

# **SPOTSWOOD PUBLIC SCHOOLS**

## **2014 - 2015**



**APPLEBY SCHOOL**

[www.spotswood.k12.nj.us](http://www.spotswood.k12.nj.us)  
Handbook available on Spotswood website

**SCHOENLY SCHOOL**

# **ELEMENTARY HANDBOOK**

## **BOARD OF EDUCATION**

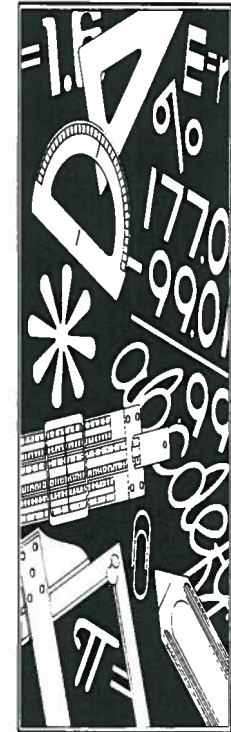
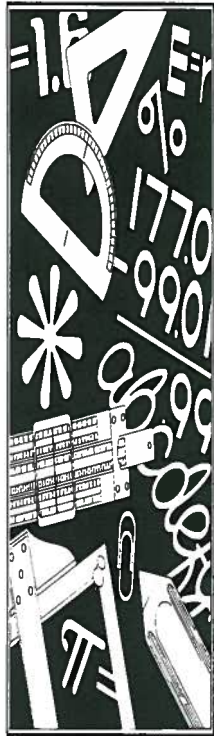
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**Assistant Superintendent of Special Services/Programs**  
Mr. Daniel Silva

**Assistant Superintendent of Curriculum and Instruction**  
Mr. Graham Peabody



### **APPLEBY SCHOOL**

**Principal**  
Karen Boyle

**School Nurse**  
Karen Nesi

**Secretaries**  
Denise Dellaglio  
Stephanie McSweeney



**Telephone: 732-723-2213**

### **SCHOENLY SCHOOL**

**Principal**  
Daniel J. Dooley, ABD.

**School Nurse**  
Deborah Keller

**Administrative Assistant**  
Sylvia Guardiola



**Telephone: 732-723-2220**

## **E. RAYMOND APPLEBY**

23 Vliet Street, Spotswood, NJ 08884

**Telephone: 732-723-2213**



## **G. AUSTIN SCHOENLY SCHOOL**

80 Kane Avenue, Spotswood, NJ 08884

**Telephone: 732-723-2220**

**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.

Sincerely,

  
**Karen Boyle**  
**Principal - Appleby School**

  
**Daniel J. Doble**  
**Principal - Schoenly School**

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## MISSION STATEMENT



*Dedicated to excellence in education  
by inspiring and challenging our students  
to achieve their full potential  
while becoming productive citizens  
of the global community.*

## **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:

Daniel Dooley	District Affirmative Action Officer, Schoenly School	723-2220
Michael Mastroserio	Spotswood High School	723-2258
Cara Nasclmento	Memorial School	723-2227
Karen Boyle	Appleby School	723-2213
Betty Cantora	Schoenly School	723-2220
Daniel Silvia	Central Office	723-2239

