

Spotswood Public Schools

Elementary Handbook

2019-2020

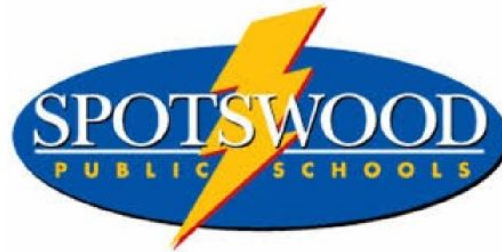


G. Austin Schoenly Elementary School - Grades PreK-1

E. Raymond Appleby Elementary School - Grades 2-5

www.spsd.us

Handbook available on Spotswood Public Schools Website



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Director of Special Services

Heather DeLollis



E. Raymond Appleby Elementary School

23 Vliet Street
Spotswood, NJ 08884

Principal

Nancy Torchiano

Secretaries

Maria Karczewski
Leslie Wasserman

School Nurse

Karen Nesi

Phone: 732-723-2200 ext 3000/3001
<https://appleby.spsd.us/>

Schoenly School



The Little School With a Big Heart

G. Austin Schoenly Elementary School

80 Kane Avenue
Spotswood, NJ 08884

Principal

Jennifer Asprocolas

Administrative Assistant

Sylvia Guardiola

School Nurse

Lauren Hires

Phone: 732-723-2200 ext. 4000
<https://schoenly.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 child.

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 individual needs. We encourage you to participate in the many activities and programs we offer and to call us if you should 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 environment that is safe, stimulating, and free of distractions.

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

Sincerely,



Nancy Torchiano, Principal
E.R. Appleby Elementary School



Jennifer Asprocolas, Principal
G. Austin Schoenly Elementary School

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Equity in Educational Programs and Employment Practices/Sexual Harassment Spotswood Public School

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 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, 5512m 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. As well as on the district website: www.spsd.us If you need more information, you may contact one of the following Affirmative Action Officers:

Heather DeLollis	District Affirmative Action Officer	723-2200 x5072
Jennifer Asprocolas	Schoenly Elementary School	723-2200 x4000
Nancy Torchiano	Appleby Elementary School	723-2200 x3000
Brian Kitchin	Memorial Middle School	723-2200 x2000
Michale Mastroserio	Spotswood High School	732-2200 x1035

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.

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 at school.
3. Maximum participation in a variety of learning experiences and co-curricular 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, and 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 for subject study.
15. Quality education includes efficiency.
16. Pride in self, school, community, 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.
18. Bonds should be established with corporate America to gain practical insight and knowledge.



Spotswood Public Schools 2019–2020 School Year Calendar

<p>August</p> <p style="padding-left: 20px;">19–22 New Teacher Induction</p> <p>September</p> <p style="padding-left: 20px;">2 Schools Closed Labor Day</p> <p style="padding-left: 20px;">3 Schools Closed for Students – Staff Inservice</p> <p style="padding-left: 20px;">4 Schools Closed for Students – Staff Inservice</p> <p style="padding-left: 20px;">5 First Day for Students</p> <p style="padding-left: 20px;">30 Schools Closed – Rosh Hashanah</p> <p>October</p> <p style="padding-left: 20px;">9 Schools Closed – Yom Kippur</p> <p>November</p> <p style="padding-left: 20px;">7,8 Schools Closed – NJEA Convention</p> <p style="padding-left: 20px;">27 ½ Day Students and Staff (No CARES)</p> <p style="padding-left: 20px;">28 Schools Closed – Thanksgiving Day</p> <p style="padding-left: 20px;">29 Schools Closed – Day after Thanksgiving</p>	<p>December</p> <p style="padding-left: 20px;">23 Schools Closed for Students – Staff Inservice</p> <p style="padding-left: 20px;">24–31 Schools Closed – Winter Break</p> <p>January</p> <p style="padding-left: 20px;">1 Schools Closed – New Year’s Day</p> <p style="padding-left: 20px;">20 Schools Closed – Martin Luther King Jr. Day</p> <p>February</p> <p style="padding-left: 20px;">14 Schools Closed for Students – Staff Inservice</p> <p style="padding-left: 20px;">17 Schools Closed – Presidents’ Day</p> <p>March</p> <p>April</p> <p style="padding-left: 20px;">6–13 Schools Closed – Spring Break</p> <p>May</p> <p style="padding-left: 20px;">25 Schools Closed – Memorial Day</p> <p>June 22–23 ½ Day for Students Only</p> <p style="padding-left: 20px;">23 Last Day of School for Students and Staff</p>
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185 days for students - 189 days for staff with 5 snow days built in. Additional snow days will be taken from Easter Break. Should 1 snow day remain it will be used on May 22; 2 remaining snow days will be used May 22 and April 14 respectively; 3 remaining snow days will be used May 22, April 14, and April 15 respectively; 4 remaining snow days will be used

