

CHARLES DeWOLF MIDDLE SCHOOL

275 Old Tappan Road
Old Tappan, New Jersey 07675
(201)664-1475

"A place where friendship and learning come together"

Student Handbook 2015-2016

Mr. Justin O'Neill
Principal

Mrs. Mary Rosica, School Office-Extension 0
Mrs. Denise McCarthy, Health Office-Extension 2103
Mrs. Jenni Richardson, Guidance Office-Extension 2203

Old Tappan Board of Education

Ms. Danielle Da Giau, Superintendent - 664-7231
Mr. Doug Barrett, Board Secretary/School Business Administrator - 664-1421
Mrs. Maryellen LaFronz, President
Ms. Nicole Gray, Vice President
Mr. Raymond Ferrigno
Mrs. Lorraine Hliboki
Mr. Kurt Linder

*Special thanks to the Old Tappan Parent/Teachers' Organization for
providing the funding for these student planners.*

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____ STUDENT NO. _____



PLEASE NOTE: This front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Mission Statement

The Charles DeWolf Middle School community is committed to meeting the unique needs of the young adolescent. We will provide an educational program that cultivates:

- *Intellectual and physical development;*
- *Creativity;*
- *Personal and social responsibility;*
- *Respect for self and others; and*
- *Life-long learning.*

PRINCIPAL'S MESSAGE

Welcome to Charles DeWolf Middle School. Your teachers and I look forward to sharing many exciting and memorable school experiences with you and your families throughout the year. Your new student planner and handbook are valuable resources that will help to keep you organized and informed as the year progresses.

Unique, middle-level academic and extracurricular opportunities are available to each and every one of you. Remember to work hard, maintain a positive attitude, and take advantage of all that Charles DeWolf Middle school has to offer. Together, we will strive to create a school community shaped by respect and shared successes.

Respectfully,

Justin C. O'Neill
Principal

TABLE OF CONTENTS

MISSION STATEMENT	2	SPORTS	11
PRINCIPAL'S MESSAGE	2	STUDENT COUNCIL	11
TABLE OF CONTENTS	3	SUBSTITUTE TEACHERS	11
STATEMENT OF PURPOSE	4	TELEPHONES	11
ARRIVAL AND DISMISSAL	4	VISITORS	12
ASSEMBLIES	4	CALENDAR	13
ATTENDANCE	4		
Absence	4		
Homework during absence	4		
Extended absences	5		
Early Dismissal	5		
Lateness to school or class	5		
Vacations	5		
BICYCLES , ROLLER BLADES, SKATEBOARDS, ETC.	5		
CAFETERIA PROCEDURES	5		
Outdoor recess	5		
Indoor recess	6		
Vending machines	6		
CHANGE OF ADDRESS/ TELEPHONE NUMBER	6		
COMPUTER/INTERNET USE	6		
DISCIPLINE CODE	6		
DRESS CODE/APPEARANCE	6		
DRUG AWARENESS POLICY	6		
ELECTRONIC DEVICES	7		
EMERGENCY PROCEDURES	7		
FIELD TRIPS	7		
HAZARDOUS SUBSTANCES	7		
HARRASSMENT, INTIMIDATION & BULLYING	7		
HEALTH SERVICES	8		
Emergency information	8		
Illness or injury	8		
Immunizations	8		
Medication	8		
Physical examination	8		
Screening	8		
HOMEWORK	9		
LOCKERS/STORAGE FACIL.	9		
NON-DISCRIMINATION POLICY	9		
REPORT CARDS	10		
Honor roll	10		
Progress reports	10		
Promotion requirements	10		
Graduation requirements	10		
Parent conferences	11		
SCHOOL PROPERTY	11		

STATEMENT OF PURPOSE

This Handbook is intended to provide students and their families with direction regarding programs, services, policies and other useful information about Charles DeWolf Middle School. The school intends to adhere to the policies set forth in this document. However, the school also reserves the right to amend the contents of this Handbook, or, under certain circumstances, to act in a manner that may seem inconsistent with its provisions, if it is deemed necessary for the best interests of the school or its students. In the event of inconsistencies between this Handbook and Board Policy, policy is paramount.

