

SPOTSWOOD PUBLIC SCHOOLS

2017 - 2018



APPLEBY SCHOOL

www.spsd.us
Handbook available on Spotswood website

SCHOENLY SCHOOL

ELEMENTARY HANDBOOK

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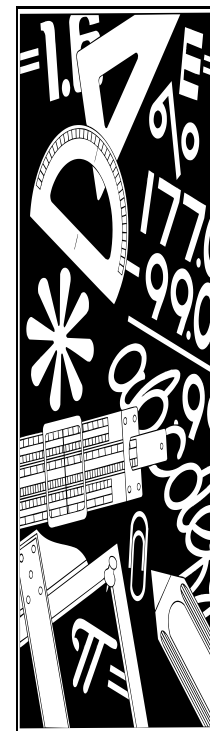
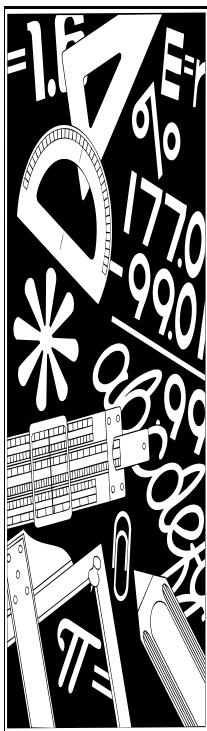
Graham Peabody

Director of Curriculum and Instruction

Selina Pewitt

Director of Special Services

Heather DeLollis



APPLEBY SCHOOL

Principal

Nancy Torchiano

School Nurse

Karen Nesi

Secretaries

Denise Dellaglio
Maria Karczewski



Telephone: 732-723-2200
Ext. 3000/3001

SCHOENLY SCHOOL

Principal

Jennifer Asprocolas

School Nurse

Lauren Hires

Administrative Assistant

Sylvia Guardiola



Telephone: 732-723-2200 Ext. 4000

E. RAYMOND APPLEBY

23 Vliet Street, Spotswood, NJ 08884

Telephone: 732-723-2200

Ext. 3000/3001



G. AUSTIN SCHOENLY

80 Kane Avenue, Spotswood, NJ 08884

Telephone: 732-723-2200 Ext. 4000

www.spsd.us

Dear Parents:

Welcome to Appleby and Schoenly Elementary Schools. The administration and staff are looking forward to a rewarding and successful school year with your children.

We are committed to providing the best education possible for our students, one which will encourage them to continue learning throughout their lives. We will strive to help them develop their individual talents in every way possible. Because we believe the foundation for success is established in the elementary grades, we encourage you to take an active role in your child's elementary program.

It is important that a good relationship is established between school and home. It is imperative that we work together throughout the year to address your child's needs. We encourage you to participate in the many activities and programs we offer and to call us if you have any specific questions or concerns.

The rules and guidelines in this handbook have been developed to allow all students to experience the best possible learning conditions in an environment that is safe, stimulating and free of distractions.

We wish you and your child a happy and successful year.

Nancy Torchiano
Principal - Appleby School

Sincerely,

Jennifer Asprocolas
Principal - Schoenly School

TABLE OF CONTENTS

Absence and Tardiness.....	5	Lost and Found.....	9
Acceptable Use of Computer Networks.....	19	Lunch Program	7
Annual Integrated Pest Management		Lunchroom Rules	7
Notice	16	Mission Statement	1
Arrival Times.....	4	Monitoring Devices on School Vehicles	9
Articles Prohibited in School.....	8	Music	11
Attendance	5	Notes To Leave School Grounds	6
Behavior/Discipline Outline (Sample).....	28/29	Personal Property.....	8
Bicycles (Appleby)	10	Playground Rules	16
Bus Conduct.....	15	P.T.A.....	17
Care of School Property	10	Pupil Supervision After School Dismissal..	26/27
Change of Routine.....	6	School HIB Awareness/Bullying Policy	
Detention	5	Statement	18
Dismissal	4	School Hours	4
Dress and Appearance.....	8	School Programs	11
Enrichment Program (Appleby)	11	School Year Calendar	2
Equality in Educational Programs.....	1	Special Events/Activities.....	3
Family Educational Rights/Privacy Act		Student Insurance	9
(FERPA)	22	Student Discipline/Code of Conduct Policy.	23/25
Gum/Candy/Snacks.....	8	Traffic & Safety	9
Health Services	12	Visitors To The Building.....	7
Home Instruction	14	Volunteers	6
Homework	10	Walking Policy (Schoenly)	9
Honor Roll.....	11	What To Do If	14
Inclement Weather	4		

EQUALITY IN EDUCATIONAL PROGRAMS
AND
EMPLOYMENT PRACTICES/SEXUAL
HARASSMENT

SPOTSWOOD PUBLIC SCHOOLS

The Spotswood Board of Education is fully supportive of equal opportunities for all individuals and shall maintain a harmonious learning and working environment within the school system. In compliance with laws and regulations, the Spotswood Board of Education guarantees equal educational and employment opportunities to all individuals regardless of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, religion, handicap, and social or economic status. An affirmative action plan is part of every aspect of educational and employment decisions and operations including but not limited to (1) contract employment practices, (2) educational programs and school/classroom procedures, and (3) sexual harassment. Full descriptions of these practices are included in the policies #1530, 5755, 2260, 1140, 3362, 5751, 4352, 5512, among others.

The Spotswood Board of Education is an affirmative action employer and holds all its employees and students responsible for maintaining a learning and working environment that is free from harassment and all discriminatory practices. Harassment or favoritism on any basis is prohibited. When harassment has been determined to take place, disciplinary action shall follow. The district has on file policies (#1530, 5755, 2260, 1140, 3362, 5751, 4352, 5512) addressing these issues as they relate to interactions of student to student, staff to student, and staff to staff.

