

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 2023-2024

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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

District Values and Vision

Old Tappan Public School District

Statement of Purpose

We exist to foster a community of learners in which each participant's...

Interests		Explored
Gifts & Talents	A	Cultivated
Dreams	R	Expressed
Personal-best	E	Celebrated

Vision

We seek to create an environment that is both challenging and nurturing for every learner.

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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

Students should arrive to school between 8:00 AM and 8:15 AM. 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.

Students are permitted to enter the building at 8:20 AM and must arrive at homeroom by 8:25 AM. If they are not present in homeroom by 8:25 AM, they are considered late.

Interschool Drive 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 BOE parking lot is for staff only.** Students should not be dropped off or picked up in this parking lot due to safety reasons. The crosswalks are supervised during arrival and dismissal times so that students may use the crosswalks safely. We ask for parents' assistance in encouraging the use of the crosswalk at all times. Grades 5 & 6 students are to report to the blacktop area behind the Grade 5 Wing when arriving to school. Grades 7 & 8 students are to report to the blacktop area along the Grade 7 & 8 Wing when arriving to school. Students should always enter the

building through the main doors after 8:25 AM and sign in at the main office.

In order to facilitate the safety of our students and for the security of our facilities, students should leave the building promptly when they are dismissed at the end of the school day, unless reporting to a teacher or participating in or attending an extra-curricular activity.

Lateness to school:

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 to homeroom after 8:25 AM must report to the Main Office to be signed in. Tardy and absence reports are run on a regular basis. Acceptable tardy limits are established and communicated to every student and parent/guardian as reports are generated. When a student exceeds the reasonable tardy limit during any marking period, a notice is sent home listing the attendance data and resulting services/consequences. State regulations require children to be in school daily and on time. If your child(ren) is chronically late to school, the principal and/or Student Manager will request a parent meeting to discuss an action plan, which would consist of services/consequences for chronic tardiness. It is in the best interest of the student that the school and the home work together to minimize the frequency of lateness.

ATTENDANCE

Please be aware that, as per the New Jersey Administrative Code, the Old Tappan Board of Education has a policy on student absences and attendance. The complete policy (Attendance Policy #5200) is posted to our District website. Should your child not attend school for the required time or need support attending school, an intervention committee will convene to assist your child and family. Each situation is subject to review by the principal in order to determine the consideration of

a "waiver of attendance requirements for a good cause" prior to moving to the next grade level.

It is recommended that parents/guardians check the attendance module in the Genesis Parent Portal on a regular basis and sign/return any documents that require confirmation of receipt.

Absence:

Parents are requested to notify the *Health Office at extension 2103* or via the *PTO App* to report an absence. An answering service 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 or email from a parent or guardian, stating the dates and reasons for the absence, is required upon the child's return to school and must be submitted to the school nurse. Under the laws of the State of New Jersey, the only excused absences are those for religious observances, an appearance in court, a principal-approved absence, or another reason as listed in Board policy. (See Attendance Policy #5200.)

Homework during Absence:

Following an absence from school, students are obligated to see their teachers and make up any missed assignments. Teachers post their homework within Google Classroom. 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 more than 10 consecutive days or of more than 20 cumulative days. The parent/guardian 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 Principal for further approval by the Superintendent. Once approved, a student is entitled to ten 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 or emailed to the nurse and communicated with the Main 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 Main Office.

Vacations:

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

BICYCLES, MINI-BIKES, MOTORCYCLES, MOPEDS, SKATEBOARDS, ELECTRIC SCOOTERS, ETC.

Board Policy #5514

Students are encouraged to refer to any local ordinances regarding the use of bicycles, rollerblades, skateboards, or any other similar mode of recreational transportation. Racks in a specific area will be identified for storage. The school assumes no responsibility for bicycles, rollerblades, skateboards, etc.; however, provisions can be made to safeguard them while on school property.

Students are prohibited from operating any type of motor or electric "vehicle" on school grounds at any time.

CAFETERIA PROCEDURES

Students should report directly to the cafeteria at their scheduled lunchtime. Students will get their lunches or use the vending machines in an orderly fashion at the direction of the lunch supervisors. Outside/Vendor lunch deliveries are only accepted from Board-approved vendors. When they have finished eating, they are expected to dispose of any garbage in the proper receptacles. No food or drink may be taken out of the cafeteria. Students will ***not be allowed*** to bring their Chromebooks to lunch.