ARRIVAL and DISMISSAL

The ideal time to arrive at school is between 8:00 and 8:20 a.m. Exceptions are made in the case of inclement weather or when a specific arrangement has been made with a staff member. When students are admitted to the building before the time specified above, they should report directly to the teacher with whom they have an appointment. **A student is considered tardy at 8:25 a.m.**

The main driveway should be used when dropping off or picking up passengers. The parking lot in front of the school is reserved for staff, buses, and handicapped access. The parking lot on the west side of the school is for STAFF only. Students should not be dropped off or picked up in this parking lot due to safety reasons. A crossing guard is on duty at the main entrance during arrival and dismissal times so that students may use either side of the driveway safely. We ask for parents' assistance in encouraging the use of the crosswalk at all times. Students should always enter the building through the main doors and may exit through the doors in the 100 Wing (main), the 200 Wing, or the 400 Wing.

In order to facilitate the safety of our students and the security and cleanliness of our facilities, students should leave the building promptly when they are dismissed at the end of the day (2:56 p.m.), unless reporting to a

teacher or participating in or attending a school-sponsored activity.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Some typical assembly themes include athletics, cultural presentations and professional speakers. There is usually a significant investment of time and resources in the preparation for an assembly. Special attention to etiquette and good citizenship is expected of all students in attendance.

ATTENDANCE

Daily attendance in all classes is essential for the successful completion of the course requirements at Charles DeWolf Middle School. Knowing that parents share our concern about responsible attendance, they will be advised by telephone or mail if their child's attendance falls short of reasonable expectations.

Absence:

Parents are requested to notify the Health Office at extension 2103 whenever their child will be absent. An answering machine is provided for your 24-hour convenience. In the event that such notice is not provided, the school will attempt to contact the home and/or emergency numbers to verify a student's absence. A written excuse from a parent or guardian, stating the dates and reasons for the absence, is required upon the child's return to school. Under the laws of the State of New Jersey, the only excused absences are those for religious observances. (See board policy #5113)

Homework during absence:

Following an absence from school, students are obligated to see their teachers to make up any missed assignments. Teachers post their homework on their home page on the district website. Homework is no longer available for pick up at the school. Students will be permitted a reasonable amount of time to make up any missed assignments that resulted from an excused absence.

Extended Absences:

If an absence is anticipated to last for an extended period of time, arrangements can be made with the teaching staff and the Guidance Office to facilitate the process of making up assignments. Home Instruction may be provided for a student whose illness will prevent him or her from attending school for a period of two consecutive weeks or more. The parent must obtain a letter from a doctor diagnosing the student's illness and indicating the anticipated duration of absence. The letter must be submitted to the School Nurse for approval by the Superintendent. Once approved, a student is entitled to five hours of instruction per week.

Early Dismissal:

Every effort should be made to schedule appointments outside of school hours. Early dismissal should only be requested when no other reasonable alternative is available. All requests for early dismissal must be submitted in writing to the homeroom teacher and approved by the School Office. Please specify the purpose, date and requested time of dismissal and identify the person to whom the child is to be released. Before a child is dismissed, that person must officially sign him/her out from the School Office.

Lateness to school or class:

Lateness to school or class causes a disruption of the educational process, not only for the student who is late, but also for the students and staff members whom the lateness impacts. Students who arrive at school after 8:30 a.m. must report to the School Office to be signed in. Daily lateness records are kept and limitations are set and communicated to every student at the beginning of each marking period. When a student exceeds the limit set in any marking period, a notice is sent home describing the situation and the resulting consequences, which usually include a morning detention period. State regulations, as well as the development of good study habits, require children to be in school daily and on time. It is in the best interest of the student that the school

and the home work together to minimize the frequency of lateness.

Vacations:

Taking vacations while school is in session is strongly discouraged. Requests for schoolwork prior to these vacations cannot be honored.

BICYCLES, ROLLER BLADES, SKATEBOARDS, ETC.

Students are encouraged to refer to any local ordinances regarding the use of bicycles, roller blades, skateboards, or any other similar mode of recreational transportation. While these may be ridden to and from school with parental permission, they may not be ridden on school grounds during school hours or during school-sponsored activities before or after school hours. The school assumes no responsibility for bicycles, roller blades, skateboards, etc.; however, provisions can be made to safeguard them while on school property. Racks are provided for bicycles that should be locked at all times during the school day. A specific area will be identified for the storage of roller blades and skateboards. Students are prohibited from operating any type of motor-driven "vehicle" on school grounds at any time.