Procedures for reporting incidents that violate policies are included in the documents. These policies and procedures are available in the principals' offices, superintendent's office, and in the office of the Board of Education. If you need more information, you may contact one of the following Affirmative Action Officers:

Heather DeLollis	District Affirmative Action Officer,	
	Central Office	723-2200 Ext. 5072
Jennifer Asprocolas	Schoenly School	723-2200 Ext. 4000
Michael Mastroserio	Spotswood High School	723-2200 Ext. 1035
Brian Kitchin	Memorial School	723-2200 Ext. 2000
Nancy Torchanio	Appleby School	723-2200 Ext. 3000

MISSION STATEMENT



**WE IN THE SPOTSWOOD PUBLIC SCHOOL
 SYSTEM BELIEVE THAT:**

1. All students can learn and should have a positive learning experience.
2. Good citizenship and appropriate societal values should be instilled at home and reinforced in school.
3. Maximum participation in a variety of learning experiences and cocurricular activities should be encouraged.
4. Awareness of current health issues must be stressed.
5. Individual dignity and sense of self-worth must be instilled in students and staff.
6. Sufficient teaching tools and ability to exist in an innovative learning environment must occur for students and faculty.
7. Creativity and positive risk-taking should be encouraged through challenges and high expectations.
8. Everyone has a right to a clean, safe, positive environment.
9. Everyone has a right to be an individual and to be able to achieve at maximum potential in individual or group activities.
10. Educators are role models and should be encouraged to grow professionally.
11. The school system, community, and the local governing bodies must work together in harmony and with a positive attitude.
12. Societal changes must be recognized and multi cultural differences respected.
13. Communication should be frequent, clear, concise and open to the community.
14. Changing technologies should be incorporated and used as teaching tools as well as subject for study.
15. Quality education includes efficiency.
16. Pride in self, school, community, and country should be instilled in all.
17. Parents are role models and should provide support to school programs as well as getting involved in school issues.
18. Bonds should be established with corporate America to gain practical insights and knowledge.

SPOTSWOOD PUBLIC SCHOOLS
2017/2018 School Year Calendar

August	
21-24	NEW TEACHER INDUCTION
September	
4	SCHOOLS CLOSED - LABOR DAY
5	SCHOOLS CLOSED FOR STUDENTS - Staff Inservice
6	SCHOOLS CLOSED FOR STUDENTS - Staff Inservice
7	First Day for Students
21	Schools Closed - Rosh Hashanah
October	
November	
8	SCHOOLS CLOSED - Staff Inservice
9, 10	SCHOOLS CLOSED - NJEA Convention
22	1/2 Day - Students and Staff
23	SCHOOLS CLOSED - Thanksgiving Day
24	SCHOOLS CLOSED - Day after Thanksgiving Day
December	
25-29	SCHOOLS CLOSED - Christmas Break
January	
1	SCHOOLS CLOSED - New Year's Day
15	SCHOOLS CLOSED - Martin Luther King Jr. Day
February	
16	SCHOOLS CLOSED - Staff Inservice
19	SCHOOLS CLOSED - Presidents' Day
March	
30	Schools Closed - Good Friday
April	
2-6	SCHOOLS CLOSED - Spring Break
May	
28	SCHOOLS CLOSED - Memorial Day
June	
19-20	1/2 Day - Students Only
20	Last Day for Students and Staff

183 days for students - 187 days for staff with 3 snow days built in. Additional snow days will be taken from Spring Break. Should 1 snow day remain it will be used on May 29; 2 remaining snow days will be used May 29 and May 25 respectively; 3 remaining snow days will be used May 26, May 29, May 25 and April 9 respectively.

APPROVED BY THE SPOTSWOOD BOARD OF EDUCATION ON

Date: January 3, 2017

PLEASE NOTE: THIS CALENDAR IS SUBJECT TO CHANGE DUE TO EMERGENCY/INCLEMENT WEATHER CLOSINGS



SPECIAL EVENTS / ACTIVITIES FOR 2017-2018

Appleby School

September 6	Second grade parent orientation
September 7	First Day for Students
September 13	Band Information Night
September 14	Back to School Night
October 2-6	Week of Respect
October 5, 12, 19 & 26	Family Science
October 13	Fall Picture Day
October 16-20	School Violence Awareness Week
October 31	Halloween Parade
November 14	End of First Marking Period
November 14-18	American Education Week
November 16	Appleby's Open House
November 28	Report Cards Distributed
November 29, 30	Parent Teacher Conferences - half days
December 1	Appleby Night on Nov. 29
December 7	Appleby Winter Concert
January 10	Fourth Grade Red Band Concert
January 11	Fourth Grade White Band Concert
January 29	Second Grade Concert
January 29	End of Second Marking Period
February 12	Report Cards Distributed
February 21, 22, 23	Parent Teacher Conferences – half days
	Appleby Night on Feb. 22
March 1, 8, 15, 22	Family Math
March 9	Spring Picture Day
March 13	Third Grade Recorder Concert
March 28	Spelling Bee
April 13	End of Third Marking Period
April 19, 20, 21	Appleby Drama Production
April 24	Report Cards Distributed
April 30	Appleby Spring Chorus Concert
May 14	Appleby Spring Band Concert
May 24	Appleby Field Day
June 19/20	Half Day Students Only
June 20	Fifth Grade Promotion Ceremonies

Schoenly School

August 21-24	New Teacher Induction
September 6	Kindergarten Orientation
September 6	Preschool Orientation
September 7	First Day for Students
September 12	Back to School Night
September 25	Lifetouch Fall Pictures
Oct 2-6	Week of Respect
Oct 16-20	School Violence Awareness Week
October 31	Halloween Parade
November 13	Veteran's Day Celebration
November 13	Lifetouch Makeup Picture day
November 13-17	American Education Week
November 14	End of MP1
November 15	Schoenly's Open House
November 28	Report Card Distribution
November 29	Parent/Teacher Conference - Afternoon
November 30	Parent/Teacher Conference - Night
December 1	Parent/Teacher Conference - Afternoon
	½ for all students for all three days
December 20	Schoenly Winter Concert
January 29	End of MP2
February 7	Kindergarten/Preschool Evening Registration
February 8	Kindergarten/Preschool Afternoon Registration
February 12	Report Card Distribution
February 21	Parent/Teacher Conference- Evening
February 22	Parent/Teacher Conference- Afternoon
February 23	Parent/Teacher Conference-Afternoon
	½ for all students for all three days
Feb 26-Mar 2	Read Across America (Day is March 2)
March 26	Lifetouch Spring Pictures
April 13	End of MP3
April 19	Grandparent's Day
April 24	Report Cards Distributed
April 26	Annual Bring Your Child To Work Day
May 23	Schoenly's Celebration of the Arts
May 29- 31	Kindergarten Screening
June 1	Field Day
June 4	Field Day Rain date
June 6	First Grade trip to Appleby
June 11	Kindergarten Moving Up Celebration
June 12	Preschool Celebration
June 13	First Grade Moving On Celebration
June 19/20	Half Day Students Only

SCHOOL HOURS

APPLEBY - FULL SESSION

8:20 a.m. - 2:55 p.m. - Grades 2 - 5

HALF DAY SESSION/EARLY DISMISSAL

8:20 a.m. - 12:20 p.m. - Grades 2 - 5

SCHOENLY - FULL SESSION

8:35 a.m. - 3:10 p.m. - Grades K - 1

8:30 a.m. - 2:30 p.m. - Pre-School

HALF DAY SESSION/EARLY DISMISSAL

8:35 a.m. - 12:35 p.m. - Grades K - 1

8:30 a.m. - 12:20 p.m. - Pre-School

DELAYED OPENING SCHEDULE

APPLEBY SCHOOL

Grades 2 - 5 - 10:20 a.m. - 2:55 p.m.

