PARENT-STUDENT HANDBOOK

Tabernacle Township Schools
Tabernacle Elementary School
Kenneth R. Olson Middle School

2018-2019

EMPATHETIC, INNOVATIVE, GAME CHANGERS!
We think…We Feel…We Do!

EDUCATING FOR A LIFETIME

#TigerStrong

www.tabschools.org
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,

Dr. Gerald Paterson
TES Principal

Mrs. Susan Grosser
OMS Principal
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THE BOARD OF EDUCATION OF TABERNACLE

Mrs. Victoria Shoemaker – President
Mr. Antony Laudicina – Vice President
Mrs. Megan Chamberlain
    Mrs. Gail Corey
    Dr. Megan Jones
    Mr. Brian Lepsis
    Dr. Kevin McCloy
    Mrs. Julia Sailer
    Mr. John Tirico

Mrs. Jessica DeWysockie - School Business Administrator/Board Secretary

Board of Education meetings are held the third Monday of each month at 7 PM in The Den @ OMS. Any changes in the scheduled time/date will be announced in advance.

DISTRICT ADMINISTRATIVE STAFF

Mr. Glenn Robbins - Superintendent of Schools
Mrs. Marlene M. Walls - Administrative Assistant to the Superintendent
    Phone: (609) 268-0153 ext. 1011

Mrs. Jessica DeWysockie - School Business Administrator/Board Secretary, Ext. 1016
Mrs. Christine LaMaine – Confidential Business Office Secretary, Ext. 1014
    Mrs. Marci Hamilton – Payroll Specialist, Ext 1012
    Mrs. Sue Ellen Endick –Accounts Payable, Ext. 1013
    Phone: (609) 268-0153
    Fax: (609) 268-1006

Mr. Barry Saide – Director of Curriculum & Instruction
Mrs. Sonia Yates – Secretary/School Registrar
    Phone: (609) 268-0153 ext. 1006

Mrs. Nanci Moore – Supervisor of Special Services/LDTC
Ms. Anna Stephen – Secretary-Child Study Team
    Phone: (609) 268-0153 ext. 1008

Mr. Aleng Phommathep – Technology Coordinator
Mrs. Judith Endt - Secretary-Technology
    Phone: (609) 268-0153 ext. 1024

Mr. Keith Higginbotham, Facilities Manager
    Phone: (609) 268-0153 ext. 1019
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 automatic 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*

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**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. Susan Grosser, at 268-0153.

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. Grosser or to a trusted adult.

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

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**ARRIVAL & DISMISSAL PROCEDURES**

**Tabernacle Elementary School**

**Arrival Procedures for Students in Grade K – 4**

1. **Students Arriving by Bus 8:35-8:45 AM:**
   - Students in grades K depart the bus and enter the building through the front doors, go directly to the all-purpose room, and sit at their assigned lunch table.
   - Students in grades 1 – 4 enter the building through the front doors and wait in the hallway outside of their classroom until the start of the school day.

2. **Students Arriving by Car:**
   - Parents transporting their child proceed to the “drop off” location in the gravel parking lot in front of the school. Students dropped off are received by assigned staff one car at a time and enter the school through the front doors. Student drop off will occur from **8:35 until 8:45 AM.**
3. **Walkers:**
   - Parents/guardians who walk their child to school should check their child in with a staff member on duty at the bus landing. Once the child has been accounted for they are to proceed into the building through the front doors and report to their designated area according to grade level.

4. **Students Arriving Late:**
   - Students who arrive after **8:45** will be counted as late/tardy. Late/tardy students need to report with their parent/guardian to the front office and be signed in and receive a late pass.

**Dismissal Procedures for Students in Grade PK – 4**

**Call 1 (3:05) Students in YMCA Before & After Care Program and Students being picked-up:**
- Students in Safe and Sound will put their chair up on their desk, exit the classroom, walk down the hallway, and go directly into the all-purpose room and sit at their assigned table in front of the stage.
- Students being picked up will put their chair up on their desk, exit the classroom, walk down the hallway, and take a seat at the table assigned to them in the cafeteria closest to the front windows to wait for their ride. Two staff members will man the area with one at a table with the sign-out book, and the other manning the door on the parking lot side. The staff member at the door will check each parent/guardian’s identification and send the student to come meet their parent/guardian’s and exit through the same doors.
- Girl scouts and extra-curricular clubs will be called at this time and report directly to their designated area.

