



STUDENT & PARENT HANDBOOK

Deerfield Township Elementary School

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TABLE OF CONTENTS

VISION.....	1
MISSION.....	1
BOARD OF EDUCATION BYLAWS, POLICIES AND REGULATIONS.....	1
AFFIRMATIVE ACTION STATEMENT.....	1
CHILD STUDY TEAM (CST).....	1
SPECIAL SERVICES.....	1
GUIDANCE SERVICES.....	1
DISTRICT AND SCHOOL WEBSITE.....	2
COMMUNICATION AND NOTIFICATIONS.....	2
ONCOURSE CONNECT STUDENT AND PARENT PORTAL.....	2
ANNUAL REGISTRATION.....	2
TRANSFERS.....	2
STUDENT RECORDS.....	2
CHILDCARE.....	2
CALENDAR: 2024-2025 SCHOOL YEAR.....	3
BELL SCHEDULE.....	3
SINGLE SESSION DAY SCHEDULE.....	3
2 HOUR DELAY SCHEDULE.....	3
ARRIVAL AND DISMISSAL PROCEDURES.....	4
LATE ARRIVAL TO SCHOOL AND EARLY RELEASE FROM SCHOOL.....	4
ABSENCES.....	4
ATTENDANCE.....	4
BUS ROUTES AND OPERATION.....	5
CODE OF CONDUCT.....	5
CODE OF CONDUCT: BUS TRANSPORTATION.....	6
GRADING.....	6
PROMOTION AND RETENTION.....	6
HONOR ROLL.....	7
GIFTED AND TALENTED.....	7
HARASSMENT, INTIMIDATION AND BULLYING (HIB).....	7
MEDICATIONS.....	7
FOOD SERVICE.....	8
CLASSROOM CELEBRATIONS.....	8
CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES.....	8

VISION

Deerfield Township Elementary School is a community of students, parents, and staff dedicated to the development of every individual's desire to learn and achieve. Collectively, we provide a safe, supportive environment that promotes curiosity and a life-long passion for learning.

MISSION

The mission of Deerfield Township Elementary School is to encourage and promote more self-sufficient individuals with positive self-esteem. Our students will show respect for themselves, others and their environment through the commitment of administration, staff, parents, students and the community. Deerfield Township Elementary School will prepare students to think creatively as global citizens of their community. The school's mission will enable students to continue to strive to meet the challenges of the future.

BOARD OF EDUCATION BYLAWS, POLICIES AND REGULATIONS

Deerfield Township Board of Education Bylaws, Policies and Regulations are available to review online on the district website and through the following link:

[Deerfield Township Board of Education Bylaws, Policies and Regulations](#)

AFFIRMATIVE ACTION STATEMENT

The policy of Deerfield Township School District is to ensure equal educational opportunities in an environment free of harassment for all students, and to prohibit discrimination based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, social or economic status or disability in its educational programs, employment practices, activities, and admission policies. Inquiries regarding compliance and handling of complaints should be addressed to the following:

Ashleigh Udalovas, Affirmative Action Officer, Deerfield Township School District
P.O. Box 375
Rosenhayn, NJ 08352

CHILD STUDY TEAM (CST)

A comprehensive Child Study Team (CST) is available for students encountering educational or behavioral challenges within school. The team consists of a school psychologist, learning disabilities teacher/consultant, and school social worker. CST is available for parents who have special concerns about their child(ren). CST also provides students and teachers with skills and strategies to meet success in school. Please contact 856-451-6610, extension 100 with questions regarding the Child Study Team.

SPECIAL SERVICES

Some children are born with or may later develop conditions that affect development and learning. If you suspect that your child or a child that you know may have a developmental issue, please feel free to contact the school or Child Study Team to discuss programs that may be available. Programs are available from birth to age three through early intervention, from ages three to five through the Child Study Team, and from kindergarten through eighth grade through the school. If you have a child with special needs or know someone whose child may need special help, please contact the school or Child Study Team at 856-451-6610, extension 100.