SCHOENLY SCHOOL

Grades K - 1 - 10:35 a.m. - 3:10 p.m.

PRE-SCHOOL

10:30 a.m. - 2:30 p.m.

ARRIVAL TIME

Children may enter the building at 8:15 a.m. at Appleby and at 8:20 a.m. at Schoenly. The building will not be open before these times, therefore proper supervision of your child will be unavailable. Children arriving after 8:20 a.m. at Appleby or 8:35 a.m. at Schoenly will be considered **late**. Students who arrive late must be accompanied by a parent/guardian and signed in at the main office.

DISMISSAL

Children who are not involved in extra curricular activities must leave the building at dismissal. Remaining in and around the school building after dismissal without permission is not allowed. Students who are walkers may not, under any circumstances, ride the school bus.

SCHOOL CLOSINGS: INCLEMENT WEATHER OR EMERGENCY CONDITIONS

In the event it is necessary to close school due to inclement weather or emergency conditions, parents may obtain information from the following sources:

WCTC 1450 AM

WMGQ 98.3 FM

NJ 101.5 FM

NEWS 12 NJ

OR

www.wmgqfm.com

www.wctcam.com

www.spsd.us

Fios 43 and Xfinity 26

Parents are encouraged to sign up for Instant Alerts. Please do not call the school!

Early Dismissal: If it becomes necessary to dismiss school early, we will provide for your children's safety. In September, parents will be asked to complete a form indicating plans they have made for care of their children in the event of an early dismissal. Announcements of early dismissals are also made on all of the above services.

ATTENDANCE

The Board of Education requires that pupils enrolled in this school district must be in attendance for 164 or more days in order to be considered to have successfully completed the instructional program requirements of the grade. There are only three legal reasons for absence, all of which are subject to limitations:

1. Sickness or physical incapacity of the child;
2. Death in the family;
3. Religious observance.

Parents must notify the school nurse/main office of any absence by 9:00 a.m. on the day of the absence. ***At Appleby, please call 732-723-2200, Ext. 3005 to report absences. At Schoenly, please call 732-723-2200, Ext. 4001.*** Reasons for extended absences should be discussed with the principal. Please notify the school office ahead of time. Any student who has **excessive absence** from school, and for whom no home instruction has been approved, shall be considered for **RETENTION** upon the recommendation of the principal and/or the Intervention and Referral Service (I&RS) Team.

Students must be in attendance for four hours under New Jersey Department of Education regulations in order to be marked "present" in the attendance register. If a student is not present that day, he or she is not eligible to participate in after-school activities. In cases where the event is scheduled on a weekend, student attendance on the preceding school day is mandatory in order for the student to participate. ***When a student is sent home with fever, vomiting, diarrhea or other symptoms related to a possible contagious condition, that student cannot participate in after school activities, and under the direction of the school nurse may not be eligible to return to school for 24 hours after being symptom free (see page 13 letter G. for details.)***

ABSENCE AND TARDINESS

All children must be in their classrooms by 8:20 a.m. at Appleby and by 8:35 a.m. at Schoenly. A child who comes later is tardy and must be signed in at the school's Main Office by a parent or guardian. When a child returns from an absence, a note should be sent to the classroom teacher explaining the reason for the absence. In the event of excessive absence or tardiness, the parent will be contacted and the resulting consequence may be after school detention. Excessive tardiness will adversely affect eligibility for perfect attendance award. Attending school on a consistent basis is an extremely important part of a child's academic and social development. Please support our efforts in providing the best educational experience possible for your child by establishing good habits for attending school and arriving on time.

DETENTION

Sometimes it is necessary to detain students after school for makeup work, extra help, extra curricular activities, or for disciplinary reasons. If this should occur, school personnel will notify parents 24 hours in advance. If prior commitments do not permit the child to remain after school on any given day, the parent must personally inform the school. If a postponement is necessary, the child must remain after school the following day.

NOTES TO LEAVE SCHOOL GROUNDS

1. If it is necessary to take your child out of school before the regular dismissal, only parents or an adult with positive identification and written or prior authorization from the parent may sign him/her out at the school office. If you know in advance, please send a note stating the reason to the teacher one day prior. The same procedure will be followed for children who become ill and need to go home. A child who is permitted to leave before dismissal will not be allowed to walk home alone. We encourage parents to regularly update the emergency cards to include the names of all adults with permission to pick up children from school.
2. Parental sign-out of children is necessary for students to leave the grounds for lunch. If a child does not go home for lunch, he/she will be expected to either bring his/her lunch from home or purchase his/her lunch at school.

CHANGE OF ROUTINE

If you change the normal routine for your child, please make sure he/she knows what to do and where to go and that the school has a note indicating exactly who is to pick up the child. Of course, the school will cooperate fully in cases of emergency and deliver messages to your child.

VOLUNTEERS

Parents and guardians who volunteer in the schools must be approved by the Board of Education. In addition, volunteers are asked to adhere to the following code of ethics:

- Upon entering the building, have identification in case the office deems necessary to ask for identification.
- Wear a visitor's pass in a visible fashion.
- Go directly to and from the classroom.
- Not eat or drink in front of students in the classroom, the office, or any public area (Nutrition Policy)
- Sign out upon leaving the building.
- Respect the authority of school instructional and administrative personnel.
- Not discuss matters or information pertaining to students or staff members outside of the classroom.
(What I observe in school must stay in school.)
- Treat all children in the classroom as equals and never demonstrate partiality or favoritism.
- Remain objective at all times and not allow my personal feelings to affect my participation.
- Behave in a professional manner and adhere to both school and district rules.
- Notify the school office if I am not able to keep my volunteer commitment.
- Bring matters of concern to the teacher or administration.
- Not become involved in discipline matters or in escorting children throughout the building.