**Call 2 (3:08) Students Riding a Van:**
- All Preschool students and students riding a van will put their chair up on their desk, exit the classroom, walk down the hallway, line up in the first grade hallway according to van, and be escorted by staff, one van at a time, through the first grade exit doors to their van located in the bus yard.

**Call 3 (3:10) First 3 Buses:**
- Students riding one of the first three buses will be called, put their chair up on the desk, exit the classroom, walk down the hallway, exit the building through the front doors, and report to their bus to go home.

**Call 4 (3:12) Next 3 Buses (See procedures listed above)**

**Call 5 (3:15) All Remaining Buses (See procedures listed above)**

**Preschool Arrival & Dismissal Procedures**

**AM Preschool Arrival 8:45 – 8:50:**

**Students Arriving by Car:**
- Preschoolers dropped off will be received by assigned staff in front of the school and enter the building through the front doors. Student drop off occurs from **8:45 until 8:50.**
Students Arriving by Van:
- Preschoolers are assisted off the van by paraprofessionals and teacher and enter the building through the front doors, going directly to their classroom.

Students Arriving Late:
- Preschoolers who arrive after 8:50 are late/tardy. Late/tardy students must report with their parent/guardian to the front office and be signed in and receive a late pass. The secretary on duty will call down to the preschool classroom for a paraprofessional to come down and escort the student to class.

AM Preschool Dismissal 11:20 – 11:25:

Students Being Picked-up
- Parent/guardian need to sign out their child with the secretary in the vestibule and wait in the vestibule area for the child to be brought down. When the preschooler arrives, parents take their child and exit through the vestibule doors.

Van Riders:
- Preschoolers are assisted on the van by paraprofessionals and teacher at the bus loading area in front of the school.

PM Preschool Arrival 12:40 – 12:45:

Students Arriving by Car:
- Preschoolers dropped off are received by assigned staff, one car at a time, in front of the school and enter the building through the front doors. Student drop off occurs from 12:40 until 12:45.

Students Arriving by Van:
- Preschoolers are assisted off the van by paraprofessionals and teacher, enter the building through the front doors, and go to their classroom.

Students Arriving Late:
- Preschoolers arriving after 12:45 are counted as late/tardy. Late/tardy students must report with their parent/guardian to the vestibule area to be signed in and receive a late pass. The secretary on duty will call down to the preschool classroom for a paraprofessional to escort the child to class.

PM Preschool Dismissal 3:10:
(Preschool will follow school dismissal procedures for K - 4.)

After-School Clubs/Activities:

Students will be escorted by the club moderator, when the activity has concluded, to the front lobby where they will form a line against the wall outside the main office and exit the building through the front doors one student at a time.
Parents/guardians need to sign their child out with the secretary on duty and wait under the outside canopy after they have done so. If a parent or guardian is late picking up their child, students will be sent into the mail office until the parent arrives. **We urge all parents to be on time to pick up your child.**

**TES Clubs include:** Band (Fall & Spring), Chorus (Fall), Art (Fall), Chess (Winter), Drama (Spring) and Hand Chimes (Fall and Spring).

**Olson Middle School**

**Arrival** – Parents will drop off in front of building no earlier than 7:45 AM. Mr. Dan Snow, Custodial staff member, will greet students and allow passage into the school, where students will sign in and enter the Media Center. Students will be escorted to the gym at 7:50 AM by Mrs. Latini. Bus arrivals will occur before 8:00 AM, buses will drop-off students at the gym and at the all-purpose room sides of the building. Staff will monitor the students as they enter the appropriate side of the building where they were dropped off by the bus. Locker usage begins at 7:55 AM and passage to homeroom where attendance is taken at 8:00 AM. School will start at 8:00 AM.

**During the Day** – Visitors will ring the bell and intercom located outside the front of the school. The Main Office personnel will communicate with the visitor to determine their name and the purpose of their visit. After obtaining that information, the visitor will be allowed into the holding area outside of the main office. If the visitor needs to drop something off for a student, the office personnel will allow the visitor into main office. After the visitor completes the purpose of their visit they will exit through the same door as entered. If any staff member or administrator is expecting an outside appointment, the front office personnel must be notified prior to their expected arrival or the visitor will be denied entry into the school.