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 the conclusion of the recess period. Sportsmanlike participation in appropriate recess games is encouraged, and equipment will 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.

Vending Machines:

Vending machines are stocked regularly by an outside vendor 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.

COMPUTER/INTERNET USE

Board Policies #s 2360, 2361, 5516

The Internet is a valuable resource for students and teachers. Its access and use are 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 email
- Use equipment appropriately
- Obey copyright laws and restrictions
- Obey all rules and provisions of District Policy
- Use District-issued email for educational purposes only, sign and follow all responsibilities as outlined in the Student Email Acceptable Use Agreement

DISCIPLINE CODE

The Code of Student Conduct and Expectations for Student Conduct (Board Policy #5500 and #5600) and the Harassment, Intimidation, and Bullying Policy (Board Policy #5512), Sexual Harassment Students (Board Policy # 5751) are available on the [District website](#) and must be read by the parents and discussed with their child(ren).

DRESS CODE and APPEARANCE

Board Policy #5511

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 tops, tube tops, tank tops, 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,

weapons, 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 or hoods in the building.**

DRUG AWARENESS/SUBSTANCE ABUSE POLICY

Board Policy #s 5530 and 5533

Please refer to policy numbers 5530 and 5533. These [policies](#) can be reviewed on the district website.

ELECTRONIC DEVICES

Board Policy #5516

Cell phones, radios, tablets, smartwatches, 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 may be 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 or smartwatch on his/her person; a cell phone must be turned off and kept in the student's locker. The **first violation** of this rule will result in the parent coming to school to retrieve the cell phone/smartwatch. The **second violation** will result in 3 days of detention and the parent coming to school to retrieve the cell phone/smartwatch. 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. Depending upon the nature of the emergent situation, additional instructions may be provided by the teacher or another adult in charge.

Inappropriate/unsafe behavior will be subject to consequences.

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 (and payment if applicable) 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.

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 preparation for an assembly. Special attention to etiquette and good citizenship is expected of all students in attendance.

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 (201) 664-1421.

HARASSMENT, INTIMIDATION & BULLYING

Board Policy # 5512, 5600

The Old Tappan School District is committed to providing a safe, positive learning and working environment for everyone. Therefore, our school community 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, sexual orientation, or other perceived or actual characteristics, is expressly prohibited. Formal and informal complaints ([HIB338 Form](#)) of harassment, whether written, electronic, or verbal, will be investigated unless a preliminary determination is made.

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 Policy #s 5600, 5512.)

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 in your Genesis Parent Portal:

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

Change of Address/Telephone Number

It is very important that the School Office maintains current and accurate records for every student. Updates in the Genesis Parent Portal need to be made immediately if you have a change of address, telephone number, and/or emergency contact during the school year.

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 fever-free 24 hours 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 as the emergency contact. If contact with either of the above cannot be made immediately, and if the injury is of such a 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 the vaccine and the Hepatitis B vaccine series. A record of these immunizations must 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 District. Students seeking to participate in the interscholastic sports program (Intramurals, 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 implementing the following recommendations:

- 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 the organized and effective completion of work
- Checking to see that the students in Grades 5 and 6 use his/her 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 frequently 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.

1:1 LEARNING TECHNOLOGY

Please refer to all informational documents posted to our website regarding 1:1 Learning Technology [policies and procedures](#) with our 1:1 handbook.

CHROMEBOOK REPAIR REPORTING PROCEDURES

In order to expedite the repair process, students are able to report device concerns or damages to the Student Manager during the following times:

Morning - 8:25 AM and 8:35 AM
5A Lunch - Grades 5 and Grade 6
5B Lunch - Grade 7 and Grade 8
Afternoon - 2:50 PM to 2:55 PM

**District-issued Chromebook protective cases are mandatory, and must always be used. Damages will not be covered by the insurance company if the case was not used at the time of damages.*

LOANER DAMAGE FEE SCHEDULE

Students who are issued a loaner Chromebook while their devices are in repair are responsible for maintaining the device in good working order/condition. Chromebook insurance does not apply to loaners. Any damage(s) to the loaner device is subject to the following fees.

