requesting the parents/guardians of children who have conditions that may be life threatening provide the students with medical alert bracelets or necklaces.

HOMEWORK

The purposes of homework are to help students become self-directed, independent learners and provide teachers with a means of evaluating a student's ability to independently use the skills taught in the classroom. Homework assignments support clearly defined classroom objectives and are used to reinforce directed teaching. Homework is explained to the students in class before it is assigned. **If a child cannot do the work or is having difficulty, please send a note to the teacher the following morning. The teacher will address the matter.**

Homework Guidelines

It is recognized that setting time guidelines is overly restrictive to teacher judgment. It is also recognized that the absence of guidelines leaves teachers open to unwarranted criticism. In this context, the following times are presented. These times are considered a **guideline for weekly homework totals and are subject to modification**. These numbers are in addition to work completed during the school hours in a hybrid or remote environment.

Kindergarten - 20 to 40 minutes
Grade 1 - 50 to 70 minutes
Grade 2 - 60 to 80 minutes
Grade 3 - 120 to 150 minutes
Grade 4 - 120 to 150 minutes
Grades 5 thru 8 – 230 to 300 minutes

Obtaining Homework During Absent Periods

Missed work and homework can be obtained after three days of missed school due to illness. Please contact your child's teacher with specific dates; all work and books will be left in the main office for pick-up at the end of the school day. Students will have ample time to make-up work that they have missed when they return from daily absences. Teachers will also have assignments posted on Google Classroom that students can access when they are absent.

Homework is posted daily on Google Classroom, OnCourse, and available on individual teacher websites which can be accessed from the Tabernacle District Website (www.tabschools.org). Information regarding homework will be discussed at Back-to-School Nights.

INSURANCE PLAN

Every parent/guardian is given an opportunity at the beginning of the year to purchase insurance covering any accidental injury to the child on school property, while traveling to and from school, or while on a school sponsored trip. This insurance has been approved by the Board of Education. ***The money for this service should be sent directly to the insurance company, do not return it to school.*** The child is insured on the date the money is received at the company. You may purchase 24-hour coverage and for an additional cost to include extended dental.

LIBRARY SERVICE

Library facilities in the Tabernacle School District are available to all students to borrow materials. However, the use of the facilities themselves will be restricted. Our media center specialists will make materials available to students to borrow. Children may select books and materials to take home and share with parents/guardians. Students are to return all borrowed items by the date due. **Parents/guardians are responsible for replacing damaged and lost items.** Students are responsible for any books or materials issued by the classroom teacher. Final report cards will not be issued until all debts for books or materials are paid.

LOST AND FOUND

Students are discouraged from bringing personal belongings and items of value to school. The school administrators and staff cannot be responsible for items students bring to school. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items may be safeguarded by registering them and leaving them in the main office or with the classroom teacher.

Articles of value which are found will be kept in the office. All other articles are placed in the lost and found box located in the front hallway at the Elementary School and in the All Purpose Room at the Middle School where the owners may claim the items. ***It is advised that all clothing be properly marked with your child's name.*** Please note

LUNCH PROGRAM

Lunches will be grab and go and will be ordered online. Lunches will be delivered to classrooms at the end of the school day.

For fully virtual students, pick up is ONE DAY a week. The pick up day is Monday from 11:00am- 12:00pm at Olson Middle School . Please come to the back of the school & meals will be brought to your car. You will get five days worth of lunch.

Here is the google form to order student lunches,
[2020-2021 Tabernacle Lunch Order Form](#)

Please contact Lisa Bogert, Food Service Director Tabernacle School District Nutri-Serve Food Management, if you have any questions.
TAB@nsfm.com ~ (609)268-0153 ext 1027

School cafeterias are required by the USDA to offer students five components to each lunch based on the newly designed “MyPlate” nutrition model. These components include: a milk, fruit, vegetable, protein and whole grains. School lunches must meet the following additional standards:

Age-appropriate calorie minimums and maximums;

- Larger servings of vegetables and fruits (students must take a least one serving of a fruit or a vegetable);
- A wider variety of vegetables, including dark green and red/orange vegetables and legumes each week;
- Fat-free or 1% milk, Lactose-free milk (Chocolate & Strawberry milks must be fat-free);
- Whole grains (at least 51%) with maximum servings set by grade group per week.
- Protein servings will be a maximum of 2 ounces for Grades K-8 and 2.4 ounces for Grades 9-12;
- Maximum 10% Saturated Fat;
- Less Sodium.