GUIDANCE SERVICES

The role of our Guidance Counselor and other related counseling services offered through our District resources constitute an integral part of our District's educational program.

DISTRICT AND SCHOOL WEBSITE

The Deerfield Township School District website (www.deerfield.k12.nj.us) offers access to the school calendar, academic information, OnCourse Connect, school news, events and more.

COMMUNICATION AND NOTIFICATIONS

Deerfield Township Elementary School uses Finalsite Connect to keep families and the community informed. Connect will allow the district to contact families through electronic communications, such as mass phone calls, emails, and/or text messaging. Such communication will be used to notify families of emergency closings, early dismissals, delayed openings, school events, community events and all other relevant school notifications. DTS social media will also be utilized for communication. See the [Deerfield Township School District Social Media](#) page on the DTS website for more information.

ONCOURSE CONNECT STUDENT AND PARENT PORTAL

The OnCourse Connect Portal is a password-protected, online access system to view student information, including schedules, attendance, report cards/progress reports, assignments and grades. Students and families access OnCourse Connect via the following link:

www.onscourseconnect.com

Deerfield Township Elementary School will use the phone number(s) and/or email address(es) provided by parents/guardians and listed in OnCourse for emergency notifications and community outreach messages. It is the responsibility of parent(s)/guardian(s) to ensure that the school office has current contact information. Parents/Guardians must advise the Main Office of any changes to contact information during the school year.

ANNUAL REGISTRATION

Parents/Guardians must complete annual registration for each student enrolled at Deerfield Township Elementary School online via OnCourse Connect (www.onscourseconnect.com) at the start of each school year.

TRANSFERS

If transferring to another school district, please inform the Main Office as early as possible. All books, technology and materials issued to students must be returned to DTS prior to exit. A form will be issued to the student to ensure that materials have been returned. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment. The transfer card and health records will be made available to the new school.

STUDENT RECORDS

The school maintains records on all students. Information included in these records may not be released without written parental consent. A transcript of student records will be forwarded to another school when a student transfers. Parents/Guardians may review the [Family Educational Rights and Privacy Act \(FERPA\) notification](#) on the Deerfield Township School District website

CHILDCARE

Cumberland Cape Atlantic YMCA offers before and after school childcare services. The program is hosted on-site in the DTS Cafeteria. The YMCA before school program is offered from 6:30 AM to 8:00 AM. The YMCA after school program is offered from 2:15 PM to 6:00 PM. Please visit our [YMCA Childcare page](#) on the Deerfield Township School District website for more information.

CALENDAR: 2024-2025 SCHOOL YEAR

Deerfield Township School's calendar for the 2024-2025 school year is posted on the Deerfield Township School District website through the following link:

[Deerfield Township School 2024-2025 Calendar](#)

The 2024-2025 school calendar is subject to change by the Board of Education in the event of emergency closing, inclement weather or other reasons. Please review the link above to access the school calendar for the most up-to-date information.

BELL SCHEDULE

Full Day Schedule: 7:55 AM - 2:15 PM

Full Day Bell Schedule		
Student Arrival/Breakfast		7:55 - 8:05 *Tardy - Arrival after 8:05 AM
Homeroom		7:55 - 8:07
Period 1		8:07 - 8:47
Period 2		8:48 - 9:28
Period 3		9:29 - 10:09
Period 4		10:10 - 10:50
Period 5	Lunch (6-8)	10:51 - 11:31
Period 6	Lunch (3-5)	11:32 - 12:12
Period 7	Lunch (K-2)	12:13 - 12:53
Period 8		12:54 - 1:34
Period 9		1:35 - 2:15

SINGLE SESSION DAY SCHEDULE

Single Session Day Schedule: 7:55 AM - 12:05 PM

During a Single Session Day, students will report to school between 7:55 and 8:05 AM. Breakfast and lunch will be available. Students will be dismissed at 12:05 PM.