VISITORS TO THE BUILDING

ALL VISITORS TO THE BUILDING MUST REPORT TO THE MAIN OFFICE FIRST AND BE PREPARED TO SHOW IDENTIFICATION. THIS POLICY MUST BE FOLLOWED WHEN YOU ARE DELIVERING FORGOTTEN LUNCHES, LUNCH MONEY, HOMEWORK, ETC. THERE ARE SEVERAL TIMES WHEN THE SCHOOL IS OPEN TO THE PUBLIC FOR SPECIAL ACTIVITIES. IT IS NOT NECESSARY TO REPORT TO THE OFFICE AT THESE TIMES. Examples: Back-to-School and Parent Teacher Conferences.

LUNCH PROGRAM

All students will have a 45 minute lunch period, which will consist of lunch and recess.

School lunches are available to all students in grades Pre-K - 5th. The district also participates in the free and reduced price lunch program for families who qualify. Applications for free and reduced price lunches are emailed to all students, and are also available on the district website.

WHAT IS AVAILABLE:

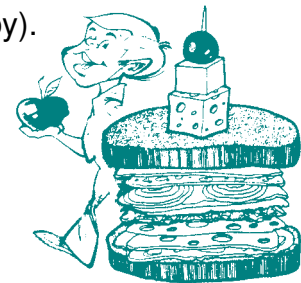
Children in grades Pre-K - 2nd may purchase snack milk.

Children in grades Pre-K - 5th may purchase lunch including milk, milk alone, or snacks (only at Appleby).

LUNCH PRICES THIS YEAR ARE:

Milk \$0.55

Lunch \$2.80



Make sure your children have their lunch and milk money and that care is taken to avoid losing it. In case of lost lunch money, a charge slip can be obtained with payment due the following day. Students may also pay in advance for the week or month. Checks may be made out to Spotswood Board of Education.

LUNCHROOM RULES

Good manners are expected of everyone. We feel that a child is given every chance to conduct him/herself in an orderly manner in the lunchroom. If a child repeatedly fails to do so, his/her playground or other privileges will be suspended for a reasonable period of time. A parent will be notified if his/her child is being disruptive.

GUM/CANDY/SNACKS

Children are not permitted to chew gum during the school day. Students should be discouraged from bringing gum to school. We will appreciate your cooperation. Students in Grades Pre-K - 2nd may bring a daily snack of nutritional value; candy should be limited.

ARTICLES PROHIBITED IN SCHOOL

Any item that may be hazardous to the welfare of the student(s) should not be brought to school. Such items will be confiscated. Parents are requested to help children understand the necessity for such action. Cell phones and other electronic devices must be turned off and kept in a backpack or locker during the school day. The school assumes **NO RESPONSIBILITY** for loss or damage to these items. Any violation will be referred to administration for possible disciplinary action.

PERSONAL PROPERTY

The school is not responsible for personal property which is lost, stolen or damaged. Please do not send articles with your child which have special monetary or sentimental value unless previous permission has been granted by school personnel. Children should not carry extra money unless it has been requested for a specific purpose. Money should never be kept in desks or lockers. ***Parents should label their child's belongings and clothing. Money sent to school should be placed in an envelope with the student's name on it, the amount, and the purpose.***

DRESS AND APPEARANCE

Children should dress appropriately for the activities of the day and the season. Because we believe that young people should have opportunities to move about in fresh air, children will be allowed to play outside during recess on most days weather permitting. Please be sure they are appropriately equipped. *Open shoes, flip-flops and "heelys" are not allowed because they constitute a safety hazard. Hats are not to be worn indoors. Hats, coats, gloves/mittens and scarves should be considered during winter months.*

Student attitudes and performance are affected by personal appearance. Since education is a serious matter, every effort should be made to emphasize cleanliness, proper grooming and neat attire. Children need guidance and direction in these three areas. Just ask the question, "Is the child's appearance suitable for school today?" If the answer is no, the parent will be contacted.

STUDENT INSURANCE

The Board of Education provides parents with information concerning student accident insurance. **Application forms are sent home with students in September, and all parents are asked to return the forms indicating whether or not they wish to obtain the coverage.** Premiums are paid by participating parents.

TRAFFIC AND SAFETY



Since parking space at both schools is limited, traffic congestion occurs, particularly in inclement weather. School buses and vans have priority and must have access to the buildings.

For the safety of our students the front parking lot at Appleby School and the side parking lot at Schoenly School are reserved exclusively for staff members.

The Spotswood Police Department employs crossing guards to provide help and safety at intersections. Parents and children must follow their directions.

MONITORING DEVICES ON SCHOOL VEHICLES

Policy 8690: Monitoring Devices on School Vehicles

Monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.

WALKING POLICY (Schoenly)

During the school year teachers may take the students on walking trips around the block or in our neighborhood to observe first hand things that relate to our studies in the classroom. These excursions are supervised and purposeful.

LOST AND FOUND

It is advisable that you identify clothing such as outerwear, sweaters, boots, etc., in some manner. Each school has a lost and found box where lost items will be placed or claimed. Periodically, unclaimed items are given to a charitable organization.

CARE OF SCHOOL PROPERTY

Children who intentionally deface school property inside or outside the building will be disciplined. Their parents will be informed and may be held responsible for costs or repairs. Please encourage your children to respect public property.

BICYCLES (Appleby)

For students at Appleby who elect to ride bicycles to school, a bicycle rack has been provided. Wheel or sprocket locks are recommended. The school is not responsible for stolen or damaged bicycles.

HOMEWORK

The Spotswood Board of Education believes that the purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experiences. **STUDENTS ARE EXPECTED TO COMPLETE ALL HOMEWORK ASSIGNMENTS ON TIME.** Requests for homework for students who are ill should be made to the teacher via the main office by 9:30 a.m. Assignments can be picked up in the office at dismissal.

We think learning is important and that it should continue beyond school hours. The daily homework is not punishment, but rather a way to encourage and extend learning. We ask you to kindly contact the teacher in the event that there are extenuating circumstances preventing your child from completing his/her homework.

Below are the specific grade level homework guidelines for **Appleby School**.

Grade 2: Students will receive two to three assignments each evening Monday through Thursday. They are also expected to read for fifteen minutes each evening at least five times a week and to regularly study math facts and trick words.