8/13

## **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**  
**2014/2015 School Year Calendar**

September	
1	Labor Day
2	<b>SCHOOLS CLOSED FOR STUDENTS - Staff Inservice</b>
3	<b>SCHOOLS CLOSED FOR STUDENTS - Staff Inservice</b>
4	<b>FIRST DAY FOR STUDENTS</b>
25	<b>SCHOOLS CLOSED - Rosh Hashanah</b>
October	
November	
6	<b>SCHOOLS CLOSED - NJEA Convention</b>
7	<b>SCHOOLS CLOSED - NJEA Convention</b>
10	<b>SCHOOLS CLOSED - Staff Inservice</b>
11	<b>SCHOOLS CLOSED - Veterans' Day</b>
26	<b>1/2 Day Students and Staff</b>
27	<b>SCHOOLS CLOSED - Thanksgiving Day</b>
28	<b>SCHOOLS CLOSED - Day after Thanksgiving Day</b>
December	
24-31	<b>SCHOOLS CLOSED - Christmas Break</b>
January	
1	<b>SCHOOLS CLOSED - New Year's Day</b>
2	<b>SCHOOLS CLOSED</b>
19	<b>SCHOOLS CLOSED - Martin Luther King Jr. Day</b>
February	
13	<b>SCHOOLS CLOSED - Staff Inservice</b>
16	<b>SCHOOLS CLOSED - Presidents' Day</b>
March	
April 3-10 <b>SCHOOLS CLOSED - Spring Break</b>	
May 25	<b>SCHOOLS CLOSED - Memorial Day</b>
June 16 -19	<b>Half Day for High School/Memorial - Students Only</b>
18, 19	<b>Half Day for Schoenly/Appleby - Students Only</b>
19	<b>LAST DAY FOR STUDENTS and STAFF</b>

182 days for students - 186 days for staff with 2 snow days built in. Additional snow days will be taken from Spring Break. In the following order: April 10, 9, 8, 7, 6, 3.  
 Unused snow days will be days off on May 22 and May 26 respectively.

APPROVED BY THE SPOTSWOOD BOARD OF EDUCATION ON

Date: January 7, 2014.

PLEASE NOTE:

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



# SPECIAL EVENTS / ACTIVITIES FOR 2014-2015

## Appleby School

August 28	Second grade parent orientation
September 4	First Day for Students
<b>September 10</b>	<b>Back to School Night</b>
September 23	Band Information Night
October 2, 9, 16, 23	Family Science
October 6-10	Week of Respect
October 17	Picture Day
October 20-24	School Violence Awareness Week
October 31	Halloween Parade
<b>November 5</b>	<b>End of First Marking Period</b>
November 17-21	American Education Week
<b>November 20</b>	<b>Appleby's Open House</b>
<b>November 24</b>	<b>Report Cards Distributed</b>
<b>December 3, 4, 5</b>	<b>Parent Teacher Conferences – half days Appleby Night on Dec 3</b>
December 8	Appleby Winter Concert
January 14	Fourth Grade Red Band Concert
January 15	Fourth Grade White Band Concert
January 26	Second Grade Concert
January 27	Second Grade Concert
<b>January 29</b>	<b>End of Second Marking Period</b>
<b>January 29 &amp; February 9</b>	<b>February 5, 12, 19, 26 &amp; March 5 – Family Math Report Cards Distributed</b>
<b>February 10, 11, 12</b>	<b>Parent Teacher Conferences – half days Appleby Night on Feb. 11</b>
February 23	Third Grade Recorder Concert
February 25	Third Grade Recorder Concert
<b>April 14</b>	<b>End of Third Marking Period</b>
April 16, 17, 18	Appleby Drama Production
<b>April 27</b>	<b>Report Cards Distributed</b>
May 4	Appleby Spring Chorus Concert
May 18	Appleby Spring Band Concert
May 29	Appleby Field Day
June 12	Appleby Idol
June 19	Fifth Grade Promotion Ceremony