Broken device beyond repair/ loss	- \$150.00
Keyboard/Touchpad/Housing/Hinge	- \$125.00
Screen Damage	- \$100.00
Cosmetic Damage/Scratches/Cracks	- \$50.00
Charger Replacement	- \$53.00

LOCKERS OR OTHER STORAGE FACILITIES

The administration will assign each student in Grades 5-8 a combination lock and a designated locker at the beginning of the school year. 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,

permanent or temporary adhesives, 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 Main 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 and after lunch, and at dismissal). At any other time, a teacher must give permission before a student may go to his/her locker.

*The Physical Education staff allows students in grades 6-8 access to unassigned lockers for the storage of regular clothes during gym classes. Students are encouraged to utilize their own locks for the Physical Education lockers.

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

NON-DISCRIMINATION 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 Old Tappan School District coordinates 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.

REPORT CARDS

There are four marking periods during the school year that extend for approximately nine weeks each. Report Cards are electronically distributed in the fall, winter, spring, and the last day of school. The specific dates are noted on our district website. Students are assessed in the areas of academic achievement and personal growth. Report cards and progress reports are viewed on the Genesis Parent Portal.

Grading Scale:

Grade	From - Thru	GPA - QP
A+	97-100	4.3
A	93-96	4
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2
C-	70-72	1.7
D	65-69	1
F	0 - 64	0

**Please note:* Accelerated math classes (Pre-Algebra, Algebra, and Geometry) earn an additional 0.5 quality points toward GPA ONLY. The weight of accelerated math classes DOES NOT increase marking period alpha grading.

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 meeting the following criteria during a marking period will receive a certificate in addition to his/her Report Card:

High Honors:

A student must have a qualifying grade of A+, A, *and/or* A- in each of the following categories: Language Arts, Math, Science, Social Studies, and Spanish.

Honors:

1. A student must have no less than three of the following alpha grades: A+, A, *and/or* A- in each of the following categories: Language Arts, Math, Science, Social Studies, and Spanish.
2. All other grades must be at least a B or higher in the following categories: Language Arts, Math, Science, Social Studies, and Spanish.

Progress Reports:

Progress Reports are available on the Parent Portal halfway through each marking period and are noted specifically in the district calendar. 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 for a minimum of 90 percent of the school days that school year, except for circumstances that meet the definition of an "excused" absence.
2. Required Subjects - All students must satisfactorily complete all major subject areas (Language Arts, Science, Social Studies, and Math). Each required subject carries a Quality Point of 1 Credit when determining a student's GPA. (Spanish is included in the Grade 7 and Grade 8 GPA.)
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 90 percent of the school days of that school year, except for circumstances that meet the definition of an “excused” absence.
2. Required Subjects - All students must satisfactorily complete all major subject areas (Language Arts, Science, Social Studies, and Math) 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 scheduled in the fall during afternoon and evening hours. Parents/guardians may request a conference with teachers, the Student Manager, 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/or February. At that time, every 8th-grade student and his or her parent(s)/guardian(s) meet with the CDW guidance counselor and a high school counselor to plan the student’s high school program.

SCHOOL PROPERTY

Students are responsible for the care and condition of all books, Chromebooks/chargers, 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 and withholding of report cards will be imposed for lost

or damaged textbooks, including library books or any other school-issued materials.

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, corridors, or on the playground are encouraged to pick it up and dispose of it properly. Evidence of vandalism should be reported to the Main Office immediately. If any student is guilty of vandalism, he/she will be subject to the consequences referenced in the [Student Code of Conduct Policy](#).

SPORTS

A program of interscholastic sports for students 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. Student-athletes who earn a *D* or lower in any subject area may be placed on an academic intervention plan and have their playing time restricted. The general schedule for the interscholastic sports program is as follows:

<u>Sport</u>	<u>Season</u>
Soccer	Fall
B/G Volleyball	Fall
B/G Basketball	Winter
Baseball/Softball	Spring
Track	Spring
Intramurals	Fall/Winter/Spring

Preparticipation Physical Evaluation Forms

Please submit all PPE / HHQ documents by the designated deadline(s).