Nutri-Serve Food Management is always working to offer students healthier and tastier choices. School meals are a great value and a huge convenience for busy families too! Our lunch prices for the 2020-2021 school year are as follows:

Tabernacle Elementary \$3.00

Olson Middle \$3.00

We encourage all to take advantage of our Point of Sale System by putting money on account for your student at www.schoolpaymentportal.com; you can deposit any dollar amount by sending in cash or **check made payable to Tabernacle Cafeteria in an envelope with your**

student's name and teacher **on the outside**. We thank you in advance; this always helps us to speed up service so your student can enjoy lunch.

Parents can monitor their student's purchase and fund balances. Credit Card payments can now be made online (Visa, MasterCard and Discover). There is a 2.3% + \$1.00 fee associated with each transaction.

Selection

Ala carte items are available daily and vary from day to day. The following are some of the available items:

- Nacho Cheese Doritos \$1.00
- Chips Ahoy Cookies \$1.00
- Pretzel Bag \$1.00
- Smart Food Popcorn \$1.00

Charges

In the event your child forgets lunch or their lunch money, he/she will be permitted to charge lunch. ***All charged lunches are expected to be paid the following day.*** Parents' cooperation in paying all lunch charges in an efficient manner will be greatly appreciated.

Food Allergies

Students with food allergies must have a current doctor's note on file with the school nurse. Upon notification of a specific food allergy, we will work in partnership with the parent and the school nurse to provide alternatives.

MEDICATION POLICY

"Medication" includes all over the counter drugs such as pain relievers and cough drops as well as medication prescribed by a physician. It also includes emergency medication such as that used in the event of bee stings, diabetic reactions, allergies, etc. The policy for the administration of medication states:

1. Pupils requiring medications at school (over-the-counter and prescribed) must have a written statement from the family physician which identifies the type, dosage, purpose, frequency, duration, and (if applicable) possible side effects of the medication;
2. In addition, written permission from the parents/guardians to administer over-the-counter or prescribed medication must be given to the school nurse;
3. All medicine is to be brought to school by parents/guardians. The medicine must be in the original container and have a pharmacy label stating the name of the drug, dose, and frequency of administration. Parents/guardians must give the medication directly to the school nurse. Over-the-counter medicine must also be in the original container;
4. The school nurse is to be advised of any medicine being taken by a child attending school, particularly those which might cause a change in behavior;

5. A parent/guardian of a pupil who requires over-the-counter or prescribed medication may be asked to accompany his/her child on class trips and to athletic events. If a note is received from the physician stating the child may miss the dosage without any adverse reaction, or if the child is able to self-medicate (see #6), it will not be necessary for the parent/guardian to attend;
6. Students with life-threatening illnesses may self-administer medication. Contact the Nurse's Office for *Parent/Guardian Written Authorization* and *Physician's Order* forms for self-medication. **Board Policy # 5330**

OLSON ACADEMIC LEADERS

This is an organization to honor the academic and leadership success of our students who have earned an overall average of 92 percent or better. This organization known to be ***Olson Academic Leaders*** will provide our students with opportunities to participate in community service while demonstrating leadership. Inductions for the Olson Academic Leaders will be held annually in the fall.

PARENT AND COMMUNITY PARTICIPATION

In other years, the Tabernacle School District has welcomed and encouraged parental and community involvement. In an effort to keep our schools as healthy and safe as possible for our students and staff, volunteers will be greatly restricted this year. If this changes, administration will notify parents of how to help support out classes in person.