## Schoenly School

September 2	Kindergarten Orientation
September 2	Preschool Orientation
<b>September 11</b>	<b>Back to School Night</b>
September 22	Lifetouch Fall Pictures
October 6-10	Week of Respect
October 15	Kindergarten Literacy Night
October 20	HIB Parent Presentation @ 7:00 pm
October 20-24	School Violence Awareness Week
October 31	Halloween Parade
<b>November 5</b>	<b>End of MP1</b>
November 12	Veteran's Day Celebration
November 19	Schoenly's Open House
November 17-21	American Education Week
November 17	Lifetouch Makeup Picture day
<b>November 24</b>	<b>Report Card Distribution</b>
<b>December 3</b>	<b>Parent/Teacher Conference- Afternoon</b>
<b>December 4</b>	<b>Parent/Teacher Conference- Evening</b>
<b>December 5</b>	<b>Parent/Teacher Conference-Afternoon</b>
December 17	Schoenly Winter Concert
January 2	Kindergarten Literacy Night
<b>January 29</b>	<b>End of MP2</b>
<b>February 3,4,5</b>	<b>Kindergarten/Preschool Afternoon Registration Kindergarten/Preschool Evening Registration Kindergarten/Preschool Afternoon Registration Report Card Distribution</b>
<b>February 9</b>	<b>Parent/Teacher Conference- Evening</b>
<b>February 10</b>	<b>Parent/Teacher Conference- Afternoon</b>
<b>February 1</b>	<b>Parent/Teacher Conference- Afternoon</b>
<b>February 12</b>	<b>Parent/Teacher Conference- Afternoon</b>
March 2	Read Across America
March 9	Lifetouch Spring Pictures
<b>April 14</b>	<b>End of MP3</b>
April 22	Grandparent's Day
<b>April 27</b>	<b>Report Cards Distributed</b>
May 27	Schoenly's Celebration of the Arts
June 5	Field Day
June 11	Field Day Rain date
June 9	First Grade trip to Appleby
June 10	Preschool Celebration
June 15	Kindergarten Moving Up Celebration
June 17	First Grade Moving On Celebration

# SCHOOL HOURS



## APPLEBY - FULL SESSION

8:05 a.m. - 2:40 p.m. - Grades 2 - 5

## HALF DAY SESSION

8:05 a.m. - 12:05 p.m. - Grades 2 - 5

## SCHOENLY - FULL SESSION

8:20 a.m. - 2:55 p.m. - Grades K - 1

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

## HALF DAY SESSION/EARLY DISMISSAL

8:20 a.m. - 12:20 p.m. - Grades K - 1

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

## DELAYED OPENING SCHEDULE

### APPLEBY SCHOOL

Grades 2 - 5 - 10:05 a.m. - 2:40 p.m.

### SCHOENLY SCHOOL

Grades K - 1 - 10:20 a.m. - 2:55 p.m.

### PRE-SCHOOL

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

## ARRIVAL TIME

Children may enter the building at 8:05 a.m. in Schoenly and at 8:00 a.m. in Appleby. The building will not be open before these times, therefore the proper supervision of your children will be unavailable. Children arriving after 8:05 at Appleby or 8:20 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](http://www.wmgqfm.com)

[www.wctcam.com](http://www.wctcam.com)

[www.spotswood.k12.nj.us](http://www.spotswood.k12.nj.us)

TV Channel 3

**Parents are encouraged to sign up for Honeywell 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 732-723-2214 to report absences. At Schoenly, please call 732-723-2224.*** 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 8:05 a.m. in Appleby and by 8:20 a.m. at Schoenly.** A child who comes later is tardy and should have a note explaining the reason for being late, and/or will need to sign their child into school. **When a child returns from an absence, a note should be sent to the classroom teacher explaining the reason for the absence.** The parent will be contacted in cases of excessive absence or tardiness and, if necessary, referred to the Attendance Officer for appropriate action. 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. Every second counts when establishing the foundation of education in the potential early elementary years. When your child is absent or late his/her academic and social developments are interrupted leading to educational or emotional inconsistencies that can sometimes be very hard to remediate. 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**

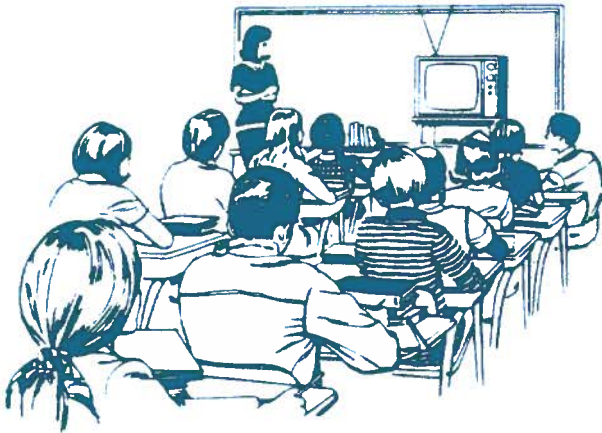
Sometimes it is necessary to detain students after school for makeup work, extra help, extra curricular activities, or for disciplinary reasons. If this should occur, school personnel will notify parents 24 hours in advance. If prior commitments do not permit the child to remain after school on any given 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. Parents and guardians may complete the volunteer form and return it to school. Not all parents interested in volunteering will be selected; volunteering is on an as needed basis and may be subject to a lottery.