2 HOUR DELAY SCHEDULE

2 Hour Delay Schedule: 9:55 AM - 2:15 PM

In the event of a 2 hour delay, students will report to school between 9:55 and 10:05 AM. **Breakfast will not be available.** Students will follow a modified schedule. Lunch will be available. Students will be dismissed at 2:15 PM.

ARRIVAL AND DISMISSAL PROCEDURES

Morning arrival for students will occur between 7:55 and 8:05 AM. Students arriving after the bell at 8:05 AM must be signed in at the Main Office.

Afternoon dismissal takes place at 2:15 PM. If parents/guardians are picking up students before dismissal, they must secure a parking spot in the main parking lot and report to the Main Office to sign out their child(ren).

The driveway at the main entrance is reserved for student drop off and pick up procedures during the designated arrival and dismissal times. Campus Safety and DTS staff members are assigned to assist you with our drop off and pick up procedures.

LATE ARRIVAL TO SCHOOL AND EARLY RELEASE FROM SCHOOL

Students must be present for four (4) hours of instructional time, exclusive of lunch, to be considered “present” for the day.

- Students who arrive after 10:00 AM will be considered absent for the day.
- Students who depart before 12:05 PM will be considered absent for the day.

On Single Session Days, students must be present from 8:05 AM to 12:05 PM in order to be deemed “present”. When following the 2 Hour Delay Schedule, students must be present from 10:05 AM to 2:15 PM in order to be deemed “present”.

ABSENCES

When a student is unable to attend school, parents/guardians are requested to call the Main Office at 856-451-6610, extension 100, between 7:45 and 8:15 AM. Parents/guardians should provide the student’s name, teacher’s name and reason for the absence. If the Main Office does not receive a phone call reporting an absence, parents/guardians may receive a phone call confirming the student’s absence.

Parents/Guardians may request homework/assignments for absent students by contacting their child(ren)’s teacher(s) by phone or email.

ATTENDANCE

The Deerfield Township Board of Education requires that students enrolled in the Deerfield Township School District attend school regularly in accordance with the laws of this state as set forth in [Policy 5200 - Student Attendance](#). Students with excessive absences may be referred to the Assistant Principal, Child Study Team, or the Chief School Administrator for remediation in this area.

1. “Attendance” is a pupil’s presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities. A pupil will be considered to have attended school if he/she has been present at least four (4) instructional hours during the school. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip or meeting, will be considered to be in attendance.
2. “Excused Absence” is a pupil’s absence from school for a full day or a portion of a day for one or more of the following reasons:
 - a. Death in the family
 - b. Required attendance in court
 - c. Religious holiday (N.J.S.A. 18A:36-14, 15, and 16)
 - d. Participation in observance of Veterans Day (N.J.S.A. 18A:36-13.2)
 - e. Take Your Child to Work Day (N.J.A.C. 6A:16-7.8)
 - f. Other rule issued by the Commissioner of Education or Governor-issued executive order

- g. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day and/or medical appointments required by Deerfield Township School District to participate in the academic program
- h. Medical emergencies - documentation required
 - i. To qualify as an excused absence, medical documentation must demonstrate a medical emergency. Medical emergencies are defined as the following:
 - 1. Emergency Room Visit
 - 2. Hospitalization
 - 3. Inpatient or Outpatient Surgery
 - 4. Positive for Influenza
 - 5. Positive for COVID-19
 - ii. Routine medical appointments do not count as excused absences (i.e., dentist appointments, visits to family doctor, or visits to urgent care centers for non-emergent care). Notes for non-emergent care will be accepted and documented in OnCourse, but will not count as an excused absence.
- 3. “Unexcused Absence” is a pupil’s absence for all or part of a school day for any reason other than those listed under “Excused Absence”.
- 4. Doctor’s notes can only represent one illness and will not be accepted with disjointed days (i.e., student seen in doctor’s office on 11/2, 12/20, 4/12). All notes must be submitted within ten (10) days of a student’s return to school. Notes submitted after 10 days will not be accepted.