May 22, April 14, April 15, May 26 respectively; 5 remaining snow days will be used May 22, April 14, April 15, May 26 and April 3 respectively. **APPROVED BY THE SPOTSWOOD BOARD OF EDUCATION ON February 5, 2019. PLEASE NOTE: THIS CALENDAR IS SUBJECT TO CHANGE DUE TO EMERGENCY/INCLEMENT WEATHER CLOSINGS**

Special Events/Activities for 2019–2020



Schoenly School



The Little School With a Big Heart

E.R. Appleby Elementary School

- September 3 - Second Grade Parent Orientation
- September 5 - First Day for Students
- September 11 - Band Information Night
- September 12 - Appleby Back to School Night
- October 3, 10 - Family Science/STEM - Fall
- October 7-11 - Week of Respect
- October 15 - Appleby Fall Picture Day
- October 21-25 - Healthy Living Week
- October 31 - Halloween Parade
- November 12 - Veteran's Day Celebration/End of 1st MP
- November 11-15 - American Education Week
- November 14 - Appleby's Open House
- November 26 - Report Cards Viewable
- December 4,5,6 - Parent Teacher Conferences ½ Day Students
Appleby Night on December 4th
- December 11 - Appleby Winter Concert
- January 8 - Fourth Grade Red Band Concert
- January 9 - Fourth Grade White Band Concert

G. Austin Schoenly Elementary School

- September 4 - Kindergarten Orientation
First Session 12:30 & Second Session 1:15
- September 4 - Preschool Orientation 2:00 - 2:30
- September 5 - First Day for Students
- September 16 - Back to School Night
- November 15 - Schoenly Fall Picture Day
- October 7-11 - Week of Respect
- October 21-25 - Healthy Choices Week
- October 31 - Halloween Parade
- November 11 - Veteran's Day Celebration
- November 11-15 - American Education Week
- November 12 - End of First Marking Period
- November 13 - Schoenly's Open House
- November 26 - Report Cards Viewable
- December 4-6 - Parent Teacher Conferences-½ Day Students
Schoenly Night on December 5th
- December 16 - Schoenly Winter Concert
- January 29 - End of Second Marking Period

- | | | | |
|-------------------|---|----------------|---|
| January 29 | - End of Second Marking Period | February 5 | - Kindergarten/Preschool Evening Registration |
| February 11 | - 2nd Grade Concert | February 6 | - Kindergarten/Preschool Afternoon Registration |
| February 12 | - Report Cards Viewable | February 12 | - Report Cards Viewable |
| February 26,27,28 | - Parent Teacher Conferences-½ Day Students | February 26-28 | - Parent Teacher Conferences - ½ Day Students |
| | - Appleby Night on February 27th | | |
| March 2-6 | - Read Across America Week | March 2-6 | - Schoenly Night on February 26th |
| March 5, 12 | - Family Math | March 23 | - Read Across America Week |
| March 13 | Appleby Spring Picture Day | April 2 | Schoenly Spring Pictures |
| March 24 | - Appleby Spelling Bee | April 3 | - End of Third Marking Period |
| March 25 | - Recorder Concert | April 28 | - Grandparents' Day |
| April 3 | - End of Third Marking Period | May 20 | - Report Cards Viewable |
| April 21 | - Report Cards Viewable | May 19-21 | - Schoenly Celebration of the Arts |
| April 23, 24, 25 | - Appleby Drama Production | May 29 | - Kindergarten Screening |
| April 30, May 7 | - Family Science/STEM - Spring | June 1 | - Field Day |
| May 4 | - Appleby Chorus Concert | June 3 | - Field Day Rain Date |
| May 12 | - Appleby Spring Concert | June 8 | - First Grade Trip to Appleby |
| June 4 | - Appleby Field Day for Students | June 9 | - Kindergarten Moving Up Celebration |
| June 22, 23 | - Half Day for Students Only | June 10 | - Preschool Carnival |
| June 23 | - Fifth Grade Promotion and Last Day | June 22 | - First Grade Moving up Celebration |
| | | June 23 | - Half Day Students Only |
| | | | Half Day Students & Last Day for Students |