If these restrictions are modified, the following information will assist you in volunteer service in our District. Please contact your child's homeroom teacher and/or administration. The District recognizes the importance and value of interest and involvement by citizens of the school community in the programs of the district. Cooperation of parents, educators and residents of the district is desirable and necessary for the advancement of the total educational program. Many residents have readily volunteered their services in assisting with programs and projects which have helped to enrich the educational experience of our students. Involvement by parents/guardians or other residents in any school program or activity is to be consistent with the educational goals of the district.

PARTIES AND CELEBRATIONS

Due to COVID-19 students will not be having class parties or other celebrations involving food in the classrooms. Once further guidance is released, this will be reevaluated. In the event this changes, the following information will apply.

- Birthdays are an important part of a child's life. To honor and celebrate our students, both schools will recognize each child's special day during morning announcements. **We**

respectfully ask that all food, balloons, gifts and party invitations be saved for home parties with family and friends. The Tabernacle School District encourages party invitations to be mailed directly to the student's home address. The schools choose not to be involved in distributing invitations to birthday parties or special events. When students invite only a few class members to an activity they unintentionally cause others to feel left out. The only exception to this rule is when the entire class is invited to attend the activity.

PICTURE/VIDEO CONSENT

During the school year, school personnel and Home & School Association members take pictures to be used for the district newsletters, local newspapers, Channel 19 and other TV stations. In an effort to obtain parental permission for the use of student pictures for the district's public relations efforts, we are asking parents/guardians to complete the permission form and return it to your building Principal's Office **by September 16 or 17, 2020 depending on the student's cohort.** This form must be completed each school year and your consent may be rescinded at any time by sending a letter to the school requesting a change in permission. If you have any questions, contact the building principal or assistant principal.

PRESCHOOL

The Tabernacle School District offers a preschool program for special education children between three and five and regular education students who are four. This program is designed to provide our children with disabilities the opportunity to be educated in the least restrictive environment with other children who are not disabled.

Half-Day Preschool Program Hours

AM Session

9:00 AM to 11:10 AM

The teacher will provide information regarding the classroom routine. If you have any questions, contact the Special Services Office at (609) 268-0153, ext. 1008.

PUPIL RECORDS

Under the *Family Educational Rights and Privacy Act (FERPA)* parents and eligible students have the right to inspect and review education records; request amendment to education records and file a complaint with the Family Policy Compliance Office regarding education records.

Pupil records shall only contain information which is relevant to the education of the pupil and is objectively based on the personal observation or knowledge of the originator of the record. The local school district may not compile any other records except mandated and permitted records.

Mandated Pupil Records are those directed by NJ Statute, regulation or authorized administrative directive. Examples include: identifying data, pupil's name, address, date of birth, name of parents and/or guardians, citizenship and sex of the pupil; record of daily attendance; description of pupil progress; history and status of physical health compiled in accordance with state regulation; and all educational records on handicapped pupils.

Permitted Pupil Records are those which our local Board of Education has authorized the district to collect by resolution adopted at a public board meeting to promote the educational welfare of the students – **Board Policy #5420**. Examples included: group achievement and intelligence tests, aptitude tests, interest inventories, systematically gathered teacher or counselor ratings and observations and varied reports of serious or recurrent behavior patterns. Districts are obligated by state law to provide copies of discipline records when transmitting pupil records to another school district.

REPORT CARDS

There will be four report cards for students in grades K-8 and. Parents/guardians should keep the report card but **sign the envelope and return it to the teacher**. Parents/guardians are also urged to contact the teacher if they have any questions concerning the report card.

Report cards will be sent home at the end of the first marking period on **November 15th**; second marking period on **January 31st**; third marking period on **April 17th**; fourth marking period on the last day of school—**June 18th**.

Report Card Components

The following components are utilized to compile a report card grade in academic subjects. They represent a general agreement on the part of the staff as to how the letter/percentage grades are determined. **Board Policy #5420**

Tests (exams and quizzes)	Daily assignments (notes, work pages, projects, labs, etc.)	
Classwork	Class Participation	Homework

Each teacher determines which and to what extent the above components will be used most effectively with his/her program.