BUS ROUTES AND OPERATION

Deerfield Township School is part of a Transportation Consortium. Bus routes and stops are planned and established by the transportation coordinator. If a parent/guardian seeks to request a temporary or permanent bus route change, a written request shall be made to the Chief School Administrator. Students are required to ride on the bus to which they are assigned. A bus pass issued by the Main Office is required before a student may ride a bus other than his/her assigned bus. Parents who wish to make requests for changes in bus stops on the assigned route must submit a written request to the Chief School Administrator. Notification from the parents of all students involved requesting the change must be made in writing and submitted to the Main Office for approval by the Assistant Principal or Chief School Administrator the morning the change is requested. If approved, a temporary bus pass will be issued by the Main Office.

Students in Pre-K, kindergarten and first grade must be met when arriving at the bus stop by a parent/guardian or known adult. If a parent/guardian or known adult is not at the bus stop to receive a student in Pre-K, kindergarten or first grade, the student(s) will be returned to the school and a parent/guardian must provide transportation home. The matter will be referred to the Assistant Principal and Chief School Administrator and appropriate steps will be taken. These steps may include suspension of bus service.

CODE OF CONDUCT

The mission of Deerfield Township School District’s Code of Conduct is to support a school community where students, staff and families demonstrate responsibility and mutual respect in order to achieve a safe classroom that values learning free from disruption, in addition to the academic, social and emotional needs of our students.

Deerfield Township Elementary School’s approach in Restorative Practices is reflected through the Code of Conduct and Chart of Student Discipline as provided for in [Policy and Regulation 5600](#). The Deerfield Township Elementary School Code of Conduct may be viewed on the Deerfield Township School District website through the following link:

[Deerfield Township School Code of Conduct](#)

CODE OF CONDUCT: BUS TRANSPORTATION

Per the DTS Code of Conduct, students are to demonstrate safety, responsibility and mutual respect on the school bus. Violations of the Code of Conduct will be reported to the Assistant Principal Students are expected to observe all school bus safety regulations, including but not limited to the following:

- Students must remain seated in their assigned seats while riding the bus.
- Students must assist in keeping the bus clean.
- Students must wear properly adjusted seat belts.
- Students must only ride their assigned bus and the assigned bus stop to and from school.

Repeated violations of the Code of Conduct on the school bus may result in a Bus Suspension, during which time parents/guardians shall provide transportation to and from school.

GRADING

The evaluation of each student in the academic areas will be reported to parents/guardians each marking period using the standard school issued report cards, including comments regarding student progress. All grades will be issued based solely on evidence reported in the class record book and at the end of the school year, recorded in the student's cumulative folder. Multiple measures such as tests, quizzes, homework, classwork and participation, shall be utilized when evaluating students' performance and determining student academic needs and skill progress.

Grades K – 2: Academic and Special Areas

- | | |
|------------|---|
| X = | Not assessed at this time |
| 1 = | Needs Support
The student demonstrates a limited understanding of the concept or skill. Tasks cannot be completed without teacher support. |
| 2 = | Approaching Standard
The student is working toward competency in the concept or skill with teacher assistance. Further practice and use of this skill or concept is needed. |
| 3 = | Achieves Standard
The student consistently demonstrates understanding and application of a concept. |

Grades 3 – 8: Academic and Special Areas

A, B, C, D, F

Key to Grades

A = 100 – 93

B = 92 – 85

C = 84 – 76

D = 75 – 70

F = 69 and Below

PROMOTION AND RETENTION

Promotion and retention are based on an evaluation of academic, physical, social and emotional growth. Deerfield Township School Districts upholds the policies and procedures in regard to considering retention in accordance with the following policy:

[District Policy 5410 - Promotion and Retention](#)

HONOR ROLL

The Honor Roll is a special recognition for academic achievement for students in grades 3-8. It is based on the attainment of A's and B's in major subjects, and is published after each trimester.