**MARK
YOUR CALENDAR!**

SCHOOL HOURS

APPLEBY FULL SESSION

**GRADES 2 - 5
8:30 A.M. - 2:55 P.M.**

**HALF DAY
SESSION/EARLY
DISMISSAL**

**GRADES 2 - 5
8:20 A.M.-12:20 P.M.**

SCHOENLY FULL SESSION

**GRADES K - 1
8:35 A.M. - 3:10 P.M.
PRESCHOOL
8:30 A.M. - 2:30 P.M.**

**HALF DAY
SESSION/EARLY
DISMISSAL**

**GRADES K - 1
8:35 A.M. - 12:35 P.M.
PRESCHOOL**

DELAYED OPENING SCHEDULE

**APPLEBY
GRADES 2 - 5
10:20 A.M. - 2:55 P.M.**

**SCHOENLY
GRADES K - 1
10:35 A.M. - 3:10 P.M.
PRESCHOOL
10:30 A.M. - 2:30 P.M.**

8:30 A.M. - 12:20 P.M.



ARRIVAL TIME

To ensure your child is marked present and on time, please adhere to the following drop-off times:

APPLEBY

DROP OFF BY 8:15 A.M.

Children may enter the building at 8:15 a.m.
Limited supervision from 7:45 a.m. to 8:15 a.m.
Full supervision from 8:05 a.m. to 8:15 a.m.

Children arriving to their classrooms after 8:20 a.m. will be considered **late/tardy**.
Students who arrive late must be accompanied by a parent/guardian and signed in at the main office.

SCHOENLY

DROP OFF BY 8:30 A.M.

Children may enter the building at 8:20 a.m.

Children arriving to their classrooms after 8:35 a.m. will be considered **late/tardy**.
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 extracurricular 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

<https://magic983.com/>
www.wctcam.com
www.spsd.us
FIOS 43 and Xfinity 26

Our instant alert system will inform you. 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 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 to report absences.** Reasons for extended absences must be reported to the main office/principal. **Any student who has excessive absences 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.** **Additionally, truancy charges may be filed with the municipal court in the event a student incurs 10 or more unexcused absences.**

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 26–28 for further details).

ABSENCE AND TARDINESS

All children must be in their classroom **by 8:20 a.m. at Appleby (drop-off NO later than 8:15 a.m.)** and **by 8:35 a.m. at Schoenly (drop-off NO later than 8:30 a.m.)**. A child who comes later is considered 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.

Attending school on a consistent basis is an extremely important part of a child's academic and social-emotional development. In the event of excessive absence or tardiness, the parent will be contacted to set-up a meeting with the principal to discuss options and possible consequences of excessive tardiness and/or absences. 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

If it is necessary to take your child out of school before the regular dismissal, *only parents with valid identification or designated adult with valid identification (must have written or prior authorization from the parent) may sign their child out at the school office.* **Please** make sure to 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 emergency contacts in the Parent Portal to include the names of all adults with permission to pick-up children from school.

CHANGE OF ROUTINE

If you change the normal routine for your child, please make sure that your child understands what to do and where to go. Additionally, please provide a note to the school indicating exactly who is to pick-up your child. Of course, the school will cooperate fully in the event of an emergency and deliver messages to your child.

VISITORS TO THE BUILDING

All visitors to the building must call ahead and report to the main office first. Be prepared to present valid identification. This policy must be followed when you are delivering forgotten lunches, lunch money, or eye glasses.

VOLUNTEERS

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

- ❖ Upon entering the building, proceed directly to the main office to present your valid identification and sign-in
- ❖ 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
- ❖ Sign out upon leaving the building
- ❖ Respect 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 and/or administration

- ❖ Not become involved in discipline matters or in escorting children throughout the building
- ❖ Respect the district photograph policy of students

LUNCH PROGRAM

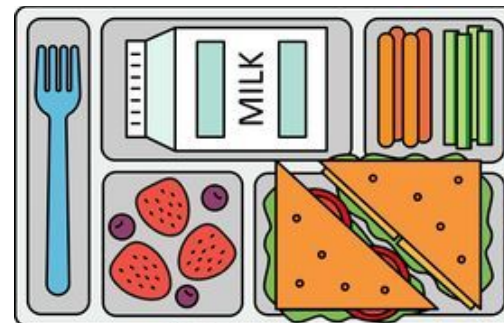
All students will have a 45 minute (approximately) lunch period, which will consist of lunch and recess.