SCHOOL PROPERTY

The Board of Education provides textbooks, workbooks, and a reasonable quantity of educational supplies to each pupil. Pupils are expected to exercise care in the handling of

school materials. If lost or, due to poor care on the student's part, any of these materials are defaced during the school year, he/she will be required to pay for the damage. Please encourage students to keep textbooks covered. Pupils should also realize that the school building, grounds, and all other facilities provided for their education are funded by the general tax funds and should be treated with care.

SEARCH AND SEIZURE

Lockers are school property subject to administrative inspection in the interests of school safety, sanitation, and discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. **Board Policy #5770**

SPECIAL SERVICES

Counseling services are available in both schools. Individual counseling, crisis intervention, and student support groups are formed, by our elementary and middle school guidance counselors, as needed throughout the year to address social and behavioral issues.

Section 504 of the Rehabilitation Act of 1973 protects the rights of individuals with disabilities. The educational application of this Act ensures individuals with a physical or mental impairment which substantially limits one or more of his/her life activities (including: walking, seeing, hearing, speaking, breathing, working, caring for one's self, performing manual tasks, and learning) receive an education that is comparable to that received by a non-disabled child. To receive information regarding the 504 process, parents may call Tabernacle's 504 Compliance Officer: Mrs. Bridget Bauer at (609) 268-0153 ext. 1025.

The *Intervention and Referral Services (I&RS) Team* is a school-based team of certified staff members. This team meets regularly to develop strategies for teachers to implement when working with children experiencing difficulty in the classroom. Students may be referred to the I&RS Team by parents or teachers. Please reach out to the counselors at TES or OMS for more information.

CHILD FIND

Local school districts have a responsibility to educate all students between the ages of 3 and 21. If you have or know of a preschool or school-age child who is experiencing difficulty with language development; physical, social, and/or emotional development; or academic progress, and is not already in an educational program, please contact the Child Study Team office at 268-0153 ext. 1008.

The *Child Study Team (CST)* is a state mandated service which all school districts must provide to potentially disabled students. The CST works with parents and teachers to identify students who may be disabled and evaluates these students to determine if a significant disability exists.

Should the evaluation process reflect the need for special education services, the CST, regular education teacher, special education teacher and parents create an Individual Education Plan (IEP) to meet the student's needs. This process is mandated by Federal and State law.

SPORTS ELIGIBILITY

Due to COVID-19, sports will not be offered at this time. In the event this changes, the following information will apply.

- Students currently enrolled or who enroll during the school year may be members of athletic teams and/or clubs. Individual sports may set eligibility requirements to start at 6th grade;
- Students who attain the age of sixteen prior to Sept. 1 **will be not be eligible** for interscholastic athletics;
- To participate in interscholastic programs, a student is required to have on file in the nurse's office a certificate of satisfactory physical condition signed by a licensed medical provider and reviewed by the school physician. In addition, a **permission slip signed by the parent/guardian is required;**
- Academic progress of each member of a club, team, or activity will be monitored at interim and the close of the marking period to ascertain his/her academic standing;
- To remain eligible for participation, students must have a passing grade in all subjects;
- Any student who falls below this standard will be given two weeks to bring up the deficient areas;
- If at the end of this two-week period if all grades are not passing, the student will be removed from the team, club, or activity. He/She will not practice, play or participate in the activity until the deficient area(s) is corrected.

SPORTS PROGRAM

Due to COVID-19, sports will not be offered at this time. In the event this changes, the following information will apply.

Season Schedules:	Fall Sports	September – October (8 weeks)
	Winter Sports	November – March (16 weeks)
	Spring Sports	April - May (8 weeks)

Physicals: In order to participate in sports a student must have a physical prior to tryouts. This is a state regulation. Forms are located in the Nurse's Office. **Board Policy #2431**

Fees:	Interscholastic Sports	\$ 50.00 per sport
	Intramural Sports	\$ 35.00 per sport

TEACHER AUTHORITY

By law, the teacher is the sole authority in the classroom (NJSA 18A:37-1). Students are advised that **substitute teachers have the same authority as their assigned teachers.**

Resolving Concerns with Administration or Teachers

You may have concerns about the policies and/or operations of the schools. Often parents/guardians experience confusion as to the proper person to contact for assistance. The following procedure should be used to resolve concerns:

Step 1. The classroom teacher is the initial contact in situations concerning your child.