CAFETERIA PROCEDURES

Students should report directly to the cafeteria at their assigned lunchtimes and take a seat at a table to await further direction. Once everyone is settled, the lunch supervisors will dismiss small groups of students in an orderly fashion to get their lunches or use the vending machines. Outside lunch deliveries are only accepted from Board-approved vendors. When they have finished eating, students are expected to dispose of any garbage in the proper receptacles. No food or drink may be taken out of the cafeteria.

Outdoor Recess:

Students will be dismissed from the cafeteria for outdoor recess every day, except in the case of inclement weather conditions. Once outside, students will remain outside until conclusion of

the recess period. Sportsmanlike participation in appropriate recess games is encouraged and equipment can be supplied to support these activities.

Indoor Recess:

In the event of inclement weather, the students will remain in the cafeteria for their recess period. During these times it is recommended that they bring something to read (book, magazine) or do (homework, board game) so that they can make productive use of their time until recess ends.

Vending Machines:

Vending machines are stocked regularly with an assortment of permitted snacks and beverages. Students are welcome to take advantage of this convenience at certain times during the day (before school begins, at lunchtime, and after dismissal) in an appropriate and responsible manner. Beverages and snacks are not permitted beyond the immediate area of the vending machines unless they are being brought into the cafeteria. Parents are encouraged to monitor their child's use of the vending machines since the school assumes no responsibility to supervise the types or amounts of purchases made by the students.

CHANGE OF ADDRESS/TELEPHONE NUMBER

It is very important that the School Office maintains current and accurate records for every student. Please notify us immediately if you have a change of address, telephone number, and/or emergency contact during the school year.

COMPUTER/INTERNET USE

The Internet is a valuable resource for students and teachers. Its access and use is a privilege. Anyone who uses the Internet at Charles DeWolf Middle School in an inappropriate manner may lose this privilege. Students and teachers using the Internet are expected to:

- Use school facilities and equipment only for school-related activities

- Be polite and use appropriate language
- Maintain individual anonymity and privacy when communicating over the Internet or by e-mail
- Use equipment appropriately
- Obey copyright laws and restrictions
- Obey all rules and provisions of District Policy #6142.10, "Telecommunication/Technology."

DISCIPLINE CODE

The Code of Student Conduct (Board Policy #5131) and the Harassment, Intimidation and Bullying Policy (#5131.2), Sexual Harassment Students (5131.1), Threats sent via Modern Technology (5131.10) are available on the district website <http://www.oldtappanschools.org> and must be read by the parents and discussed with their child(ren).

DRESS CODE and APPEARANCE

Students are expected to dress in clean, neat clothes and in a manner that will not detract from the teaching and learning experience in any way. They are also expected to adhere to reasonable health and safety standards in personal hygiene. (Suitable footwear should be worn at all times.) Prudent judgment should be exercised in the selection of school clothing or accessories that may be considered disruptive to the school environment or that may present a safety hazard to the student or others. In general terms, clothing should cover the torso and legs to the mid-thigh. Examples of clothing that would be considered unacceptable in a school setting include, but are not limited to, halter, tube, tank or bare midriff tops, bathing suits, short skirts or short shorts, baggy sagging pants (pants must not fall below waist), wallet chains, and any clothing advertising drugs, alcohol, tobacco, vulgarities, or violence. Outdoor clothing, such as coats, jackets, and hats are encouraged during the appropriate seasons since students may spend part of their day outside. Unless otherwise directed, students may not wear hats in the building. More

detailed information will be sent home prior to school opening in September.

DRUG AWARENESS/SUBSTANCE ABUSE POLICY

Please refer to policy number 5131.6. This policy can be reviewed on the district web site at www.oldtappanschools.org.

ELECTRONIC DEVICES

Cell phones, radios, iPods, CD players, and hand-held games or any other type of electronic devices are not permitted to be used in school. They prove disruptive to classes and are often lost or stolen. Any electronic devices that are brought to school without the expressed permission of school personnel will be confiscated. Cell phones can be brought to school to be used before or after school only. No student is allowed to have a cell phone on his/her person; a cell phone must be kept in the student's locker. The first violation of this rule will result with the parent coming to school to retrieve the cell phone. The second violation will result in 3 days detention and the parent coming to school to retrieve the cell phone. If there are additional violations, consequences will be applied.