Consequences for missed homework:

1st time - Student will receive a verbal warning.

2nd time - Parent/Guardian will be contacted via a note/email. The student will be expected to make up homework at home and will miss 10 minutes of recess.

3rd time - Parent/Guardian will be contacted via a note/email. The student will be expected to make up homework at home and will miss all of recess.

4th time – Parent/Guardian will be contacted by telephone. The student will make up homework at home and will miss 2 days of recess.

5th time – Student will be assigned to after school detention.

Grade 3: Students will receive two to four assignments each evening Monday through Thursday. They are also expected to read for twenty minutes a night at least four times a week and to regularly study math facts.

Consequences for missed homework:

1st time - Student will receive a verbal warning.

2nd time - Parent/Guardian will be contacted via a note/email. The student will be expected to make up homework during recess detention.

3rd time - Parent/Guardian will be contacted via a note/email. The student will be expected to make up homework during recess detention.

4th time – Student will be assigned to after school detention.

Grade 4: Students will receive assignments in approximately three subject areas each evening. The time students spend on homework should average thirty to forty minutes.

Consequences for missed homework:

1st time - The student will be expected to make up homework during recess detention.

2nd time - Parent/Guardian will be contacted via a note/email/telephone call. The student will be expected to make up homework during recess detention (and complete for homework if necessary).

3rd time - Student will be assigned to after school detention where he/she will make up the homework (and complete for homework if necessary).

Grade 5: Students will receive homework most evenings. The time students spend on homework should average thirty to fifty minutes each evening.

Consequences for missed homework:

1st time - Student will be expected to make up homework during recess detention.

2nd time - Parent/Guardian will be contacted via a note/email/telephone call. The student will be expected to make up homework during recess detention (and complete for homework if necessary).

3rd time - Student will be assigned to after school detention where he/she will make up the homework (and complete for homework if necessary).

SCHOOL PROGRAMS

The regular instructional program provides instruction in English language arts (writing, reading, presenting, spelling, grammar, punctuation, composition, penmanship), mathematics, social studies, science, art, music, physical education, and world languages.

Specialists who will be working with the elementary staff include Department Chairs, Director of Curriculum and Instruction, and Director of Special Services.

In order for parents to be well informed about the curriculum at each grade level, a Back-to-School Night has been scheduled. Please note the date on the school calendar found on page 3.

HONOR ROLL

Schoenly students will be eligible for Student of The Month(SOM) and/or as a Student of Character for various accomplishments throughout the year. 4th and 5th grade students will be placed on the Honor Roll based on their academic achievement. To qualify for Regular Honors a student must achieve an "A" in three subjects and a "B" in two subjects. To qualify for High Honors a student must achieve an "A" in all subjects.

ENRICHMENT PROGRAM (Appleby)

We will have a two phase program: (1) a pull-out program that addresses the needs of approximately 3% of the student body, (2) a rotational pull-out program, which addresses the needs and interests of specific students. This rotational pull-out program may last for three to ten weeks depending upon the curriculum being addressed during that time.

MUSIC

BAND: Students are recruited for the band program at grade four. At Appleby the band students receive small group instruction during the school day. Band practice is held after school.

CHORUS: Schoenly's first grade students will have the opportunity to demonstrate their love for music during the "Winter and Spring Concert." Students in grades three through five are invited to join the elementary chorus. The chorus meets after school. Specific information regarding each program will be distributed by the teachers.



HEALTH SERVICES

A. EMERGENCY CARE

Emergency care for pupils who become ill or injured at school is the responsibility of school health personnel. Fundamental to this emergency care program is the acceptance by nursing personnel of the responsibility for:

- Giving immediate emergency care, including such measures as rest, external applications of heat or cold, temporary dressing, hemorrhage control and ordinary nursing measures directed toward the comfort and safety of the ill or injured.
- Notifying the parent of the pupil's illness or injury and making recommendations for his/her care.

Transportation to the home or doctor's office is to be provided by the parents. No seriously ill or injured pupil will be allowed to go home without being accompanied by a responsible adult. In a serious emergency, the services of the local rescue squad will be utilized and the parents contacted promptly.

The school nurse may excuse a student from gym class for 1-2 days based on her observation and assessment of the problem, or based on a written request from a parent explaining the problem. A doctor's note is required to excuse a student for 3 or more days. The doctor's note should be explicit as to when the student can resume all normal activities. All students with a cast, splint, crutches, sutures, etc. will automatically be excused from physical education class and recess; students will need a physician's note to return to these activities. Notes which stipulate that a student should be excused from activities "until further notice" need to be updated periodically. If a student is excused from physical education class, she/he will not be able to participate in recess, field day, or physical activities on class trips.

B. ADMINISTRATION OF MEDICATION

Whenever possible, it is advisable to administer medication to the child at home. If necessary for the health of the child the school nurse will administer medication as prescribed by the child's physician. The request for this service must be submitted in writing on standard forms obtained from the school nurse. Specific instructions for administration of the medication from the child's physician must be included. A parent/guardian must also sign the medication form. All drugs must be brought to school by the parent/guardian and must be in pharmacy labeled container. No student is permitted to keep any medications or preventive applications on their person during school hours.

C. COMMUNICABLE OR INFECTIOUS DISEASES

Parents are requested to report all communicable or infectious diseases to the school nurse. Reportable diseases may include chicken pox, streptococcal infections, staphylococcal infections, influenza, hepatitis, mononucleosis, meningitis, encephalitis, tuberculosis, ringworm, pinworms, impetigo.

D. SCREENING PROGRAM

1. Physical examinations are recommended for all students in grades Pre-K, K, 4, 8, 11, and all transfer students. These physicals should be done by the family's private physician. A physical is required on first entering school (Pre-K and/or K).
2. Visual screening is done annually on all students in grades Pre-K, K, 1, 3, 5, 7, 9, 11 and special classes.
3. Hearing screening is done on all students in grades Pre-K, K, 1, 3, 5, 7, 9, 11 and special classes.
4. Height, weight and blood pressure on all students annually.
5. Spinal screening is done on students 10 to 18 years old in grades 4, 6, 8, 10, 12.

E. EXCLUSIONS FROM SCHOOL

The school nurse will recommend exclusion:

Of any child or employee whose state of health and well being would be temporarily benefited by removal from the school situation.

Of any child or employee suspected of communicable disease.