## **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 distributed to all students. This year, Schoenly will participate in a breakfast program; details to follow.

### 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	.65
Lunch	\$2.55



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 when it is not raining or snowing. 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 insurance**. **Application forms are sent home with students in September, and all parents are asked to return them 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.**

***Unauthorized vehicles are prohibited from entering the parking lot.***

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

## 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.

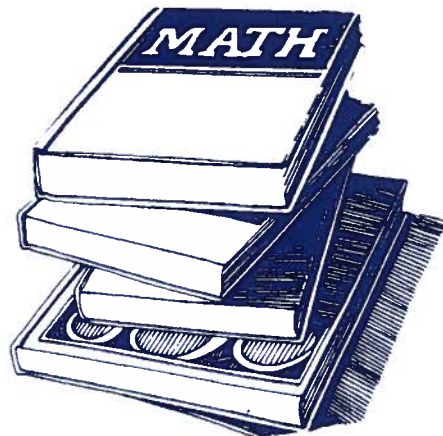


## HOMEWORK

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. You will receive information regarding specific school and grade level homework guidelines.



# SCHOOL PROGRAMS

The regular instructional program provides instruction in reading, language arts (writing, 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, the Assistant Superintendent of Curriculum and Instruction, and the Assistant Superintendent 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), Principal's Breakfast, 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 SCHOOL)

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. 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 two 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 individual.
- 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 a problem...** Contact via phone or e-mail your child's teacher or principal for help.

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

**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 may 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/main office **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 will 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 the information so that our records may be kept current.

**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.

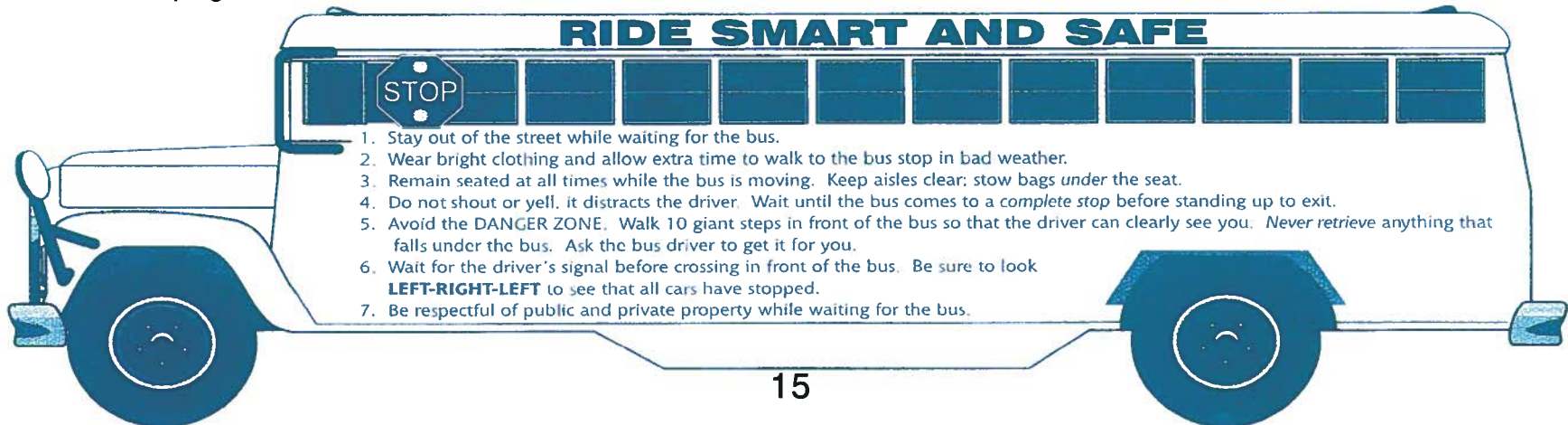
**You need to change your child's after school arrangements...** You must come in person to inform us or the Director of CARES if there is to be a change in your child's after school schedule or in the people with whom he or she is permitted to leave school.

