

DELRAN INTERMEDIATE SCHOOL

Handbook

2020-2021

"Where Cubs become Bears"

◇ 20 Creek Road ◇ Delran, NJ 08075 ◇
◇ Telephone: (856) 764-5100 ◇ Fax: (856) 764-5315 ◇ www.delranschools.org/dis ◇

Building Administration & Office Staff

Principal	Kimberly Clark-Hickson	Secretaries	Cathy Amelio-Meighan
Assistant Principal	Christopher Sheridan		Beth Chierici
Guidance Counselor	Brian Gregson	School Nurse	Carla LeBon

Delran Township Schools Administration

◇ Administration Building ◇ 52 Hartford Rd. ◇ Delran, NJ 08075 ◇ Telephone: 856-461-6800 ◇

Superintendent	Dr. Brian Brotschul
Director of Curriculum & Instruction	Christine DeSimone
Director of Special Services	Dr. Lisa Della Vecchia

Delran Township Board of Education

Glenn Kitley, President	Joseph Biluck, Jr., Vice President	Dawn Flanagan
Mark Chierici	Mary Melvin	Mark Oberg
Amy Rafanello	Eileen Wachter	Pam Anderson

Delran Township Elementary PTO Officers

President	Recording Secretary
1st Vice President	Corresponding Secretary
2nd Vice President	Treasurer

Covid-19 Student Handbook

In-Building Procedures

- Students while on campus must wear a face covering/mask. The covering/mask must be over their mouth and nose. Messages displayed on a mask or face covering must be appropriate and are subject to the discretion of the building administration.
- Students with medical concerns which limit their ability to wear a face covering/mask, MUST communicate their condition to the Building Administration and be prepared to provide medical documentation of their condition prior to attending classes.
- All Students/Staff entering the building will have a non-touch temperature scan. Students/Staff with a temperature of 100.4 or higher, will be denied entrance and arrangements will be made to get that individual home as soon as possible.
- Students will be provided sanitizer as they enter each new classroom to wipe down their student desk and chair.
- Students must observe social distancing at all times while on campus. Handshakes, hugs, horseplay etc., are all forbidden.
- Students must observe and adhere to the building walking directives including designated arrival locations, hallway walking traffic patterns, distancing while in lines for arrival or dismissal, and designated seating locations. Desks and chairs are not to be moved in classrooms. Rooms have been staged in order to comply with all standards and to keep the most efficient distancing possible.
- Attendance- all attendance protocols will be followed as normal when the students are expected to be physically present in the school building. Additionally, when students are working from home remotely, during our hybrid schedule, they will sign in each day. On Remote Wednesdays, students will be expected to attend the daily morning meeting, and may be required to attend remote synchronous office hours for small group and individualized instruction. Students must be available during these times. Students who are engaged in 100% remote instruction will be required to attend synchronous classes during the day.
- Bathrooms- Students should wash hands with soap and water for a minimum of 20 seconds. Additionally, students must follow administrative directives regarding the maximum number of students present within a bathroom. Students may not loiter in the bathroom and should exit as soon as possible.

SHARED BELIEFS

We believe that each student deserves the opportunity to learn, be nurtured and valued in a safe, supportive and respectful educational community.

Welcome to the 2020-2021 school year at the Delran Intermediate School. Our staff is proud to partner with you in the education of your children. This Parent/Student Handbook has been designed as a reference guide of pertinent policies, procedures and general practices for the safety of the students and operation of our learning environment. Please contact the building administrators or teachers if you have any questions about information in the handbook.

ACADEMICS

OVERVIEW

Our students are provided a comprehensive curriculum. We use a workshop approach to literacy, focusing on min-lessons, conferences, and small group instruction using Lucy Calkins Units of Study in Reading and Writing. *Foundations* is incorporated into the 3rd grade literacy program to support word study. Mathematics instruction focuses on applications, concepts and fluency using *My Math*. Social Studies and Science instruction allow opportunities to explore problem solving, inquiry and creative thinking. All students receive regular instruction in music, art, physical education, technology and information literacy. The Fuel Education Middlebury K-12 Foreign Language Program allows students to be exposed to Latin and Spanish.