**Dismissal** – All students riding buses will be dismissed and exit the building through the 8th grade wing. Students will utilize all hallways in the 8th grade wing as they exit the building for bus dismissal. All students that will be picked up after school must provide a note or parents must call requesting pick up. Phone calls to pick up a student must be received prior to 1:00 PM. This will allow the staff ample time to notify teachers and the students of the change for their dismissal. 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 media center. The Media Specialist and Mrs. Latini (when available) will monitor students and escort the students to the door when their parent arrives.

**After-School Activities** – Indoor after-school activities: (2:30-4:00 PM) students will be escorted by their advisor to the front of the building to be dismissed through the front doors after being signed out. Advisors and teachers must provide a list of students who are staying afterschool by 1:00 PM. Outside afterschool sports: students must be signed out on the list attached to the coach’s clipboard before leaving school grounds. Parents are to provide a note to the coach if someone other than the student’s parent will be picking up the student.
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. Only listed names 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: Elementary School 8:45/Middle School 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**

Children in grades 7 & 8 may ride their bicycles to school upon receipt of written permission from the parents. 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 before 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 building 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

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 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.
Complete Code of Conduct Policy is located on the Tabernacle School District Website: www.tabschools.org

CONFERENCES

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. 15, 16, 19, 20 and March 14, 15).**

Night Conferences are held **only** in November and will be held this year on **Thursday, November 15 from 4 to 8 PM**. Every effort will be made to accommodate all parents/guardians at conference time.

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.

DANCES—SCHOOL SPONSORED

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 ad 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, halter, shoes with wheels and beach/shower footwear (flip-flops);
3. Short shorts or cut-off shorts are not to be worn;
4. Outdoor jackets and hats 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.

**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, spelling/vocabulary, 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 and 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>20</td>
</tr>
<tr>
<td>Math</td>
<td>15</td>
</tr>
<tr>
<td>Science</td>
<td>15</td>
</tr>
<tr>
<td>Social Studies</td>
<td>15</td>
</tr>
<tr>
<td>Financial, Economic Business &amp; Entrepreneurial Literacy</td>
<td>2.5</td>
</tr>
<tr>
<td>Health/PE</td>
<td>5</td>
</tr>
<tr>
<td>Visual &amp; Performing Arts</td>
<td>5</td>
</tr>
<tr>
<td>World Language</td>
<td>10</td>
</tr>
<tr>
<td>21st Century Life &amp; Careers or Career-Technical Education</td>
<td>5</td>
</tr>
<tr>
<td>Pass the New Jersey State Assessment</td>
<td></td>
</tr>
</tbody>
</table>
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.

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 (pre-school 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.

- **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.
Homework is posted daily 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 and computer lab facilities in the Tabernacle School District are available to all students. The multi-media centers provide instruction, story hours, book exchange, magazines, computer and internet access and other appropriate media. 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.*

**LUNCH PROGRAM**

School cafeterias are required by the USDA to offer students five components to each lunch based on of 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:
August 20, 2018

- Age-appropriate calorie minimums and maximums;
- Larger servings of vegetables and fruits (students must take at 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 2018-2019 school year are as follows:

**Tabernacle Elementary** $2.90  **Olson Middle** $2.90  **Extra Entrée** $2.00

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:

- Ice cream $1.25
- Chips/Popcorn $1.00
- Bottled Water $.50 (small) $1.00 (large)
- Milk $.55

**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;

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

The Tabernacle School District welcomes and encourages parental and community involvement. For specific information about volunteer service in the District, please contact your child’s homeroom teacher and/or the building principal. 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**

1. Classroom celebrations must be approved by the principal in advance and relate to the curriculum.

2. School wide celebrations are those designated by the district to be held three times a year and will include snacks approved by the school and purchased through the cafeteria as outlined in a separate letter from the Home & School Association. The dates listed below do not take into account Field Day/Fun Day. Due to limited space and safety concerns, student’s siblings are not permitted at school celebrations. School wide celebrations for 2018 – 2019 are as follows:
   1. October 31, 2018 (Fall Celebration & TES Halloween Parade)
   2. December 21, 2018 (Winter Celebration)
   3. April 18, 2019 (Spring Celebration)

3. 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 5, 2018.** 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.
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.