Of any child who has not met the immunization requirements.

For such conditions as fever, sore throat complaints or strep throat, conjunctivitis (pink eye), impetigo or other suspicious rash or skin lesions, pinworms, colds, viruses, flu, chicken pox, mononucleosis, etc.

F. GUIDELINES FOR KEEPING YOUR CHILD HOME

The main reason to keep your child home is if he/she is too sick to be comfortable at school or if he/she might spread a contagious disease to others. As a rule, your child should be kept home if there is:

- Elevated temperature (100 degrees or higher)
- Acute cold symptoms or persistent cough
- Vomiting, nausea, repeated diarrhea or severe stomach pain
- Red, inflamed eyes with thick discharge
- Widespread rash

G. 24 HOUR RULE

- Fever: Children with a fever of 100 degrees or higher must be fever free for 24 hours without fever reducing medication
- Strep throat: Children must have 24 hours of antibiotic and be fever free
- Pink Eye: Children must have 24 hours of antibiotic eye drops and symptoms must have subsided.

H. POSSESSION AND USE OF WATER BOTTLES, COUGH DROPS, ETC.

Children are not permitted to have water bottles, cough drops, etc. in school unless there is a medical reason. In most cases or in the case of extenuating circumstances, a note must be submitted to the nurse. For extended use of such items, the note must be from your doctor. Without a note, the items will be confiscated until we are able to contact the parent.

HOME INSTRUCTION

Home instruction services will be provided to any student during extended absence due to sickness or accident. A written recommendation from the attending physician must be presented to the Principal. Arrangements will be made by that office based on student needs.

WHAT TO DO IF...

You have questions or concerns - Contact via phone or email (please see school website for email address) your child's teacher or principal for help.

Appleby's number 732-723-2200, Ext. 3000/3001; Schoenly's number 732-723-2200, Ext. 4000

You want to confer with your child's teacher - Contact your child's school to arrange an appointment or contact the teacher via email.

Your child becomes ill at school - A student who becomes ill during school hours is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation.

You want homework - If your child is absent, you must contact the office by 9:30 a.m. to arrange for homework. This homework may be picked up at dismissal in the office. If you are taking a child on vacation while school is in session, make-up work can be obtained upon return to school. The child will receive an appropriate amount of time to complete the assignments (usually equal to the number of days absent). Teachers are not obligated to prepare work in advance for students to take with them on vacation unless the teacher views such practice as beneficial.

Your child is absent - The school nurse at Schoenly or the main office at Appleby must be notified by 9:00 a.m. on the date of the absence. Please send a note when the child returns to school, stating the dates of absence and the reason for such absence.

A lunch or lunch money is left at home - You may be contacted to bring the lunch or money to school. If you cannot be reached, a charge slip can be issued to pay for a school lunch and you will be notified. The payment is due the following day and only ONE CHARGE is permitted at a time.

You change your address or home, cell, or work phone number - Contact your child's school with changes to your contact information so that our records may be kept current. Address changes must go through central office. Please contact Kathy Bonczek at 732-723-2200, Ext. 5030.

You plan a vacation - notify the office in writing.

You plan to move from the school district - Notify the school office several days in advance so a transfer card may be prepared. You will be asked to provide the name and address of your child's new school.

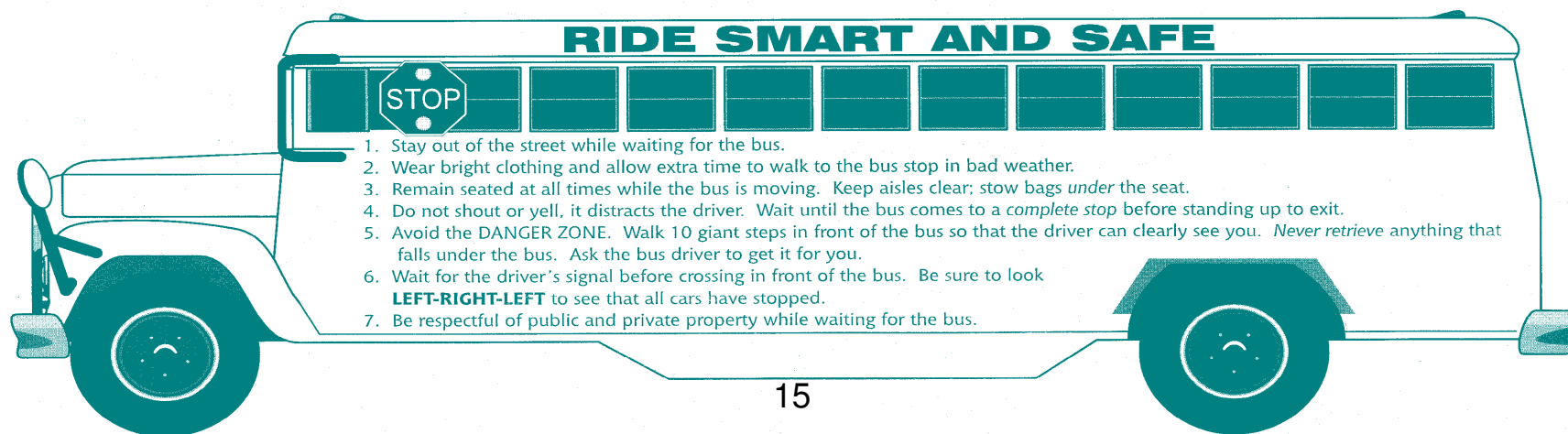
You need to change your child's after school arrangements - Please provide a written note to your child's teacher or the Director of CARES if there is to be a change in your child's after school schedule or in the people with whom he or she is permitted to be dismissed with.

BUS CONDUCT

A student's privilege to ride the school bus is dependent on his/her observance of bus regulations. The bus driver is in charge of the bus and students must obey his/her directions. Any student who violates the bus regulations will be denied the privilege of riding the bus for a period of time to be determined by the school administration and will receive any additional penalty deemed necessary.

Pupils are required by state law to maintain the same standards of conduct on the bus as they do in school. The rules listed below are to be observed by all students.