ENRICHMENT

Gifted and Talented

The Gifted and Talented Program provides opportunities for project-based learning experiences that harness creativity, exploration and problem solving strategies that address their unique needs. During the Fall, third grade students will be administered the Cognitive Abilities Test (CoGAT) which measures verbal, quantitative and non-verbal reasoning. These results, along with 2nd grade ELA and Math data, will be used to identify students for the program.

Accelerated Math

Accelerated Math is offered in 4th and 5th grades. Accelerated math is taught at a faster pace than the on-level math course and some course material from the next grade level may be taught. Accelerated Math (Grades 4,5) criteria include: report card grades, benchmark assessments, placement test scores and teacher recommendation. Students have to requalify for Accelerated Math each year.

ACADEMIC SUPPORT

English as a Second Language

Students whose primary language is not English may require specialized instruction that includes speaking, listening, writing and reading. Our English as a Second Language Teachers work collaboratively with homeroom teachers to provide these services to students who qualify. The Districtwide ESL Parent Advisory Committee offers strategies and activities to increase parent engagement.

Reading and Math Intervention

Our Reading Specialist and Basic Skills teachers provide instruction for students who need additional targeted instruction within the general education setting. Criteria for identification include: reading levels, report card grades, math placement assessment results, computational fluency and teacher recommendation. Parents will receive a letter and parent-school compact if their children are recommended. A parent information session for students receiving remedial reading services will be held in the Fall.

HOMEWORK

Homework is assigned each night by teachers to reinforce skills and concepts taught in class. On occasion, teachers will also assign special projects for the students to complete. It is the responsibility of all students to complete and submit homework in a timely manner, as requested. When a student is absent from school for two or more days, homework and class work assignments are available upon request. When requesting assignments, parents should email the teacher by 9:00 am or call the school before 10:30 am. Requests received after this time will be available the next day. Work can be picked up in the main office after 2:00 pm. Students who will be absent due to a family vacation will receive the work that was missed upon returning to school.

REPORT CARDS and PARENT TEACHER CONFERENCES

The Delran Intermediate School has designated 3 trimesters for student evaluation. Parent Conferences will be held at the end of the first trimester. Parents will receive the 1st Trimester report card at the conference. Report cards will be sent home with the student for the 2nd and 3rd trimesters. If a teacher has an academic concern, a spring conference may be scheduled. Any parent desiring additional conferences must schedule a time directly with the teacher.

REPORT CARD INDICATORS

Grade	Description
EE	Exceeds Expectations - Consistently exceeds grade level standards when asked to apply strategies, concepts and skills.
ME	Meets Expectations - This is the grade level standard. Student can consistently apply the strategies, concepts and skills.
A	Approaches Expectations - Student is expanding upon a basic understanding of grade level standards; however, misunderstandings still occur.
DNM	Does Not Meet Expectations - Student demonstrates minimal understanding of grade level strategies, concepts or skills.
PN	Progress noted - Although there is limited understanding of grade level strategies, concepts or skills taught, student is demonstrating growth.

FORMAL SCHOOL TESTING

Every Intermediate School student will participate in the computer-based New Jersey Student Learning Assessments (NJSLA). Additionally, 5th Grade Students will participate in the NJSLA for Science. Please note that absences are strongly discouraged on test dates so that each child is ensured the optimum testing experience. Students who are absent during testing will complete the test during the scheduled make-up administrations. The tests will be administered in Spring 2021.

ARRIVAL, DISMISSAL and ATTENDANCE

Bell Schedule

Full Day Bell Schedule 8:10 am – 2:50 pm	Single Session Bell Schedule 8:10 am – 12:30 pm	2 Hour Delayed Opening Bell Schedule 10:10 pm – 2:50 pm
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Attendance

Students are expected to attend school promptly each day. Frequent absences from school can adversely impact a student's ability to learn everything covered in our curricular program. When a student is absent, parents must call and notify the school of the absence in the morning before 8:10. Please note: You will receive a phone

blast if your child is not in school and a message regarding their absence has not been received. Absences will be excused for the following: student illness with a doctor's note; religious observance; court appearances (with documentation); Take Your Child to Work Day (with signed letter on company letterhead); and provisions of IEP, where applicable.