School lunches are available to all students in grades Pre-K through 5th. The district also participate in the *Free and Reduced Price Lunch Program* for families that qualify. Applications for free and reduced price lunches are emailed to all families, and are also available on the district website.

What is available?

- ❖ Children in grades Pre-K through 2nd grade may purchase snack milk.
- ❖ Children in grades Pre-K through 5th grade may purchase lunch including milk, milk alone, and, when available and time permitting, snacks.

Lunch Prices for 2019-2020:	
Milk:	\$0.65
Lunch:	\$3.20



Make sure your child(ren) 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, or parents may pay directly via PayForIt.net (a nominal fee may apply).

LUNCHROOM RULES

Good manners are expected of everyone. We believe that every child is given the chance to conduct themselves in an orderly manner in the lunchroom. If a child repeatedly fails to do so, playground privileges will be suspended and/or detention will be assigned for a reasonable period of time. You will be notified if your child is being disruptive.

GUM, CANDY AND SNACKS

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

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 (including smart watches) 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. Unless specified, all sports equipment and toys should be left at home.

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 the 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, and mittens should be considered during winter months. Due to safety concerns, students may not wear sunglasses on the playground unless prescribed by a doctor's note.

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.

STUDENT INSURANCE

The Spotswood 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 for by participating parents.



TRAFFIC AND SAFETY

Since parking space at both schools is limited, traffic congestion occurs, particularly in inclement weather. Please plan accordingly. 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 crossings guards to provide help and safety at intersections. Parents and children must follow their directions. Also, please remember that if your child is staying after school for extracurricular activities, there may not be crossing guards on duty at the time your child is walking home from school, please plan accordingly.

MONITORING DEVICES ON SCHOOL VEHICLES

As outlined in *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 and repairs. Please encourage your child(ren) to be 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.

Home INSTRUCTION

Home instruction services may 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 the office based on student needs.

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 with the goal of reinforcing daily learning. Homework also provides an opportunity to identify areas where a student may need further instruction and/or clarification. We ask you to kindly contact the teacher in the event that there are extenuating circumstances preventing your child from completing their homework.

Please note that request 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 front vestibule after dismissal (Please note: You must have valid identification in order to gain access to the building). *If a request for homework is not received by 9:30 a.m., please understand that the teacher may not have adequate time to prepare homework and it may be unavailable for pick-up.*

In order for you to plan afternoon/evening activities for your child(ren), below are 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 regularly study math facts and 'trick' words.

Grade 3: Students will receive two to four assignments each evening, Monday through Thursday. They are also expected to read 20 minutes a night at least four times a week and to regularly study math facts.

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 per night.

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

Please understand that accrued missed homework assignments may impact your child's academic progress and report card grades. Additionally, missing one to three (1-3) assignments may result in your child missing out on earned privileges in their classroom. Four (4) or more missed assignments indicates there is a need for more formal intervention and will require a conference with the teacher and principal to develop a student action plan.

SCHOOL PROGRAMS

We provide our students with a nurturing, innovative learning environment where curiosity is sparked, risk taking is encouraged and problems are viewed as opportunities for growth. We empower students to become independent thinkers and problem solvers. We inspire and challenge our students to achieve their full potential academically, socio-emotionally, and physically. All stakeholders collaborate to deliver needs-based instruction for every child. We encourage you to attend Back to School Night to become more familiar with the curriculum and expectations at each grade level. These dates can be found on the 2019-2020 calendar on Page 7.



HONOR ROLL

Schoenly and Appleby students will be eligible for the monthly Student of Character award for various accomplishments throughout the year. Fourth and fifth 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 STUDIES PROGRAM (ESP)

The Enrichment Studies Program at Appleby School identifies and services those students with superior intellectual abilities and academic aptitude across multiple subject areas. The program takes a project and inquiry based approach to learning. This kind of student-centered learning approach encourages creativity, critical thinking, and collaboration. We use multiple measures to determine which students are accepted into the program.

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.