At the conclusion of each marking period, an honor roll listing shall be prepared recognizing students for outstanding academic achievement in Grades 3-8. The following criteria shall be applied for recognition:

High Honor Roll

- No grade lower than an "A" in any major subject area
- No grade lower than a "B" in any special subject area for grades 3 – 8

Honor Roll

- No grade lower than a "B" in any major subject area
- No grade lower than a "B" in any special subject area for grades 4 – 8

Special subject areas: Art, Music, Physical Education, Health, and Spanish

GIFTED AND TALENTED

Deerfield Township School District offers a Gifted and Talented Program for students in Kindergarten through Grade 8. For more information regarding the Gifted and Talented Program, please review the DTS Gifted and Talented Handbook on the Deerfield Township School District website:

[Gifted and Talented Program Information for Students and Parents/Guardians](#)

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Information regarding the Deerfield Township School District HIB Policy 5512, links to *HIBster* electronic reporting system, contact information for anti-bullying specialists, NJDOE Guidance for Parents on the Anti-Bullying Bill of Rights Act, and more may be found through the following link to the Deerfield Township School District website:

[Deerfield Township School Harassment, Intimidation and Bullying \(HIB\)](#)

MEDICATIONS

If a student must take medication during school hours, the following requirements must be followed for all prescription and non-prescription (over-the-counter) medications:

1. The medication should be brought to school in the original container, by the parent/guardian and appropriately labeled by the physician or pharmacy.
2. The parent/guardian provides a written note requesting the prescribed medication be given at school.
3. Written orders are provided to the school from the private physician detailing the diagnosis or type of illness involved, name of the drug, dosage, time of administration and side effects, if any.

Please note, cough drops are over-the-counter medication and must be distributed by the school nurse. The only school employee permitted to administer medication is the school nurse.

FOOD SERVICE

Each student is assigned a cafeteria account as a record of breakfast and lunch purchases. Parents/Guardians may send cash or checks made payable to Deerfield Township Board of Education to credit their student's account throughout the school year. Payments must include the student's name, grade, homeroom and instructions for how the money is to be used (i.e., breakfast, lunch, or both). Parents may also review purchases and add funds to their student's account online using www.myschoolbucks.com.

For updated information on Deerfield Township School's Cafeteria, please see the Deerfield Township School District website through the following link:

[Deerfield Township School Cafeteria](#)

CLASSROOM CELEBRATIONS

In regard to celebrations of student birthdays, students in Pre-K through Grade 2 only are permitted to celebrate such occasions with their class. Through observing [District Policy 8505 - Local Wellness Policy](#) and alignment with student allergy preventive practices, Deerfield Township School District encourages students and families to celebrate by sharing non-food treats/prizes (i.e., stickers, pencils, erasers, etc.) with all class members. After receiving approval of a date and time to send in school-appropriate, non-food celebration favors, parents/guardians may send items to school with their student(s) or drop off items to the Main Office.

CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES

Informational material will be sent home about co-curricular and extracurricular activities. Permission slips will be required for participation in each activity. Sports physicals are required for athletics and must be completed in a timely manner. Students will not be permitted to participate in a sport until the entire "Physical" process is completed, which includes final approval from the school doctor. Schedules and expectations for each group will be sent home by the advisor. Parents are responsible for students' transportation.

Activity end times will be shared by the activity advisor. It is imperative that students are picked up on time. Advisors will make every attempt to contact the parent/guardian and emergency contacts when the student is not picked up on time. Parents/Guardians are encouraged to partner with other parents/guardians and list them as contacts so multiple people are able to pick up the student.

The first time a student is picked up late from an after school activity, a warning letter will be sent to the parent/guardian. The second time a student is picked up late, the student may be removed from the program/extracurricular activity. Depending on the discretion of school administration and the nature of the lateness, dismissal from the program could occur after the first lateness.

Participation in co-curricular/extra-curricular activities is a privilege that can be denied based on academic standing, behavior, and/or overall effort. Students encountering academic and/or behavior issues may be placed on an ineligible list for a certain period of time. After academic improvement or fulfillment of provisions set forth by the code of conduct, the student's eligibility will be reinstated.

Please see a complete list of clubs and activities on the Deerfield Township School District website through the following link:

[DTS After School Activities](#)