Attendance Requirement for Promotion

As per Board Policy, a pupil with fewer than 162 days in attendance may not be promoted to the next grade level. Please note: Absence during a school day will disqualify a student from attending any school event held that day or evening. **A student with 20 or more unexcused absences is ineligible for all extracurricular activities.**

Excessive Lateness

It is important that students arrive to school on time each day. Frequent lateness is disruptive to the student and the learning environment. After 10 unexcused late arrivals to school, disciplinary consequences (including detentions and/or administrative conferences with parents) will occur.

Arrival at School

The doors to the main entrance of the school open at 8:10. When the 8:10 bell rings, students enter the building and report directly to their classrooms. Students who arrive after 8:20 am will receive a late pass from the Main Office

Morning Drop Off

For the safety of the children, parents are to proceed all the way through the parking lot to the designated student drop-off area. Please do not have students exit vehicles before 8:10 am. For safety reasons, students may only exit the car on the passenger side to prevent them from entering moving lanes of traffic. PLEASE do not pull into the bus lane during arrival and dismissal.

Dismissal

Students are dismissed promptly at 2:50 pm. Please advise your children to go directly home *immediately* after school; students should not go to another child's house unless previous arrangements have been made with the parent's consent.

Early Dismissals/Signing Out

Students who need to leave school early must be signed out and picked up in the Main Office. If you know your child will be leaving early, please send a note in with your child to give to the teacher. Early dismissals after 2:30 pm are highly discouraged, as this interferes with bus dismissal.

Leaving School Grounds

AT NO TIME will students be permitted to leave school grounds during the school day without being signed out in the main office of the school by a parent/guardian or designee who is listed in the Realtime Student Information System.

Early Dismissal Due to Illness

At times, it is necessary for the school nurse to call home and request that someone picks up a student due to illness. The nurse will attempt to contact the student's parent or guardian first and then proceed to call the emergency contacts provided to us on the emergency card or on the Parent Portal. For your child's safety, only individuals listed as emergency contacts will be permitted to sign out a student.

School Closing

Major networks post closings or delayed openings on their websites or during their live broadcasts. Parents are also notified via recorded message and email. Information is also available on the Delran Schools website. Since many parents work, it is imperative to discuss an alternate plan with your child in the event of an emergency school closing.

Main Office Hours

During the school year, the Main Office is open from 7:30am – 3:30pm.

Prime Time Program (Before/After Care)

The YMCA operates an on-site tuition based before and after care program at DIS for the safety of students and convenience of parents. For further information about this program, please call the YMCA at 609-543-6200 or visit the DIS website. Please note that Primetime is not in session when there is a delayed opening. Parents who utilize the Prime Time program are expected to follow all school and traffic rules to ensure everyone's safety.

Visitor Information

In the interest of safety, all visitors and parents MUST sign in at the Main Office upon entering the building. All visitors should be prepared to show ID.

If you wish to have a conference with your child's teacher, please contact your child's teacher in advance for an appointment:

Walkers

Per Delran's School Board policy, only students who have a signed walker permission slip will be permitted to walk home from school.

Affirmative Action Assurance

No student in the Delran Intermediate School shall, on the basis of sex, race, creed, national origin, economic status, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. Any Affirmative Action concerns should be addressed to the Affirmative Action Officer. Complete confidentiality shall be maintained.

The Affirmative Action Officer for the Delran Intermediate School is Christopher Sheridan, Assistant Principal, (856)764-5100, csheridan@delranschools.org

Counseling

The Delran Intermediate School Counseling program is designed to assist students in developing aimed at supporting the social/emotional, personal and academic growth of all children with individual and group counseling, class lessons, and activities that develop collaboration, conflict resolution, mindfulness, perseverance, empathy and citizenship. Our support team includes the school counselor, school psychologist and behavioral specialist.