Step 2. The principal/assistant principal should be contacted if the parent/guardian cannot resolve the concern with the classroom teacher or in matters dealing with general school policies.

Contacting Classroom Teachers

The school urges parents/guardians to be in touch with their child's teacher if questions about school arise. Do not wait too long to discuss concerns. Please call or email the teacher to set up a time to ask questions or discuss concerns. Unscheduled meetings on the playground or in the hallways are not appropriate for serious discussions. Privacy is important in order to provide you and your child undivided and professional attention.

Contacting the Principal/Assistant Principal

If you have a question or concern that warrants administrative attention, **following unsuccessful resolution with the classroom teacher**, please contact the building principal/assistant principal by phone or email to set a time to discuss the matter.

TECHNOLOGY AND DISTRICT NETWORK

We are pleased to offer students of the Tabernacle Township Schools access to the district computer network for the internet. Additionally, due to COVID-19, parents may request to have a district-issued device for the student to use at home and school. To gain access to the internet, all students must obtain **parental permission and sign, return and adhere to the Acceptable Use Policy Agreement sent home the first day of school – this form MUST be returned no later than September 4.** In addition, parents/guardians must sign the State mandated *Consent Form*. These forms must be completed and returned to the main office each academic year. The forms may be rescinded at any time by sending a letter to the school requesting a change in permission.

At school, student access to the district network and use of the internet will be under teacher direction and will be monitored as any other classroom activity. However, the district cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school district since communications on the network are often public in nature.

The network is provided to enhance learning and for students to conduct research. Access to network services will be provided to students who agree to act in a considerate and responsible manner. **Board Policy # 2361**

TELEPHONES

All classrooms are equipped with a telephone that may be accessed by the students under the teacher's supervision. Students may also use the front office phones with permission of their teacher's and the front office staff. Phones are to be used for emergency purposes only.

TOYS

Due to COVID-19, objects at home will not be permitted at this time. "Show and Tell," is to be done virtually. In the event this changes, the following information will apply.

Toys, trinkets, stuffed animals, dolls, action figures, video games and electronic devices that are not part of the instructional day, are not permitted in school. For a specific educational purpose, such as "Show and Tell," a teacher may grant permission in advance for the child to bring the item for classroom use. If at any time the teacher or principal/assistant principal feels that student-owned items are inappropriate, the items will be confiscated and returned to the student at the end of the school day or returned to the parent/guardian.

TRANSPORTATION GUIDELINES

Due to COVID-19, there will be new bus guidelines implemented for the 2020-2021 school Year. These guidelines include:

- Students will enter the bus wearing a mask.
- Students will wear their masks for the entire bus ride.
- Students will be distanced on the bus as much as possible.
- Students will load from the back of the bus to the front of the bus.
- Siblings will sit with each other.

Each day, the Tabernacle School District transports precious cargo-our community's children. The safety and security of our riders is our number one priority. The Transportation Department is committed to providing services as consistently and efficiently as possible. You can assist us by remembering the following:

- **Be prompt.** Your child should be **ready for pick up ten (10) minutes prior to the scheduled pick up time.** Please allow extra time for those important first-day photos

and last-minute hugs before the bus arrives. Think of the delays that would occur if the bus were required to wait for each child on the route.

- **Be patient.** Please allow for some fluctuation in pickup and drop off times, particularly during the first two weeks of school. A number of factors are involved. Our bus drivers wait a little longer at each bus stop to accommodate students. Other drivers on the road must adjust to having our buses in the traffic stream. Remember, too, that throughout the school year, bus schedules may be affected by inclement weather, road construction, or use of a substitute bus driver.
- **Be present. An adult or responsible sibling must be visible before students in kindergarten through Grade 4 will be permitted to exit the bus at any time.** If no one is visible, the student will be returned to school and the parent will be required to provide transportation as soon as possible.
- **Be prepared** for changes. Changes are possible throughout the school year but will be communicated to you through the Transportation Department.
- **Please keep in mind** that students are assigned one bus, one seat and one bus stop. Students must board and exit the bus at the assigned bus stop. If an emergency situation arises, contact the Transportation Department.
- **In the event that school is dismissed early** due to inclement weather or any unforeseen circumstance, the district will make every effort to inform parents/guardians to ensure the safety of all students. If an adult or responsible sibling is not visible at the home, attempts will be made to contact the parents. If the school is unable to reach the parents, the bus driver will return students to school and parents will be responsible to meet the child at school as soon as possible.