**Preschool Program Hours**

**AM Session**
8:50 AM to 11:20 AM

**PM Session**
12:45 PM to 3:15 PM

A healthy, peanut-free snack break is taken during the session. 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 CARD

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 14th; second marking period on January 30th; third marking period on April 10th; 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.
August 20, 2018

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. Susan Grosser at (609) 268-0153 ext. 1001.

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**

- 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**

**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). When necessary, the teacher is authorized to detain a student for a reasonable length of time. Teachers may request that students report after school for conferences, to make up work, to receive extra help, or for disciplinary reasons. Students are advised that substitute teachers have the same authority as their assigned teachers.

**Resolving Concerns with Principal 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 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 e-mail 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

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

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**TECHNOLOGY AND DISTRICT NETWORK**

We are pleased to offer students of the Tabernacle Township Schools access to the district computer network for the internet. 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 on September 5th.** 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**

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**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.

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**TOYS**

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 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.
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. Be at their designated bus stop at least 10 minutes prior to assigned time;
2. Conduct themselves appropriately as in the classroom;
3. Be courteous and use only appropriate language;
4. Refrain from eating or drinking on the bus;
5. Keep the bus clean;
6. Behave in such a manner as to not distract the driver;
7. Remain in their assigned seat with their seatbelts fastened;
8. Keep head, hands, and feet inside the bus;
9. Cooperate with the driver;
10. 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 students(s);
3. If the inappropriate behavior continues, the driver will give a written report (incident form) to the building principal;
4. The building principal will meet with the student(s);
5. Extreme circumstances will be reported immediately to the building principal.

The principals’ 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, 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. If a child is away for five (5) days, all work must be handed in within five (5) days of his/her return;
3. When a child returns to school, it is his/her responsibility to obtain assignments from the teacher or another student;
4. Make-up tests may be scheduled after school;
5. Teachers may assign work to be completed on vacation. If you request this, please make it a priority to have the assignments completed.

VISITORS

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.
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 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. The building 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 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.

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.
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
Parent Articulation Committee (Elementary & Middle Schools)
Home & School Association (HSA)
YMCA (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)
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. You may also contact teachers by logging onto www.tobschools.org for email addresses.

**Tabernacle Elementary School Staff**

<table>
<thead>
<tr>
<th>Preschool</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Megan Valente (2300)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Alexandra Colella (2400)</td>
<td></td>
</tr>
<tr>
<td>Andra Gerst &amp; Jennifer Connolly (ICR) (2103)</td>
<td></td>
</tr>
<tr>
<td>Judi Padilla (2401)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>First Grade</th>
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</thead>
<tbody>
<tr>
<td>Julie Haynes (2105)</td>
<td></td>
</tr>
<tr>
<td>April Janicki &amp; Jennifer Valleau (ICR) (2106)</td>
<td></td>
</tr>
<tr>
<td>Ashley Kimble &amp; Danielle Hare (ICR) (2107)</td>
<td></td>
</tr>
<tr>
<td>Donna Layne (2104)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Grade</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Adams-Paul (2206)</td>
<td></td>
</tr>
<tr>
<td>Thomas Crilley &amp; Amy Brewin (ICR) (2205)</td>
<td></td>
</tr>
<tr>
<td>Andrea Ellis (2203)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Grade</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Krista Crilley (2315)</td>
<td></td>
</tr>
<tr>
<td>Michael Dunlea &amp; Stacia Delaney (ICR) (2313)</td>
<td></td>
</tr>
<tr>
<td>Rebecca Gall &amp; Nicole DeStefano (ICR) (2308)</td>
<td></td>
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<tr>
<td>Jody Mundy (2311)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Grade</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Fran Hahn (2408)</td>
<td></td>
</tr>
<tr>
<td>Louise Harris (2409)</td>
<td></td>
</tr>
<tr>
<td>Stephanee Kwelty (2406)</td>
<td></td>
</tr>
<tr>
<td>Jillian Raleigh &amp; Eve Deeney (ICR) (2407)</td>
<td></td>
</tr>
</tbody>
</table>
**August 20, 2018**

### District Child Study Team Members

| Nanci Moore, Supervisor Special Services/LDTC (1009) | Elizabeth Ewart, Social Worker (1023) Stacey Arzt, School Psychologist –TES (2204) OMS (1022) |