Intervention & Referral Services

When a child experiences difficulties that affect his or her academic progress, or has exhibited behavior that interferes with learning, the teacher may request support from the I&RS Committee. The Committee, consisting of building administrators, teachers, school counselor and a member of the Child Study Team, supports teachers and students by developing an intervention plan of strategies to support the student in achieving success within the regular education program.

STUDENT SUPPORT

Child Study Team Referrals

Referrals to the Child Study Team can originate from the Intervention & Referral Services (I&RS) Committee, teaching staff, counselor or administration. Parents may also send a written request for CST evaluation to the principal. Most often when there is considerable concern regarding academic and/or behavioral difficulties, referral to I&RS is the first step. There may be some situations, however, where direct referral to the CST (without I&RS intervention) may be advisable. A formal Child Study Team referral form is forwarded from the principal to the CST Director. The referral would include I&RS forms/sheets (if available) and any other relevant data/information. After review by the director, the referral goes to the CST office for processing. An Identification Meeting is arranged, with notification going to the parent/guardian and appropriate school personnel.

Student's Rights and Responsibilities

All students have a fundamental right to a free and appropriate public education. They also have a responsibility to live by the rules of the law and to have equal protection under the law in school as in society. It is every student's responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to the student's conduct to and from school, as well as in the school building itself.

BEHAVIORAL EXPECTATIONS

The philosophy of the Delran Intermediate School is to ensure an educationally focused environment where children are socially and emotionally secure with consistent behavioral expectations, recognition, and positive reinforcement. Utilizing the Positive Behavioral Supports in Schools (PBSIS) framework, emphasis is placed on prevention of problem behavior, development of social skills, and the use of data-based problem solving for addressing existing behavior concerns. PBSIS increases the capacity of schools to educate all students utilizing research-based, school-wide, classroom and individual interventions.

To implement this philosophy, it is necessary to establish rules and expectations for the operation of our school and to fairly enforce those regulations throughout the school year. The expectations for student behavior remain constant in the classroom, throughout the school, in the cafeteria, at recess, on the bus, and at the bus stop. Each morning, the students recite the PAWS Promise to reinforce these expectations.

PAWS Promise: I promise to have a positive attitude, act responsibly, work to my best ability and show respect.

This is what the PAWS Promise looks like at our school.

<p style="text-align: center;"><u>Playground</u></p> <p>Listen to the lunch aides Use positive words and manners Quiet lines Stay in the designated recess areas Keep your hands to yourself</p>	<p style="text-align: center;"><u>Cafeteria</u></p> <p>Use your manners Wait patiently in a straight line for your turn Clean up your area Eat first, then speak softly Listen to all adults</p>	<p style="text-align: center;"><u>Classroom</u></p> <p>Use the Golden Rule Try YOUR best Complete ALL work carefully Follow ALL directions Active listening Keep your hands to yourself</p>
<p style="text-align: center;"><u>Bathroom</u></p> <p>Leave the bathroom clean Wash your paws Use the bathroom quickly Respect property and privacy</p>	<p style="text-align: center;"><u>Nurse</u></p> <p>Speak honestly & softly Use manners & wait patiently Respect property and privacy Wash hands</p>	<p style="text-align: center;"><u>Main Office</u></p> <p>Speak softly and clearly Wait patiently Use manners</p>
<p style="text-align: center;"><u>Gym</u></p> <p>Be mindful of equipment Active listening Respect personal space Use the Golden Rule</p>	<p style="text-align: center;"><u>Hallway</u></p> <p>Straight and silent lines Walk directly to your destination Keep your hands and belongings to yourself</p>	<p style="text-align: center;"><u>Bus</u></p> <p>Stay seated Keep your hands and your belongings to yourself Speak softly Listen and follow directions</p>

We recognize that the response to student offenses must often consider a student's developmental stage, level of understanding, and intention. Because of these factors and the potential for consequences to be restorative, discipline may need to be differentiated based on the specific situation.

CODE OF CONDUCT

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A: 37-2 and responses to those behaviors in an elementary (K-5) setting.