1. The bus driver is in complete charge of the bus at all times.
2. Take your seat quickly and fasten your seat belt.
3. Remain seated.
4. Talk quietly.
5. Think of the bus as your property; don't damage any part of it.
6. Ask the bus driver's permission to open a window.
7. Keep your hands and head inside the bus.
8. Don't throw anything out the window.
9. Keep aisles clear at all times.
10. Obey all the rules, and follow directions given by the bus driver.
11. Be courteous to your bus driver and all other passengers.
12. Do not distract the driver through misbehavior.
13. While waiting to board a school bus, students should behave as dignified citizens of our school and community. At all times students must show respect for all people and property. There can be no rowdiness of any nature while waiting for the bus, either at the bus stop or on school grounds.
14. Smoking, loud noises, profanity, and "rough housing" are strictly forbidden and will be dealt with severely.
15. There will be no eating on school buses.
16. Students must show care and respect for others while riding on the school bus. When seated on the bus, students will not extend their feet into the aisles. Students are not to touch any equipment on the bus.
17. Defacing or destroying any materials on the bus will result in the loss of the privilege of riding the bus. If serious enough, this behavior will result in suspension from school. In addition, the pupil and his/her parents will be responsible to the bus contractor for damages which the pupil has caused.
18. Keeping hands and feet to themselves.



PLAYGROUND RULES

Playground equipment is available at each school. Playground time is a privilege and the rules have been designed for safety of everyone. Please be fair to your classmates and friends and share the equipment for a fun time for all.

To ensure your safety:

1. Students must respect and obey the playground aides/lunch chaperones at all times.
2. Stay in the designated play area at all times. **DO NOT** go into the woods, road, parking lot, or school building unless directed to do so by the teacher/playground chaperone on duty.
3. **DO NOT FIGHT** or engage in **any ROUGH PLAY**.
4. **NEVER** speak to a stranger or approach an animal in the play area. **Notify an adult immediately.**
5. Use athletic equipment as intended.
6. Students are **NOT ALLOWED** to go onto the playground without an adult at any time - even if you left something on the playground. Speak to an adult for help.
7. Adhere to playground rules that ensure safety for specific equipment.
8. Tag is not allowed.
9. Must allow all classmates to play and be conscious not to exclude anyone.
10. Avoid any competitive or aggressive play.

Annual Integrated Pest Management Notice

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Spotswood BOE has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice. All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Spotswood BOE is: Name of IPM Coordinator: Michael Palumbo, Phone number: 732-723-2200, Ext. 5061, Business Address: 105 Summerhill Rd. Spotswood, NJ 08884

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS)(when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Spotswood School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Integrated Pest Management Statement Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. Spotswood School District will use site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides when needed. Educational strategies are used to enhance pest prevention, and to build support for the IPM program.

SPOTSWOOD PTA, INC.
WE ARE MORE THAN COFFEE AND CAKE!

RECIPIENTS OF THE STATE PTA INTERGENERATIONAL
BRASS RING AWARD

OBJECTIVES OF:

THE PARENT/TEACHER ASSOCIATION

- * To promote the welfare of children and youth in the home, community and place of worship.
- * To secure adequate laws for the care and protection of children and youth.
- * To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- * To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

PTA SPONSORED ACTIVITIES

CHARACTER BUILDING/ANTIBULLYING
TRICKY TRAY
SCHOLARSHIP
CULTURAL ARTS PROGRAMS
MOTHERS' DAY PLANT SALE
HOLIDAY GIFT SHOP
FAMILY NIGHTS
VOLUNTEER PROGRAM
PTA NEWSLETTER
SCHOOL SPIRIT DAY
PARENT EDUCATION

Email Address: spotswoodnjpta@gmail.com

PTA[®]
everychild.onevoice.[®]

SCHOOL HIB AWARENESS/BULLYING POLICY STATEMENT(APPLEBY/SCHOENLY)

Harassment, intimidation or bullying (HIB) means any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, or on a school bus.

Due to a power differential between the aggressor(s) and the target(s), a reasonable person under the circumstances should know that the action will have the effect of:

- a. harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- b. insulting, threatening or demeaning any student or group of students in such a way as to cause either a hostile school environment or a substantial disruption in the orderly operation of the school, or
- c. perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another person.

The Spotswood Board Anti- HIB Policy #5512 is featured on the district website. HIB concerns are directed to the building principal, the building Anti-Bullying Specialist, and the School Safety Team who investigate all incidents. All HIB reports are reviewed by the District Anti-Bullying Coordinator, the Superintendent, and the Board of Education.

District Anti-Bullying Coordinator:
Mrs. Jennifer Asprocolas
732-723-2200, Ext. 4000
jasprocolas@spsd.us

Schoenly School Anti-Bullying Specialist:
Mrs. Jessica Wisniewski
732-723-2200, Ext. 4000
jwisniewski@spsd.us

Appleby School Anti-Bullying Specialist:
Ms. Catherine Glass
732-723-2200, Ext. 5096
cglass@spsd.us

M 2361 ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;

7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and world wide web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the individual a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3

Federal Communications Commission: Children's Internet Protection Act

Federal Communications Commission: Neighborhood Children's Internet Protection Act

Adopted: 2 September 2008

Revised: 19 June 2012

Family Educational Rights and Privacy Act (FERPA)

FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents of eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent of eligible student believes are inaccurate.

Parents of eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent of eligible student, the School will notify the parent of eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks of intends to enroll. [NOTE. FERPA requires a school district to make a reasonable attempt to notify the parent of student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Spotswood School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

STUDENT DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 2 September 2008 Revised: 3 April 2012 Revised: 16 August 2016

8601 PUPIL SUPERVISION AFTER SCHOOL DISMISSAL (M)

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke.

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades PreK to five who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades PreK to five, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available in the Main office of the school building.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year.. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

Pupils shall be supervised by school staff after school dismissal to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the pupil and will only release the pupil when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program -- CARES.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils and to avoid traffic and vehicular congestion outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination may be made by each Principal or program administrator after considering the unique circumstances of the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school. In this circumstance, the parent(s) or legal guardian(s) may be subject to after-school program fees. [Optional - if it is determined by the Principal or program administrator the frequency of emergencies causing the parent(s) or legal guardian(s) or designated escort to be delayed in picking up the pupil is excessive.]