### Kenneth R. Olson Middle School

#### Fifth Grade
- Linda Carr (1107)
- Maria Guelich (1106)
- Diane Lewis (1109)
- Brianna McCarthy (1113)

#### Sixth Grade
- Lauren Annicchiarico (1320)
- Steve Cramer (1110)
- Jean Drozd (1246)
- Scott Shinn (1120)

#### Grade 7
- Jade Gordon (1114)
- Dave Stecher (1307)

#### Grade 8
- Stephanie Cramer (1244)
- Jennifer Errickson (1310)
- Kristin McNair (1248)
- Maria Pote (1118)

#### Special Education
- Lisa Egan, Gr. 5 (1108)
- Jeffrey Nutt, Gr. 6 (1112)
- Lisa Dyonda, Gr. 7 (1111)
- Nicole Marincola, Gr. 8 (1312)
- Samantha Traina, Self-Contained Gr. 5-8 (1250)
- Juliann Toone - Teacher of the Deaf (1306)

#### Educational Interpreter
- Colette Blasko (2510)

#### Math Specialist
- Lisa Misselwitz (1245)

#### Reading Specialists
- Karen McLaughlin (1314)

#### Gifted & Talented (PERC)
- Kate Cutts (1318)
- iStem
- Heather Petersack (1026)

#### Counselor
- Bridget Bauer (1025)

#### Media Center/Librarian
- Marci Zane (1028)

#### Physical Education
- Cynthia Price (1037)
- Louis Santoro (1036)

#### Art Education
- Tiffany Bartleson (1266)

#### General & Instrumental Music
- Mike Ipri (1031 or 1032)

#### Nurse
- Eileen Latini (1005)

#### World Language
- Rita DiBlasi (1248)

#### Speech Services
- Nicole Klahold (1038)
# 2018-2019 DISTRICT CALENDAR

## Tabernacle School District

### 2018-2019 SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>August '18</th>
<th>January '19</th>
</tr>
</thead>
<tbody>
<tr>
<td>21: New Staff Orientation</td>
<td>2: Schools Closed</td>
</tr>
<tr>
<td>22-23: New and 2nd Year Staff Orientation</td>
<td>3: Columbus Day—Schools Closed</td>
</tr>
<tr>
<td>28-30: Staff In-Service</td>
<td>4: Staff In-service Day: School Closed for Students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September '18</th>
<th>February '19</th>
</tr>
</thead>
<tbody>
<tr>
<td>3: Labor Day: Schools Closed</td>
<td>4: NJEA Convention: Schools Closed</td>
</tr>
<tr>
<td>4: First Student Day—Full Day</td>
<td>15-16: Parent/Teacher Conferences Early Dismissal</td>
</tr>
<tr>
<td>10: Rosh Hashanah: Schools Closed</td>
<td>21: Early Dismissal</td>
</tr>
<tr>
<td>19: Yom Kippur: Schools Closed</td>
<td>22 &amp; 23: Thanksgiving Recess: Schools Closed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October '18</th>
<th>March '19</th>
</tr>
</thead>
<tbody>
<tr>
<td>21: Early Dismissal</td>
<td>3: Winter Recess: Schools Closed</td>
</tr>
<tr>
<td>24-31: Winter Break: Schools Closed</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November '18</th>
<th>April '19</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: New Years Day (observed): Schools Closed</td>
<td>1: Presidents Day: Schools Closed</td>
</tr>
<tr>
<td>2: School Reopens</td>
<td>8: Staff In-service: School Closed for Students</td>
</tr>
<tr>
<td>21: MLK Birthday: Schools Closed</td>
<td>14-15: Parent/Teacher Conferences—Early Dismissal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December '18</th>
<th>May '19</th>
</tr>
</thead>
<tbody>
<tr>
<td>27: Memorial Day: Schools Closed</td>
<td>1: Memorial Day: Schools Closed</td>
</tr>
<tr>
<td>17: Last Day for Students—Early Dismissal for Students</td>
<td>12-13: Early Dismissal for Students</td>
</tr>
<tr>
<td>18: Report cards issued</td>
<td>14-17: Early Dismissal for Students</td>
</tr>
<tr>
<td>19: Staff In-service—Records Day</td>
<td>26-27: Spring Break: Schools Closed</td>
</tr>
</tbody>
</table>