Category 1	Category 2	Category 3
Admonishment	Lunch detention(s)	Detention(s)
Parent conference	After school detention(s)	In school suspension
Guidance referral	Loss of privileges	Out of school suspension
Loss of privileges		Referral to law enforcement
		Expulsion

The behaviors include, but are not limited to:

Offense	First Offense	Second Offense	Third Offense
Insubordination	Category 1 or 2	Category 2 or 3	Category 3
Disruption	Category 1	Category 2	Category 3
Use of Force	Category 1, 2 or 3	Category 2 or 3	Category 3
Theft, Damage	Category 1 or 2	Category 2 or 3	Category 3
Sexual Harassment	Category 1, 2, or 3	Category 2 or 3	Category 3
Code Violation	Category 1	Category 2	Category 3
Weapon Possession	Category 1, 2, or 3	Category 2 or 3	Category 3
Falsifications	Category 1 or 2	Category 2 or 3	Category 3
Language Misuse	Category 1	Category 2	Category 3
Recklessness	Category 1	Category 2	Category 3
Extortion	Category 1 or 2	Category 2 or 3	Category 3
Wrongful Entry	Category 1 or 2	Category 2 or 3	Category 3
Vandalism	Category 1 or 2	Category 2 or 3	Category 3
Fighting	Category 2 or 3	Category 3	Category 3
Littering	Category 1	Category 2	Category 3
Truancy	Category 3	Category 3	Category 3

Cheating	Category 1 or 2	Category 2	Category 3
Noncooperation	Category 1	Category 2	Category 3
Failure to Wear Seatbelt in School Bus	Category 1	Category 1	Category 2
Disobedience	Category 1 or 2	Category 2 or 3	Category 3
Misuse of Computer Networks/Computers	Category 1 or 2	Category 2 or 3	Category 3
Secret Membership	Category 1	Category 2	Category 3
Gambling	Category 1	Category 2	Category 3
Smoking	Category 3	Category 3	Category 3
Cutting Detention	Category 2	Category 3	Category 3
Forgery	Category 1 or 2	Category 2 or 3	Category 3
Arson	Category 3	Category 3	Category 3
Exploding Devices	Category 3	Category 3	Category 3
Falsifying Alarm	Category 3	Category 3	Category 3
Substance Abuse	Category 1, 2 or 3	Category 2 or 3	Category 3

When students are assigned an after-school detention, a notice with the date(s) of detention will be sent home to inform the parents and/or a phone call will be made. Detentions are held from 3:00 – 4:00 pm. In the event that a late bus is not available, parents will be responsible for arranging transportation. Please note for the late bus: Your child’s arrival at home could fluctuate due to the late bus routes and number of students riding the buses.

Harassment, Intimidation and Bullying

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, whether a single act or series of acts, that takes place on school property, at school functions, or off school grounds, motivated by a distinguishing characteristic, that substantially disrupts or interferes with the orderly operation of the school or the rights of others.

Upon receiving a report of bullying, harassment and intimidation, an investigation procedure will be initiated and concluded in a timely manner. Parents of all students will be notified when the complaint is received. After the reporting and investigation procedures are completed, as required by N.J.A.C. 6A:16-1.3, parents will receive a written report regarding the incident.

Telephone Use and Cell Phones

Students who need to use the telephone should use the classroom phone with teacher's permission or the phones in the Main Office. Students may possess personal mobile devices but they must be turned off and may not be used during the school day. They must remain turned off and in the student's book bag while on school premises. Any student who violates this rule will receive disciplinary consequences and is subject to having the device taken and returned to the student's parent or guardian only. Devices may not be used to take pictures or videos on school grounds or school buses.