EMERGENCY PROCEDURES

Emergency drills are conducted at regular intervals as required by law. The instructions and evacuation routes are posted in each room. During any emergency drill, students are expected to maintain silence and follow directions in a quick and orderly fashion. Dependent upon the nature of the emergent situation, additional instructions may be provided by the teacher or other adult in charge.

FIELD TRIPS

Field trips are an extension of the curriculum and as such, all rules and regulations governing the students in school remain in effect for the duration of the trip. Participation in a field trip

is a privilege that is earned by demonstrating responsible behavior throughout the year. Parents/guardians must provide written consent before any child can participate in a field trip. These forms will contain information about the trip and must be on file in the School Office on or before the date specified, or the student may not be eligible to participate. Students who are not participating in a field trip are expected to report to school as usual.

HAZARDOUS SUBSTANCES

Notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. Hazardous substances may be stored at the school at various times throughout the year. A hazardous substance fact sheet for any such substance used or stored, is available in the Office of the Board of Education. Please ask for the School Business Administrator at 664-1421.

HARASSEMENT, INTIMIDATION & BULLYING

The Old Tappan School District is committed to providing a safe, positive learning and working environment for everyone. Therefore, this school will not tolerate verbal or physical conduct that disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment. The school's policy is that harassment of any kind, be it related to sex, race, color, religion, national origin, handicap, or sexual orientation, is expressly prohibited. All formal and informal complaints of harassment, written or oral, will be investigated.

Sexual harassment consists of unwelcome or inappropriate verbal or physical conduct made by any student to another student, or by any staff member to a student, or by a student to a staff member. Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, unwelcome and repeated remarks with sexual implications, unwelcome touching, and/or suggesting or

demanding sexual involvement accompanied by implied or explicit threats. Any student or employee who violates this policy will be subject to disciplinary proceedings. (See Board Policies # 5131.1 & 5131.2)

HEALTH SERVICES

A School Nurse is available at all times that school is in session. Students and parents are invited to consult with the School Nurse about any concerns involving our health services.

Emergency Information:

In case of emergency, every student is required to have on file the following up-to-date information:

1. Parent(s) or guardian(s) name(s)
2. Complete address(es) and home phone number(s)
3. Work phone number(s)
4. Emergency phone number of a friend, relative, or neighbor
5. Physician's name and phone number
6. Medical alert information

Illness or Injury:

A child who shows signs of illness should be kept at home for his/her own protection and for the protection of those with whom he/she comes in contact. Students should be 24 hours fever-free before returning to school. The procedures for reporting an absence are listed in the Attendance section of this handbook.

Should a student become ill or sustain a severe injury during school hours, every reasonable effort will be made to contact the family or the person(s) listed on the emergency card. If contact with either of the above cannot be made immediately, and if the injury is of such serious nature that more than school based emergency treatment is necessary, local emergency medical services shall be summoned.

Immunizations:

Students will not be admitted to school until the requirements for immunization against communicable diseases (diphtheria, pertussis, tetanus, polio, measles, and rubella) and

mantoux testing, as established by the State of New Jersey, have been met. It is now required that all students entering the 6th grade should have received the Meningococcal containing vaccine and the Hepatitis B vaccine series. A record of these immunizations should be on file in the Health Office.

Medication:

Students may not take, or be given, medications during the school day except under the following conditions:

1. When a medicine is prescribed for the child by the family physician only.
2. All medicine must have a signed parental consent form and be in the original labeled container.
3. All medicine must be given or taken under the supervision of the School Nurse, except if there is written authorization for self-administration of medication by students (inhalers) and such authorization is accompanied by a Physician's Certification.

The above regulations apply to both prescription and nonprescription medicines, including aspirin, allergy medications, cough preparations, etc.

Physical Examinations:

A complete physical examination is recommended for all 5th and 8th graders and all students new to the school. Students seeking to participate in the interscholastic sports program (Soccer, Volleyball, Basketball, Baseball, Softball, or Track) must complete a Sports Physical prior to tryouts.

Screening:

The School Nurse will administer to every student an annual screening test for height and weight. Screenings for scoliosis, vision and hearing will be conducted bi-annually. These screenings are performed under the direction of the School Physician, and according to the New Jersey State Department of Education guidelines.