### Days In Session

<table>
<thead>
<tr>
<th>Sept 17</th>
<th>Dec 15</th>
<th>March 20</th>
<th>June 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 21</td>
<td>Jan 21</td>
<td>April 16</td>
<td>May 22</td>
</tr>
<tr>
<td>Nov 18</td>
<td>Feb 18</td>
<td>May 22</td>
<td>May 22</td>
</tr>
</tbody>
</table>

### Calendar Key

- **School Closed**
- **Teachers Only**
- **4 Hour Session**
- **Shaded**—No School for Students

The Board of Education will adjust the calendar for school closings due to inclement weather or other emergencies as follows:

- **June 19, 20, 21, 24 April 26, 25, 2019**

Revised: 03.12.2018

Adopted: 03.26.2018
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

Calendar of Meetings & Events for the 2018-2019

<table>
<thead>
<tr>
<th>September - 2018</th>
<th>February - 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 13th – Meeting</td>
<td>Thursday, February 7th – Meeting</td>
</tr>
<tr>
<td>October - 2018</td>
<td>Week of February 18th – Scholastic Book Fair</td>
</tr>
<tr>
<td>Thursday, October 11th – Meeting</td>
<td>(during the school day) both schools</td>
</tr>
<tr>
<td>Wednesday, October 17 - McDonald’s McTeacher Night</td>
<td>Wednesday, February 20th – Ice Cream Social Night-time Book fair at TES only</td>
</tr>
<tr>
<td>Wednesday, October 24th - OMS Author Visit</td>
<td>Wednesday, February 20th - Author Visit</td>
</tr>
<tr>
<td>Thursday, October 25th - TES Author Visit</td>
<td>(during the day and in the evening)</td>
</tr>
<tr>
<td>Friday, October 26th - TES Halloween Party</td>
<td>March - 2019</td>
</tr>
<tr>
<td></td>
<td>Thursday, March 14th – Meeting</td>
</tr>
<tr>
<td>November - 2018</td>
<td>Friday, March 22nd – Designer Bag &amp; Candy Bar Bingo/OMS</td>
</tr>
<tr>
<td>Thursday, November 1st – Meeting</td>
<td>April - 2019</td>
</tr>
<tr>
<td>Friday, November 16th – Community Night at OMS</td>
<td>Thursday, April 11th – Meeting</td>
</tr>
<tr>
<td>December - 2018</td>
<td>Tuesday, April 2nd - Kindergarten Tea for Parents of Incoming Kindergarten Students</td>
</tr>
<tr>
<td>Friday, December 7th – Community Tree Lighting at Town Hall</td>
<td>Friday, April 12th – Spring Fling Bunny Bonanza</td>
</tr>
<tr>
<td>Week of December 10th – TES/OMS Holiday Shops (during the school day)</td>
<td>May - 2019</td>
</tr>
<tr>
<td>January - 2019</td>
<td>Thursday, May 9th – Meeting</td>
</tr>
<tr>
<td>Thursday, January 10th - Meeting</td>
<td>Thursday, May 16th – BOGO Book Fair and Night of the Stars Celebration/TES only</td>
</tr>
<tr>
<td>Friday, January 25 - Adult Pallet Painting</td>
<td></td>
</tr>
</tbody>
</table>
SCHOOL SCHEDULES

Regular School Day
TES (Grades K-4) - 8:45–3:15 PM
Preschool - 8:50–11:20 AM
12:45 – 3:15 PM
OMS (Grades 5-8) - 8:00–2:30 PM

Early Dismissal Days
TES (Grades K-4) - 8:45–12:45 PM
Preschool – 8:50–10:50 AM
10:50 – 12:50 PM
OMS (Grades 5-8) - 8:00–12:00 PM

Two Hour Delayed Opening Schedule
TES (Grades K-4) - 10:45–3:15 PM
Preschool - 10:50–12:50 AM
1:15 – 3:15 PM
OMS (Grades 5-8) - 10:00–2:30 PM

Early Dismissal Times
(Due to Emergency/Inclement Weather)
TES (Grades K-4) – 12:45
Preschool – AM Session – 11:20
Preschool – PM Session – Will be cancelled
OMS (Grades 5-8) – 12:00