Cafeteria/Recess Rules and Expectations

When students arrive in the cafeteria, they are to be seated at their assigned class table. They are expected to follow the school rules throughout the entire day. In the cafeteria, this includes using good manners, speaking quietly and remaining in your seat throughout the lunch period. Additionally, rules and expectations specific to the cafeteria and recess are clearly posted in the cafeteria and reviewed with the students. During the students' assigned lunch period, Cafeteria Aides monitor and assist in the lunchroom and supervise recess activities. At the designated recess time, students are provided with a wide array of safe equipment and games to utilize on the playground or in the classroom. Equipment from home is not permitted. Students causing problems, or playing in a manner dangerous to others, may be seated at a separate table or referred to the office for disciplinary consequences.

Attire

The dress guidelines at the Intermediate School are intended to help provide a safe, healthy, and academic environment to assist in promoting self-discipline, to help maintain order, promote respect and support the integrity of the educational process. In all cases where a student's appearance is questionable, the Principal or Assistant Principal will evaluate and make the final decision.

All school attire shall be neat, clean, and reflect an appearance of modesty.

Shorts and skirts must reach at least mid-thigh.

Shirts, blouses, dresses must completely cover shoulders and cannot include plunging necklines. Tank tops and spaghetti straps are examples of what is not appropriate. No undergarments are to be visible.

Graphics or language that is offensive on any garment is prohibited.

Since students engage in physical activity daily, sneakers are the recommended footwear. All footwear must have a sturdy sole and fit the foot securely. Beach/shower/slipper-like footwear, bedroom slippers, high heels, and "Heelies" (or any shoes with rollers) are **not** permitted.

Chains, spiked jewelry, or large dangling earrings are **not** to be worn to school.

Please note: On days when students are scheduled to participate in Physical Education classes, sneakers **MUST be** worn. Students without sneakers may not participate. Dresses and skirts are not appropriate attire for PE class.

Student of the Month

At Delran Intermediate School, the staff is committed to both the academic and social development of all students. Every student is expected to exhibit strong character traits. Staff reinforces the day-to-day positive actions of our students. Additionally, one student from each classroom is selected as the student of the month. Students of the month will receive an award certificate

CO-CURRICULAR ACTIVITIES

The Delran Intermediate School offers a variety of co-curricular activities. All students have the opportunity to participate in Robotics, Green Team, Chorus, and Theatre Club. DIS also offers a Fitness and Band program, which is open to 4th and 5th graders. Safety Patrol and Student Council are available to 5th graders. Robotics, Fitness, Chorus, and Band are held after school from 3:00 - 4:00 PM. Late buses are provided. Theatre Club is also held from 3:00 - 5:00 PM. Green Team activities take place during the normal school day. Please note: Your child's arrival at home could fluctuate due to the late bus routes and number of buses provided. If you choose to pick your child up from school after staying late for an activity, it is imperative that students are picked up promptly upon the conclusion of their scheduled after-school activity. A student whose parent does not arrive to pick up in a timely fashion may be sent to the Primetime program, which closes at 6 PM. Students' contact information will be provided to the on-site Primetime Supervisor and the parent will be charged a "drop-in" fee for that day. Please note that there are no after school activities during single session days

TRANSPORTATION

Each student who rides a school bus is assigned to a particular bus. Students are absolutely forbidden to ride a bus other than the bus to which they are assigned without permission from the Transportation Supervisor. We regret that we cannot honor requests for an occasional change of bus. In the case of an extreme emergency or if a permanent change is necessary, the parent or guardian should contact the Transportation Office; please contact our Transportation Director, Mrs. Sandy Jankowski, at 461-1553. Mrs. Jankowski can also assist with concerns about bus schedules, times or drivers. Each bus will load and unload its passengers from an assigned location. All students must wear seat belts at all times, as required by the law. In most instances, riding the bus to school is a courtesy; therefore, students who engage in activities that are dangerous and threaten the safety and wellbeing of others may have their bus-riding privileges withdrawn in accordance with NJ Statutes, Chapter 175, Laws of 1969.

Missing the Bus

If a student misses the bus after school, he or she should report to the Main Office immediately. Office personnel will contact the child's parent or guardian. If a parent cannot be contacted, we will attempt to reach the emergency contacts. Students will remain in the Main Office until approved transportation arrives to get

them home safely. If transportation cannot be arranged, the student will be placed in the Prime Time program and a drop-in fee will be assessed.