HOMEWORK

Homework provides an excellent opportunity for developing appropriate study habits, provides for individual differences and abilities, and encourages initiative on the part of the student. It reinforces and extends the classroom experience. It gives the students the opportunity to actively engage in the process of acquiring knowledge. Parent involvement in student homework is essential to making both the concept and the reality of homework an integral part of the educational program. Parents should assist their children with homework by:

- Providing a study area, free from distraction with good lighting
- Remembering that all students learn in their own unique ways
- Maintaining a regular time for the student to complete homework
- Asking questions about the content of student homework
- Giving requested assistance, but making sure that the student does his/her own work
- Avoiding the creation of undue pressure
- Praising a job well done
- Helping to create a homework habit, a process for organized and effective completion of work
- Checking to see that the student uses this planner

Daily homework is assigned at the discretion of the teacher. Students need to allocate additional time to review for quizzes or tests and complete long-range assignments. Sufficient time is allowed so that students may meet deadlines in a timely manner without undue stress. Since homework assignments are included in each student's quarterly evaluation, the effective completion of homework is an important factor in ensuring academic success for our students.

Working together, the home and school should see that homework is effectively completed. Parents are encouraged to contact the teacher if there are questions or concerns regarding homework.

LOCKERS OR OTHER STORAGE FACILITIES

The administration will assign each student in grades 5-8 a hallway combination locker at the beginning of the school year. The Physical Education staff assigns another locker for the storage of regular clothes during gym classes. Students are responsible for the care of their lockers and should maintain a clean and neat interior and exterior. Students may "personalize" the interior of their lockers using magnets only (no tape, stickers, fun-tac, etc). Students should not, under any circumstances, give their combination to another student or change or switch lockers. Lockers should be locked at all times and locker problems should be referred to the School Office. Students are reminded that articles of significant value or large sums of money should not be brought to school or left in lockers. The school assumes no responsibility for the loss or theft of any item in the lockers.

Students will be permitted to go to their lockers at certain times of the day (usually before school, before or after lunch, and at dismissal). At any other time, a teacher must give permission before a student may go to his/her locker.

As student lockers are school property, the principal or other designated official may, at any time, inspect lockers or other storage facilities (desk, cubbies, etc.) provided for student use.

NONDISCRIMINATION POLICY:

(Section 504, The Americans with Disabilities Act (ADA), Title IX and Title VI, N.J.A.C. 6:4-1.1)

As required by law, this district does not discriminate on the basis of race, color, national origin, sex, age, or disability, religion, ancestry and social or economic status in admission or access to, or in treatment in, its programs and activities. Sexual harassment is expressly prohibited.

The District will evaluate, identify and provide a free appropriate education to all students who are individuals with disabilities pursuant to federal and state law.

The district will furnish auxiliary aids and services to students, parents/guardians and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

Any person having inquiries concerning the Old Tappan School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act is directed to contact the Child Study Team Office or the Guidance Office.

The Parent Handbook can be found on the district website. It identifies the staff members that have been designated by the Old Tappan School District to coordinate its efforts to comply with the regulations implementing Title VI, Title IX, the ADA and Section 504. The District has a grievance procedure for discrimination complaints. Contact the coordinator specified in the Parent Handbook for a description of this procedure and/or to obtain information as to the existence and location of services, activities and facilities that are accessible and usable by disabled persons.

REPORT CARDS

There are four marking periods during the school year that extend for approximately nine weeks each. Report Cards are usually distributed in the fall, winter, spring, and the last day of school. The specific dates are noted in a district calendar. Students are assessed in the areas of academic achievement and personal growth. Report Cards should be signed by a parent/guardian and returned to the homeroom teacher.

Honor Roll:

The purpose of the Honor Roll program is to recognize 7th and 8th grade students for their outstanding academic achievements in the

classroom. Each student that achieves the following criteria during a marking period will be awarded a certificate with his/her Report Card:

High Honors — A's in all subjects

Honor Roll — Minimum of four A's and no mark below a B

Credit List — B's or above in all subjects

Progress Reports:

Progress Reports are available on the Parent Portal halfway through each marking period and are noted specifically in the district calendar. Typically, they are sent when a student is failing, in danger of failing, performing below expectations, or showing significant improvement since a prior report. Information regarding the Parent Portal will be given at the beginning of the school year.