Bus Rules

Students on all Tabernacle Township buses are expected to:

1. Wear a mask at all times;
2. Be at their designated **bus stop at least 10 minutes prior** to assigned time;
3. Conduct themselves appropriately as in the classroom;
4. Be courteous and use only appropriate language;
5. **Refrain from eating or drinking on the bus;**
6. Keep the bus clean;
7. Behave in such a manner as to not distract the driver;
8. Remain in their assigned seat with their seatbelts fastened;
9. Keep head, hands, and feet inside the bus;
10. Cooperate with the driver;
11. Show respect to the driver and all other riders.

Any student who misses the bus is responsible to make arrangements for his/her transportation to school.

Oversized items - No item may be brought on the bus to be transported to or from school if it does not fit securely on the student's lap.

Bus Safety is our primary concern. The bus driver is in full charge of the bus at all times and is responsible for order. The Transportation Department has installed security cameras on some of the school buses. You may be videotaped at any time. Inappropriate behavior on the bus will be handled in the following manner: **Board Policy #7441**

1. The driver will give the student(s) two (2) warnings for an infraction;
2. After the second warning, the driver will speak privately with the student(s);
3. If the inappropriate behavior continues, the driver will give a written report (incident form) to the building principal/assistant principal;
4. The building principal/assistant principal will meet with the student(s);
5. Extreme circumstances will be reported immediately to the building principal.

The principal/assistant principal's disciplinary procedures vary slightly in each building. In all cases, the parents are notified.

Please be advised that the NJ State Law 18A:25-2 states, "**A pupil may be excluded from the bus for disciplinary reasons by the principal/assistant principal, and his/her parents/guardians shall provide for his/her transportation.**"

TRANSFER PROCEDURES

Parents of students (K-8) transferring to a new school must complete transfer and release forms prior to withdrawal from Tabernacle Schools. For further information, contact Sonia Yates, in the Registrar's Office, at (609) 268-0153 ext. 1006.

Senate Bill 1523 places the responsibility of notifying the district to which a student is transferring on the sending district. Please be aware that the attendance monitor will follow-up with the receiving district in five days to confirm your child's enrollment. If the enrollment cannot be confirmed, it is our responsibility to report this information to the Department of Child Protection & Permanency (DCP&P).

In the event you are unable to provide the name of the receiving school district at the time of student withdrawal, you must notify us within 5 days of the name, address, and telephone number of the school your child will be attending. Failure to do this will require us to notify DCP&P of the student's absence from a school program.

VACATION/TRIP PROCEDURE

Parents/guardians are encouraged to plan vacations around the school calendar. However, if a family vacation is scheduled during the school year these days are considered

unexcused absences - please refer to the attendance policies - # 5200, 5230, and 5240. If the absence will exceed four (4) school days, arrangements must be made between the teacher and parents concerning provisions for academic materials and the completion of assignments. Parents/guardians will be responsible for any required tutorial services. Please note that:

1. **Parents/guardians MUST notify their child's teacher and the front office staff** one week prior to a scheduled vacation date;
2. Please check New Jersey Travel Advisories in case your destination requires a quarantine upon return home;
3. If a child is away for five (5) days, all work must be handed in within five (5) days of his/her return;
4. When a child returns to school, it is his/her responsibility to obtain assignments from the teacher or another student;
5. Make-up tests may be scheduled after school;
6. Teachers may assign work to be completed on vacation. If you request this, please make it a priority to have the assignments completed.