# 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: 732-723-2237, 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**

CHARACTERBUILDING/ANTIBULLYING  
DARE - DRUG AND ALCOHOL PROGRAM  
CONDUCTED BY SPOTSWOOD POLICE

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

**PTA<sup>®</sup>**  
*everychild.one voice.<sup>®</sup>*

## **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:**  
**Mr. Daniel J. Dooley**  
**732-723-2220**  
ddooley@spotswood.k12.nj.us

**Schoenly School Anti-Bullying Specialist:**  
**Ms. Ciaran Sisko**  
**732-723-2220**  
csisko@spotswood.k12.nj.us

**Appleby Anti-Bullying Specialist:**  
**Ms. Catherine Glass**  
**732-723-2249**  
cglass@spotswood.k12.nj.us

**ACCEPTABLE USE OF TECHNOLOGY**

**Purpose**

Spotswood Public Schools provides students and staff access to a district electronic network, which includes: computer equipment, Internet access, and other technology related resources. The purpose of this network is to avail our students and staff access to millions of sources of information, which are presently available via the World Wide Web.

The students, staff, and community members of Spotswood Public Schools have the privilege of access to numerous technological resources for the specific purpose of improving and promoting the educational mission, goals and objectives of the district. This document serves to regulate and guide students and staff on the proper use of the district electronic network for the purpose of promoting the use of technology for educational use.

**Limitation of Liability**

The Internet constitutes a quasi-regulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that users may locate. The Spotswood Board of Education cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

**District Rights and Responsibilities**

The electronic network system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor and regulate all access to and use of the district network system including the district web site and the Internet.

The board designates the chief school administrator as the coordinator of the district network system. He/she shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the network system, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

Each principal shall coordinate the district system in his/her building by approving all activities for that building; ensuring that teachers receive proper training in the use of the system; ensuring that students are adequately supervised when using the system; maintaining executed user agreements; and interpreting this acceptable use policy at the building level.

## **Access to the System**

This acceptable use policy shall govern all use of the district network system. Sanctions for student improper use of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/discipline. Employee misuse may result in appropriate discipline and/or dismissal in accord with the collective bargaining agreement and applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet as per state and federal regulation.

## **World Wide Web**

Access to the Web is a privilege granted by the Spotswood Board of Education to all students and staff. Violation of this agreement will be met with loss of access privileges as per building administrations discretion. Access to the Web will be through the District's computers and access points. Private access to the Web via the district's network is not allowed.

## **Supervision of Students**

Qualified staff shall supervise student use of the Internet for the sole purpose of promoting the district mission, goals and objectives. All other uses are prohibited.

## **District Web Site**

The board authorizes the chief school administrator to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Individual schools and classes may also establish web pages within the district site that include information on the activities, assignment, and events of that school or class. The building principal shall oversee these web sites.

## **Parental Notification and Responsibility**

The chief school administrator shall ensure that parents/guardians are notified about the District network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to use computer technology, incorporated within the district's "Acceptable Use Agreement." Parents/guardians who do not wish their child(ren) to have access to the district electronic network must notify the principal in writing. Alternate assignments will be created for students who do not wish to participate and for those who lose privileges to accommodate their educational needs.

*Acceptable Use: The six areas, which follow, are incorporated within the District's - "Acceptable Use Agreement."*



## **Student Safety Practices**

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

## **Prohibited Activities**

Users shall not attempt to gain unauthorized access to the District system or to any other computer system through the district system shared or private files, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses", keyloggers, trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not purposely or maliciously destroy or deface equipment, peripherals, data, or software.

Users shall not use the district system to engage in illegal activities as outlined in federal and state law and network provider policies and licenses.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not vandalize the account, work, or data of another user or organization.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Users shall not utilize technology for the personal financial or business gain.

Users shall not install or use personal software or change the configuration of any individual computer or network.

Users shall not utilize file-sharing programs to promote copyright infringement.

## **Prohibited Language**

Prohibited language applies to public messages, private messages, blogs, chat rooms, video conferences, and material posted on district web pages accessed via the district network system.