Promotion Requirements:

1. Attendance - Students are required to be present 160 days except for medical reasons and/or extenuating circumstances.
2. Required Subjects - All students must satisfactorily complete all major subject areas (Language Arts, Science, Social Studies, Math, and World Languages).
3. In the event that a student does not fulfill the academic requirement of a particular subject, he/she may be required to attend a summer school program.

Graduation Requirements:

1. Attendance - Students are required to be present at least 162 days except for medical reasons and/or extenuating circumstances.
2. Required Subjects - All students must satisfactorily complete all major subject areas (Language Arts, Science, Social Studies, Math, and World Language) in order to graduate from the 8th grade.

The Superintendent of Schools is responsible for making the final determination regarding student graduation status. The Superintendent is empowered to use his/her discernment in situations involving extenuating circumstances that may modify the criteria.

Parent Conferences:

Parent/Teacher Conferences will be held in the fall, usually following the distribution of the first marking period report cards.

Parents/guardians may request a conference with teachers, the guidance counselor, or the principal at any other time during the year by calling for an appointment. School personnel may also arrange parent conferences as the need arises.

Individual program conferences for 8th grade students entering Northern Valley Regional High School are scheduled during January and February. At that time, every student and his or her parent(s)/guardian(s) meet the CDW guidance counselor and a high school counselor to plan the student's high school program.

SCHOOL PROPERTY

The students are responsible for the care and condition of the books and other school property assigned to them. All textbooks should be covered and have the student's name and homeroom written inside. At the end of the year, materials that were loaned must be returned in the same condition that they were issued. Fines will be imposed for lost or damaged books or any other school property including library books. Students are also encouraged to take an interest in the appearance of their surroundings. Litter should be disposed of in the containers provided. Students who encounter discarded papers or other rubbish in their classrooms, cafeteria, and corridors or on the playground are encouraged to pick it up and dispose of it properly. Evidence of vandalism should be reported to the School Office immediately.

SPORTS

A program of interscholastic sports for boys and girls is offered throughout the school year. Competition is usually among the neighboring schools of the Northern Valley Athletic Association. Announcements about tryouts, practices, and games are posted and distributed during the respective seasons. Students must present a physical form (see Health Services)

prior to the start of the season and maintain basic academic requirements (passing grades) throughout the season to be eligible to participate in the sports program. The general schedule for the interscholastic sports program is as follows:

Soccer/Volleyball	Fall
Basketball	Winter
Baseball/Softball	Spring
Track	Spring

STUDENT COUNCIL

The purpose of the Student Council is to promote the interests of the school and to unify and coordinate activities in cooperation with the faculty advisor. Students elect Homeroom Representatives who convey the ideas and feelings of their peers to the Council. The Student Council Officers consist of President, Vice President, Treasurer, and Secretary. These officers are elected by the 6th and 7th and 8th grades at the beginning of each school year for a one-year term.

SUBSTITUTE TEACHERS

We are fortunate to have the services of capable substitute teachers available to us when our regular teachers are ill or cannot be in school for various personal or professional reasons. Substitute teachers are our guests and their impression of CDW will be carried into the community. Because of the pride you have in your school, we know that you will be as courteous, helpful, cooperative, and respectful to our substitute teachers as you are to your regular teachers.

TELEPHONES

Office telephones are used for school business only. Students will be permitted access to an office phone only for medical emergency (illness or injury), transportation requirements, or nutritional concerns (forgotten lunch). At no time may students use the phones located in the classrooms or other instructional areas of the school.

VISITORS

Visitors are welcome at CDW. However, for the safety of our students and in the interest of preserving the good order of our daily routine, all visitors must report directly to the School Office to record the purpose of their presence in the building, their intended destination, and the anticipated duration of their visit. Parents are encouraged not to bring forgotten articles to the school. If a parent feels it is a necessity, the item may be left in the office for pick-up during lunch. The school will not disrupt the morning or afternoon session.

I have read and discussed this handbook and the Old Tappan Board of education policies listed below with my child(ren). I understand these policies govern the operations of the school.

Policy # 5113- Absences and Excuses

Policy # 5131- Conduct/Discipline

Policy # 5131.1- Sexual Harassment-Students

Policy # 5131.2-Harrassment, Intimidation &
Bullying

Policy #5131.6- Drugs, Alcohol, Tobacco

Policy # 5131.10-Threats via Modern
Technology

Policy # 6142.10-Technology &
Telecommunications

(parent/guardian signature)

(date)