VISITORS

Due to Covid-19, there will not be any visitors permitted in the school without an appointment. All visitors must be temperature checked, complete a statement of assurance, and wear a face covering (unless detrimental to the visitor's health or the visitor is under the age of 2). Hands must be sanitized before entering the school building. Virtual meetings will be held with parents/ guardians when possible.

Visitors are required to call ahead to make an appointment to enter the school.

In the event this changes, the following information will apply.

It is the policy of the board of education that no visitor, agent, or solicitor is to enter any classroom of the school or shall contact, during school hours, any teacher or student without personal permission of the principal and/or administrative designee.

Entrance Procedure

All visitors must activate the buzzer located at the front door and the secretary will allow entrance into the vestibule area. The visitor must sign-in at the vestibule area prior to entering the school. At the time of sign-in, visitors must provide a license or picture identification. Visitors will receive a badge which must be visible at all times when they are in the building. Before exiting the building, the visitor is required to hand in their badge in the vestibule area and sign-out in the log book provided, and then exit through the front door.

Teachers and students are prohibited from opening any door for a visitor and should direct those attempting to enter the building to the front of the building.

VOLUNTEERS

The Board of Education recognizes that the services of volunteers can enrich the educational program, assist teaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. The board authorizes a program for the utilization of volunteer services in the school(s) of the school district. **This program will not take place until guidance changes involving COVID-19 health and safety measures. At that time, the below information will apply.**

A school volunteer shall be required to complete a criminal history review. The board of education shall reimburse the volunteer for the cost of the criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.2. A volunteer must be approved by the board upon the recommendation of the superintendent.

The principal/assistant principal shall be responsible for the recruitment and screening of volunteers, may delegate the assignment of volunteers to specific tasks, and must submit their names for Board approval.

Each school volunteer shall be given a copy of **Policy # 9180** on School Volunteers as well as **Regulation # 9180** covering the rules of conduct of school volunteers.

Anyone wishing to serve as a school volunteer should submit their intent in writing, or on the approved form located on the district's webpage, to the building principal for consideration.

WEAPONS

Any pupil found on school property with a dangerous weapon or instrument shall be reported immediately to the building principal/assistant principal. The building principal/assistant principal shall confiscate the instrument and take actions according to the discipline/suspension policy. **Board Policy # 5611& 5613**

If a pupil threatens another person with any weapon, the building principal/assistant principal will report the incident immediately to the police and the superintendent.

Toy guns and knives are not permitted in school. Item(s) will be confiscated and only returned to the parents. Consequences will be determined by the principal/assistant principal.

Students **are not permitted to bring laser pens to school.** These can be dangerous. Possession and/or use of laser pens will result in disciplinary action to be determined by the principal/assistant principal.

APPENDIX

DISTRICT PROGRAMS AND SERVICES

Instructional Programs

Integrated Preschool Program
Basic Skills Instruction for Mathematics and Reading
Special Education Instruction
Academic Enrichment/Grades K-2
Academic Enrichment/Grades 3-8 (Gifted and Talented/PERC)

Special Areas of Instruction

Art
Music
Physical Education
Media Services and Instruction
World Language
Computer Literacy
Chorus and Drama/Grades 3-8
Instrumental Music/Grades 4-8
Hand Chimes/Grades 4-8
iSTEM Integrated Science and Technology, Engineering and Math 5-8
Collaboratory (iSTEM) Preschool to Grade 4

Student Activities

Safety Patrol/Grades 4 - 8
Student Council/Grades 5-8
Olson Academic Leaders/Grades 7-8
Inter/Intramural Sports
Peer Mediation

Services

Counseling
Intervention & Referral Strategies Team (I & RS Team)

Special Services

Child Study Team
Speech and Language Services
Occupational and Physical Therapy Services

Family and Community Outreach

Coffee & Conversation/Parent Articulation (Elementary & Middle Schools)
Home & School Association (HSA)
YMCA of the Pines (Before & After School Child Care Program)
Municipal Alliance (TAASA)
Eighth Grade Parent/School Committee
Special Education Parents Advisory Group (SEPAG)
Education Foundation of Tabernacle (EFTT)

FACULTY DIRECTORY

Voice mail extensions are listed after each staff member's name. Call 268-0150 for elementary and 268-0153 for the middle school and enter the faculty member's extension after the message begins. Please understand that teachers have limited time to access and retrieve messages during the school day. You may also contact teachers by logging onto www.tabschools.org for email addresses and teacher voice mail extensions.