Users shall not access, upload, download, or distribute pornographic, obscene or sexually explicit materials.

Users shall not send or receive messages or obtain materials that contain obscene, profane, lewd, vulgar, rude, inflammatory, bullying or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

## **System Security**

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual or login with their account for another user. The sharing of access information is a violation of this agreement and will be met with disciplinary action and loss of privileges.

Users shall immediately notify the supervising staff person or building administration if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the technology staff.

Users shall follow all District virus protection procedures when installing or downloading approved software.

## **System Limits**

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists. Users shall check e-mail frequently and delete messages promptly.

## **Privacy Rights**

Users shall respect the privacy of messages that they receive and reposting messages without the approval of the sender is prohibited. Users shall not publish private information about another individual. The District's electronic mail system is the sole property of the District, and is principally intended for communications by staff and students directly related to the educational mission of the District. The Administration reserves the right to access any and all communications sent to or from the District's electronic mail system at any time, without prior notice. Accordingly, users should have no expectation of privacy in any communication sent to or from them on the District's electronic mail system.

## **Implementation**

The chief school administrator shall prepare regulations to implement this policy. **Adopted: April 29, 2003**

**Legal References:** N.J.S.A. 2A:38A-1 et seq. Computer System • N.J.S.A. 2C:20-25 Computer Related Theft • N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills • N.J.A.C. 6A:24-1.1 et seq. Urban Education Reform in the Abbott • **See particularly:** Districts • N.J.A.C. 6A:24-1.4,2.2,4.1,6.1 • N.J.A.C. 6A:30-1.1 et seq. • Evaluation of the Performance of School Districts 17 U.S.C. 101 • United States Copyright Law 47 U.S.C. 254(h) • Children's Internet Protection Act • N.J. v. T.L.O. 469 U.S. 325 (1985) • O'Connor v. Ortega 480 U.S. 709 (1987) • Manual for the Evaluation of Local School Districts (August 2000)

**Possible Cross References:** \*1111/District publications, \*3514/Equipment, 3543/Office Services, 4118.2/4218.2/Freedom of speech (staff), \*5114/Suspension and expulsion, \*5124/Reporting to parents/guardians, \*5131/Conduct/discipline, \*5131.5 Vandalism/violence, \*5142/Pupil safety, 5145.2/Freedom of speech/expression, \*6144/Controversial issues, \*6145.3/Publications, 616 / Equipment, books and materials.

*\* Indicates policy is included in the  
Critical Policy Reference Manual.*

# PUPIL DISCIPLINE/CODE OF CONDUCT POLICY

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds. Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5. The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values. The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3. The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e). For pupils 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), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans. The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, 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 which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences 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:16-7.5. Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil 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), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10. Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii. Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14. The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community. Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees. N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a; 18A:37-1 et seq. N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq. Adopted: 2 September 2008.

**Acceptable Use Policy Form**  
*Please return this portion to the school.*

Date: \_\_\_\_\_

*Parent/Guardian Consent:*

*I have read and understood the **Acceptable Use Policy** for Spotswood Public Schools. I also have read and discussed with my child the implications of the student use agreement and the penalties involved for violating the agreement and have witnessed my child signing the document. I also understand the district technology is for educational purposes only and that the school district has taken reasonable steps to safeguard the access for users. However, I understand that it is not possible to stop all inappropriate activities and I will not hold the district responsible for any materials obtained through the use of the networks.*

*I give permission for my child to use all the technological resources of the Spotswood Public Schools.*

*Parent/Guardian Name*

---

*Parent/Guardian Signature*

---

*Student Agreement:*

*I have read and understood, and will abide by the **Acceptable Use Policy** of the Spotswood Board of Education. I also understand that a violation of the policy may result in the revocation of technology privileges, possible failure from the course involved, and disciplinary action by the school or appropriate legal action if laws are violated. I also understand my parents/guardians will be financially responsible for any damages I cause by the misuse of technology. As a member in community of learners, I understand that I have a responsibility to report inappropriate activity to the supervising staff member.*