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session and early dismissal dues due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

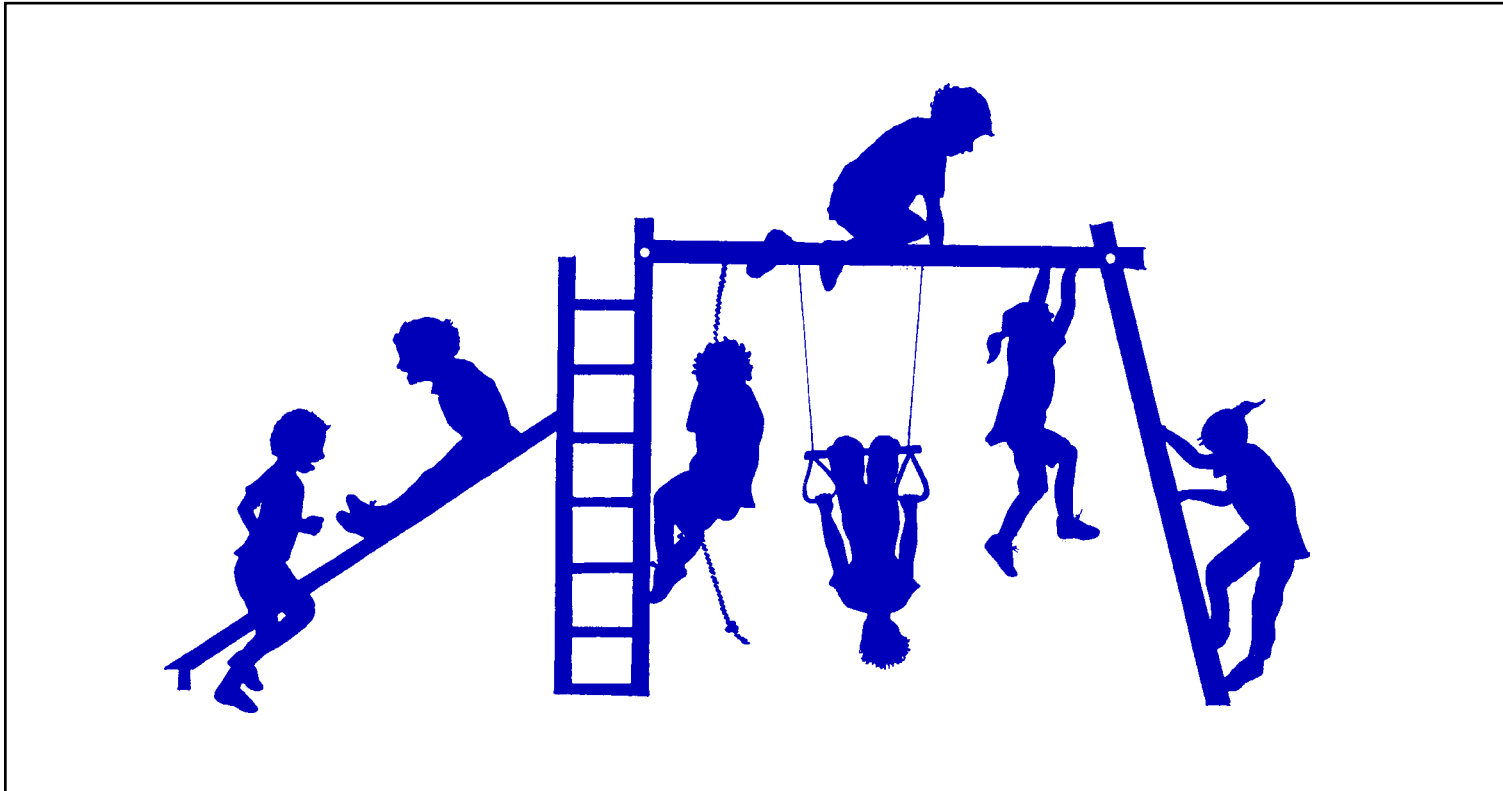
Adopted: 2 September 2008

SAMPLE BEHAVIOR/DISCIPLINE OUTLINE

TYPE OF STUDENT BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Stealing/Theft	Suspension. Parent Conference.	1-3 Days suspension. Notify parent. Refer to Child Study Team	Three or more days suspension and refer to Child Study Team.
Open Defiance of Authority	Parent Conference/ and/or suspension, and/or detention.		
Use of Profanity or Language (Verbal or Written)	Pupil warning. Notify parents and central detention/suspension	1-3 Days suspension. Parent conference.	Three days suspension.
Use of Profanity to Staff	Suspension with conference	1-3 Days Suspension	Three Days Suspension
Forgery and/or Altering Documents	Parent conference and /or central detention.	1-3 days suspension.	
Cheating	Central Detention and/or Teacher-Parent Conference.	Administrator-Parent conference. Central detention/suspension.	
Disruptive Behavior in Cafeteria, on Playground, School Function, etc.	Action will be based on teacher and administrative judgment at school level. Notify parent. Central detention and/or suspension may be employed.		
Cutting School	Parent conference with central detention or suspension.		
Leaving School Grounds during School Hours W/out Written Permission	Parent notification and central detention or suspension.		
Habitual Tardiness	Parent notification and/or detention		
Possession of Obscene Materials	Pupil warning. Confiscate material. Parent Conference.	Parent conference and central detention.	1-3 days suspension.

Threatening or Attacking Another Student or School Personnel	Parent conference/central detention/suspension and/or referral to Child Study Team. Notify police when appropriate.	
Carrying Dangerous and/or Offensive Weapons	Action will be taken based on Board Policy.	
Harassment, Intimidation and Bullying	Refer to district HIB policy.	
Fighting	Parent conference/1-3 days suspension. Investigate thoroughly. Possible prosecution depending on severity of circumstances.	Lengthier suspensions for further infractions.
False Alarms (Pulling Fire Alarm, Bomb Threats)	Parent conference. / Five days Suspension. / Notify Police Department. / Refer to Child Study Team.	
Starting or Causing Fires	1-5 Days suspension. Notify parent. Referral to Child Study Team. Notify police.	
Destroying or Defacing Property	Suspension. Parent conference. Reimbursement to the district and possible prosecution.	
Endangering Safety of Others or Self (Walking on tracks, bike riding on school grounds, playing unsafe games, etc.)	Central detention/parent conference/possible suspension.	
Under the influence of Drugs or Alcohol Possession of Drugs or Alcoholic Beverage Smoking on School Property	Action will be taken based on Board Policy.	
Possession of Tobacco and Other Related Items.	Parent conference. Central detention Confiscation of material	Suspension. Parent Conference. Confiscation of materials.

All guidelines are subject to change dependent upon students chronological age and cognitive development.



Printed for Spotswood Board of Education
R. Kuzminczuk