Late Buses

A late bus is provided Monday through Thursday at 4:00 pm. for students who stay after school. Students must have a reason to stay after school, such as an activity, a detention, or an arrangement with a teacher for academic assistance. There are two late buses. The bus routes are divided by Rt. 130 and each bus serves one side of the highway.

Please explain to your child that the late bus does NOT stop at every bus stop, and he or she must pay attention to get off close to his or her home. The bus driver will ask your child what street he or she lives on, and will drive a route to get all the children home. This can take quite a while. It is not unusual, on a busy day, for the late bus to still be dropping off children an hour after it has left the school. Because the route is different every day, it is impossible to predict when your child will get home. If the late bus will not be convenient, you have the option to pick your child up in front of the school at 4:00 pm.

BREAKFAST & LUNCH PROGRAM

The school lunch program is an integral part of the health program of our school. Lunch is served daily in our cafeteria. We have instituted a computerized lunch charge program in which parents/guardians may establish an account and students use a personal pin number to pay for lunch. Parents/guardians are encouraged to establish an account at their earliest convenience. Lunch provides 1/3 to 1/2 of the day's nutritive requirements. It is our aim to see that every pupil patronizing the lunchroom selects a wholesome lunch; therefore, students will *NOT* be permitted to purchase snacks unless they have eaten lunch first. We request that parents give their children only enough money to purchase a lunch and no more than 2 snacks daily. Cookie purchases are limited to one per child per day. Parents may add money to their child's account and view purchases, using our Lunch Time Program, which can be accessed on the website. Students also have the option of purchasing breakfast which can be preordered. Breakfast is delivered to the classrooms after students arrive.

HEALTH

Medication

Any and all medication must be taken only under the direct supervision of the school nurse. However, in order for the school nurse to dispense medication, the parents/guardians must comply with the rules set forth by the Board of Education, the school physician, and the State of New Jersey.

New Jersey law states that only a parent, guardian, or responsible adult is permitted to transport medication. For obvious health and safety reasons, syringes fall under this same law and may only be brought to school by a responsible adult. Under no circumstance may a student carry medication on their person unless the

medication is for LIFE-THREATENING illnesses such as asthma (inhalers) or anaphylaxis/severe allergic reaction (epi-pens). Even in these instances, proper medical forms, completed by the student's physician and signed by the parent/guardian, must be on file in the nurse's office. Blank forms may be obtained in the nurse's office.

All medication must be brought to the nurse by an adult in its original container accompanied by a doctor's order detailing the student's name, medication, reason for medication or diagnosis, dosage, route, and time or frequency of use. A parent/guardian must also provide authorization, in writing, to the school nurse for administration of medication. This applies to prescription, as well as over-the-counter medications.

For your added information, over-the-counter medication includes, but is not limited to aspirin, Tylenol, Advil, Motrin, cough drops, throat lozenges, vitamins, and herbal remedies.

Self-Administration of Medication

The Delran Board of Education permits self-administration of medication by a pupil for asthma and/or anaphylactic allergic reactions (potentially life-threatening illnesses) provided that:

- a. Parents/guardians of the pupil provide written authorization of the self-administration of medication to the school nurse;
- b. Parents/guardians of the pupil provide written certification from the physician that the pupil has asthma or a documented history of anaphylaxis and is capable of the proper method of self-administration of medication; and
- c. The district approved self-administration form is completed and on file with the school nurse.

Allergy Management

We are committed to providing a safe and welcoming environment for all students in our school. Since students move throughout the building and are often in multiple classrooms, items containing peanuts or tree-nuts may only be consumed in the cafeteria and should not be sent in for snacks. A number of classrooms are identified as Allergy Aware classrooms. If your student is in a room designated as an Allergy Aware classroom, you will receive a letter detailing how you can help us ensure the safety of our students while at school. In allergy aware classrooms, parents must provide the classroom teacher three days' notice before bringing in any food to be consumed by the students OR must bring in an item on the approved list of snacks which is safe for those students with life-threatening allergies.