*Student User's Name*

---

*Student User's Signature*

---

# **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:

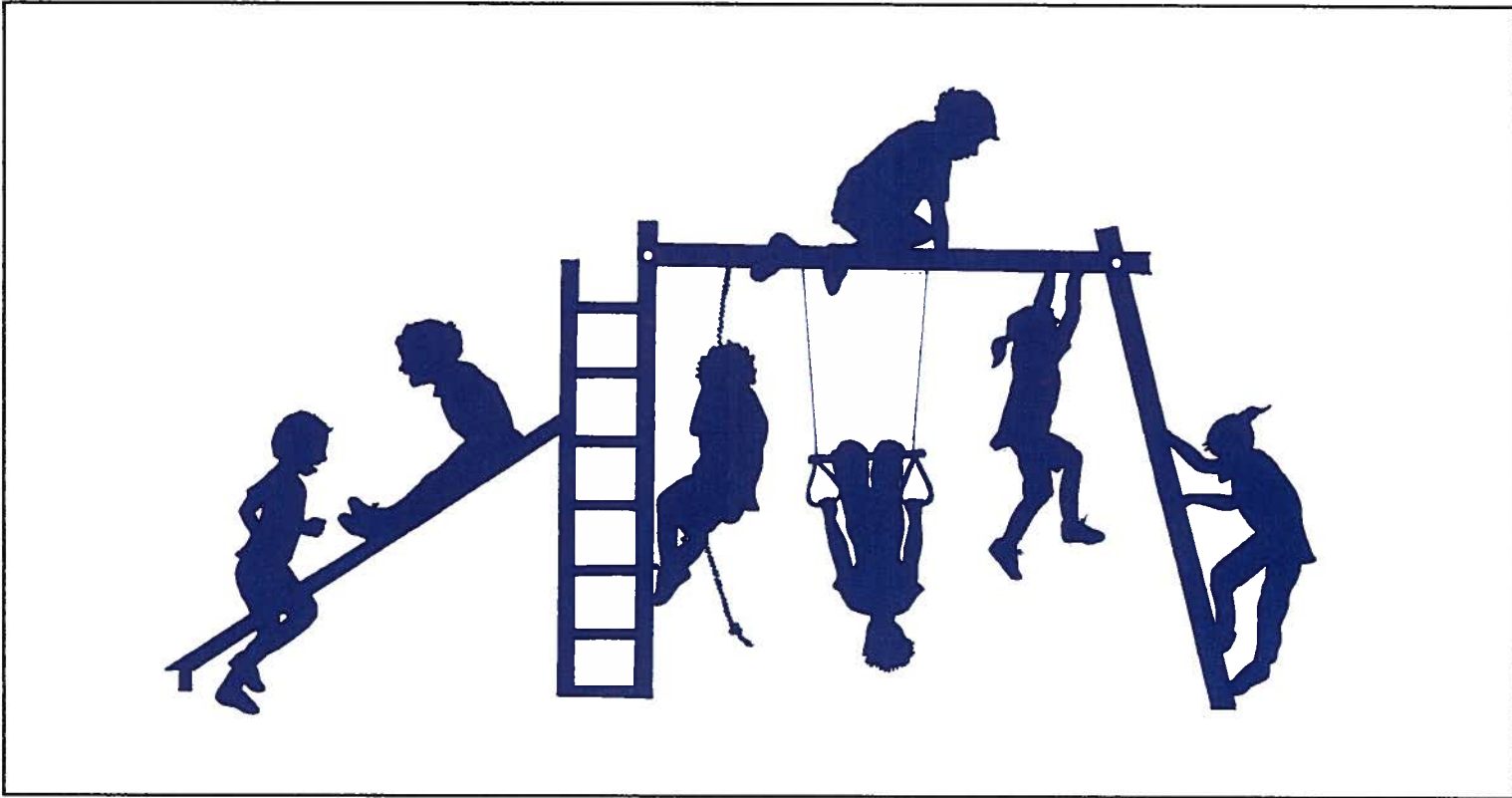
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## SAMPLE BEHAVIOR/DISCIPLINE OUTLINE

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

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