HOME & SCHOOL ASSOCIATION OFFICERS

President - Amy Lepsis/email - amylepsis@shingle.com
Vice President – Megan Chamberlain/email – morgli531@aol.com
Treasurer – Jennifer Murphy/email – relodept@gmail.com
Recording Secretary – Terri Zane/email – tzane4399@comcast.net
Corresponding Secretary – Sara Eisenhuth/email – kupkakeqt@gmail.com

SCHOOL SCHEDULES

Due to COVID-19, we will follow the following schedules. In the event this changes, we will resume to our original schedules and the following information will apply.

**Tabernacle Township School District
K-5 Hybrid Schedule**

	K-5
Student start time	8:45 AM
Student remote learning start time must check-in by:	9:45 AM
Student in-person end time	12:45 PM
All Virtual Students - Synchronous	1:25 PM - 1:50 PM
Small Group 1 - Synchronous	1:50 PM - 2:15 PM
Small Group 2 - Synchronous	2:15 PM - 2:40 PM
Afternoon Staff Activities: Additional Supports for Students, Additional Office Hours, Teacher Collaboration, Creating Tutorials, etc.	2:40 PM - 3:15 PM

K-5 Morning Virtual Synchronous Supports

Times	Related Arts (will change each marking period)	Student Supports	PE on Fridays
8:45-9:00		Morning Check-in	
9:00-9:27	5th Grade Music	SEL Check-in K-3	
9:27-9:54	4th Grade Collaboratory		
9:54-10:21			5th Grade Virtual
10:21-10:48	2nd Grade Library		4th Grade Virtual
10:48-11:15		SEL Check-in 4-5	K Virtual
11:15-11:42	3rd Grade Art		1st Grade Virtual
11:42-12:09	1st Grade Art		2nd Grade Virtual
12:09-12:36	Kindergarten Library		3rd Grade Virtual
12:36-12:45			

**Tabernacle School District
6-8 Virtual Check-in Morning Schedule**

		Virtual Check-in Teacher
HR/Period 1	8:00 - 8:37	Morning Check-in
Period 2	8:37 - 9:06	Special Education Support
Period 3	9:06 - 9:35	8th Grade Math
Period 4	9:35 - 10:04	Special Education Support
Period 5	10:04 - 10:33	7th Grade ELA & 6th Grade Art
Period 6	10:33 - 11:02	8th Grade ELA
Period 7	11:02 - 11:31	6th & 7th Grade Math
Period 8	11:31 - 12:00	6th ELA & 7th & 8th- Music

From 12:00-12:40, virtual students can treat that time as their lunch. They then can log into the below classes as the allotted times. Please note that the synchronous sessions below will also include hybrid students. Virtual students must respond to the daily question in each of their Google Classrooms and can log on to the synchronous support times listed below that follow their in-person schedules.

12:40 PM - 12:50 PM	Instructional Support Time- Period 1- Synchronous
12:50 PM - 1:00 PM	Instructional Support Time- Period 2- Synchronous
1:00 PM - 1:10 PM	Instructional Support Time- Period 3- Synchronous
1:10 PM - 1:20 PM	Instructional Support Time- Period 4- Synchronous
1:20 PM - 1:30 PM	Instructional Support Time- Period 5- Synchronous
1:30 PM - 1:40 PM	Instructional Support Time- Period 6- Synchronous
1:40 PM - 1:50 PM	Instructional Support Time- Period 7- Synchronous
1:50 PM - 2:00 PM	Instructional Support Time- Period 8- Synchronous
2:00 PM- 2:30 PM	Afternoon Staff Activities: Additional Supports for Students, Additional Office Hours, Teacher Collaboration, Creating Tutorials, etc.