The policies and procedures are in accordance with the Delran's Board of Education policy and state regulations. If your student has a life-threatening allergy, please contact the school nurse, or building principal, who will provide you with additional information and facilitate the development of an Individual Health Care Plan.

Family Life Education

A Family Life Education Program has been mandated by the State of New Jersey (NJAC 6:29-7.1). As defined by the State: a “family life education program” means... “instruction to develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships; the physiological, psychological and cultural foundations of human development; sexuality, and reproduction, at various stages of growth; the opportunity for pupils to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now, and aid in establishing a strong family life for themselves in the future, thereby contributing to the enrichment of the community.”

Any student whose parent/guardian presents to the school principal a signed statement that any part of the instruction of Family Life Education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course when such instruction is being given and there will be no penalties as to credit or completion of grade level requirements.

The New Jersey Department of Education states “the student must still complete mutually agreed upon instructional activities that support achievement of the New Jersey Student Learning Standards for Comprehensive Health and Physical Education.”

GENERAL INFORMATION

Address Changes

Address changes must be updated at the Board of Education office and cannot be changed by parents/guardians in Realtime. The Board of Education office is located at 52 Hartford Road.

Class Birthday Celebrations/Invitations

If you would like to bring in a treat to celebrate your child’s birthday, please notify the teacher ahead of time. Also, please refer to the list of acceptable snacks/classroom treats. Teachers will gladly distribute invitations for your child’s parties provided that everyone in the class receives an invitation. Please note: We cannot provide addresses of students.

Crisis Drills

Emergency situations can be scary and confusing, especially when you don’t know what to do. Crisis drills allow our students to practice for such emergencies. During these situations, students are expected to follow the directions of the adult in charge. All of the emergency drills will be practiced periodically throughout the year. During ALL Crisis Drills, students need to pay close attention to the procedures, as explained by their teachers, in order to ensure preparedness in case of any actual emergency.

Field Trips

Parents/guardians will be advised of the date, location and fees associated with any field trips. ***No student will be allowed to attend the field trip without written permission from a parent/guardian.*** We are concerned for

the safety of all students - not only in the building during the school day, but on school trips as well. As per Delran Board of Education policy, all field trip chaperones **must** be approved by the Board. While students of all ages look forward to field trips, these trips are a privilege for our students providing an educational and enriching experience outside of Delran Intermediate School. A student, who has committed numerous disciplinary infractions during the school year, may be required to have a parent/guardian or other responsible adult to personally chaperone him or her during the field trip. The Principal may make other determinations on a case by case basis, if warranted. Parents/Guardians will be advised, in writing, of their need to attend in advance of the trip and must sign a form indicating whether or not they will attend, as requested

Parent Portal

Parents have access to the Parent Portal that displays grades, attendance, student schedules and other information. Any address changes must be updated at the Board of Education Office.

Personal Items

Personal items such gaming systems, expensive jewelry, large sums of money, toys, etc. should be left at home. The school is not responsible for the loss or theft of these items.

Lost & Damaged School Books and Equipment

Students should always exercise care in the use of school equipment and are responsible for the materials they use. Students' parents are responsible for the cost of replacement or repair of damaged equipment and property. If a textbook is damaged, the damage will be evaluated by the teacher and a fee will be charged according to the following schedule:

Age of book:	1 year	Full price	2 years	4/5 price	3 years	3/5 price
	4 years	2/5 price	5 years	1/5 price or \$2.00		

Library and Books

Your child will have the opportunity to borrow a book (or books) from the school and classroom libraries. Books *must* be returned on time and in good condition. Students who lose or damage a book from the school or classroom library will be charged for the book. The Librarian will determine the cost.

Lost and Found

Lost and found articles are kept in the cafeteria and may be claimed at the beginning and end of each day. Items will be set out during the last week of school. Unclaimed items will be donated to a shelter on June 30th.

Student Insurance

At the beginning of the school year, school accident insurance will be made available to students at a small premium. Parents are urged to peruse this information carefully. Printed information regarding student insurance will be sent home with the students.