**Fall Sport:
Submit before August 30, 2023**

**Winter Sport:
Submit October 13, 2023**

**Spring Sport:
Submit before February 19, 2024**

**All forms must be submitted to the School Nurse; and coaches will verify all medical documents are on record.*

Additional Information:

The Preparticipation Physical Evaluation (PPE) may ONLY be completed by a licensed physician, advanced practice nurse (APN) or physician assistant (PA) that has completed the Student-Athlete Cardiac Assessment professional development module. It is recommended that you verify that your medical provider has completed this module before scheduling an appointment for a PPE.

[Preparticipation Physical Evaluation \(PPE\)](#)

[Inter-Scholastic Sports and Intramurals](#)

[Sudden Cardiac Death in Young Athletes](#)

[History Form](#)

[Concussion Management Guidelines](#)

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. The Student Council Officers consist of four Executive Board Members. These officers are elected by the incoming 6th, 7th, and 8th grades for a one-year term. Students elect Homeroom Representatives who convey the ideas and feelings of their peers to the Council.

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 students have in our school, we know that students will be as courteous, helpful, cooperative, and respectful to our substitute teachers as they are with their regular teachers.

TELEPHONES

Office telephones are used for school business only. Students will be permitted access to an office phone only for medical emergencies (illness or injury), transportation requirements, forgotten glasses, 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 security of our school environment and the order of our daily routine, all visitors must report directly to the Main Office to record the purpose of their presence in the building, their intended destination, and the anticipated duration of their visit.

Parents are discouraged from bringing forgotten non-essential articles to the school. The school will not disrupt the morning or afternoon session to deliver Chromebooks, chargers, or other non-essential items to students during the school day.

In the event that a student requires a forgotten essential (i.e., medication, eyeglasses, a dietary need, etc.), the parent should contact/report to the Main Office to arrange to have the item(s) delivered to the student.

*All of the aforementioned [Old Tappan Board of Education policies](#) are accessible on the district website.

Old Tappan 2023-2024 School Year Calendar

September

- 1 Staff Reports
- Prof. Dev. Days - Faculty
- 4 Labor Day - Closed
- 5 **First Day - Students**
12:30 PM Dismissal
- Prof. Dev. Day - Faculty
- 25 Yom Kippur - Closed

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

FEBRUARY (16)

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

February

- 19 Presidents' Day - Closed
- 19-23 February Recess - Closed

October

- 9 Columbus Day -
- 12:30 PM Dismissal
- Prof. Dev. Day - Faculty

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

MARCH (20)

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

March

- 29 Good Friday - Closed

November

- 6 & 7 Parent-Teacher Conferences -
- 12:30 PM Dismissal
- 9 & 10 NJEA - Closed
- 22 12:30 PM Dismissal
- 23&24 Thanksgiving Recess - Closed

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

APRIL (17)

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

April

- 15-19 Spring Recess - Closed

December

- 22 12:30 PM Dismissal
- 25-29 Holiday Recess - Closed

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

MAY (22)

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

May

- 27 Memorial Day - Closed

January

- 1 New Year's Day - Closed
- 15 Martin Luther King Day - Closed
- Prof. Dev. Day - Faculty

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

JUNE (15)

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

June

- 20 12:30 PM Dismissal
- 21 12:30 PM Dismissal
- Last Day for Students*
- Date will change if emergency closings are not used. Last two days of school are 12:30 PM dismissals.

Adopted: 2/13/2023

If necessary, due to unexpected closings, the April vacation may be abbreviated in part or in whole. Therefore, no plans, which cannot be changed, should be made for the Spring Recess. The Board of Education reserves the right to make adjustments to the calendar as deemed necessary.

*Three (3) emergency closing days have been built into the school calendar. In the event these days are not used, they will be "given back" through a reduction in the number of school days. When this information becomes available, it will be communicated to parents/guardians following a decision by the Board of Education.

Number of School Days

	Students	Staff
Sept.	18	19
Oct.	22	22
Nov.	18	18
Dec.	16	16
Jan.	21	22
Feb.	16	16
March	20	20
April	17	17
May	22	22
June	15	15
Total*	185	187