The Spotswood PTA prides itself on our commitment to working with an amazing group of dedicated teachers and vibrant parent volunteers. Maintaining an unbroken bond between parents, teachers and administrators, we enhance our students' growth academically as well as socially by providing the tools and resources necessary for continued success. We welcome all parents to come and join the PTA so that we can work together to secure the future of our children. Being part of our PTA is very rewarding - you're creating events, growing personal relationships with school staff and parents, and best of all, you receive the gratification of knowing you helped shape your child's school experience. As part of our goal to enhance the education of our children, the PTA does many fundraisers and provides numerous additional activities and assemblies that our children may not have otherwise had. Throughout the school year, if you have a question or concern, please don't hesitate to contact us at spotswoodnjpta@gmail.com. We look forward to working with you and continuing to foster the educational well-being of our children together.

PTA EXECUTIVE BOARD AND SPECIAL COMMITTEES

President: Melissa Hallerman
Vice President, Memorial Middle School: Eileen Rizzo
Vice President, Appleby School: Jennifer Korneski
Vice President, Schoenly School: Courtney Williams
Treasurer: Kimberly Stephens
Corresponding Secretary: Mary Leaver
Recording Secretary: Lara Krefski
Fundraising: Tami McGeachy, Erika Levy, Danielle Shekailo
Cultural Arts: Jenalyn Engstrom, Crystal Millan
Membership Chair: Helen Maldonado
Community Liaison: Denise Spicuzzo
Hospitality, Memorial Middle School: Diane Oster, Tracy Salvesen
Hospitality, Appleby School: Robyn Cristi
Hospitality, Schoenly School: Jenny Kaczorowski
Board of Education Liaison: Dan Lennan
Founder's Day: Cynthia Alongi
Lifetime Membership: Andrew Zaborney
Scholarships: Elisa Rodriguez
Webmaster: Kimberly Melofchik
By Laws and Legislation: Julie Nell
Yearbook: Annie DiRenzo

HEALTH SERVICES

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.

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.

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.

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.

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.

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

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.

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.



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. Remain seated.
3. Talk quietly.
4. Think of the bus as your property; don't damage any part of it.
5. Ask the bus driver's permission to open a window.
6. Keep your body inside the bus at all times.
7. Don't throw anything out the window.
8. Keep aisles clear at all times.
9. Obey all the rules, and follow the directions given by the bus driver.
10. Be courteous to your bus driver and all other passengers.
11. Do not distract the driver through misbehavior.
12. 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.
13. Smoking, loud noises, profanity, and "rough housing" are strictly forbidden and will be dealt with severely.
14. There will be no eating on school buses.
15. 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.
16. 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.
17. Keep hands and feet to yourselves.

PLAYGROUND RULES

Playground equipment is available at each school. Playground time is a privilege and the rules have been designed for the 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. 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: Joe Luttmann, Phone number: 732-723-2200, Ext. 5062

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.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

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 and the building Anti-Bullying Specialist 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 Specialists:

732-723-2200, Ext. 4000

Ms. Taryn Bruno tbruno@spsd.us
Ms. Gina Puorro gpuorro@spsd.us

Appleby School Anti-Bullying Specialists:

732-723-2200, Ext. 3000

Ms. Catherine Glass cglass@spsd.us
Ms. Kathleen McMullan kmcmullan@spsd.us

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 a 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 12.1; 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 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.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

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:16-7.9, 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 Student Safety Data System (SSDS), 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 Revised: 19 February 2019

PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

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 days 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).

DISCIPLINE GUIDELINES FOR THE ELEMENTARY STUDENT

INSUBORDANCE

Failure to Report to Teacher Detention	Grades K-3	Grades 4-5
1st Incident	1 day Teacher Detention	1 day Teacher Detention
2nd Incident	1 day Administrative Detention	2 days Administrative Detention
3rd Incident	2 days Administrative Detention	3-4 days Administrative Detention
4th Incident	3 days Administrative Detention	1 day School Suspension

Failure to Report to Administrative Detention	Grades K-3	Grades 4-5
1st Incident	Refer to Teacher Detention	2 days Administrative Detention
2nd Incident	Refer to Teacher Detention	3 days Administrative Detention
3rd Incident	Refer to Teacher Detention	4 days Administrative Detention
4th - 5th Incident		5 days Administrative Detention

Defiance of Authority/Willful Disobedience/Insolence to Staff Member	Grades K-3	Grades 4-5
1st Incident	Referral to Administrator, Guidance and Parent Contact	1-2 days Administrative Detention
2nd Incident	1 day of Administrative Detention	2-3 days Administrative Detention
3rd Incident	3 days Administrative Detention and Parent Meeting	3-5 days Administrative Detention and Parent Meeting

Failure to Follow Administrative Direction/Continued and Willful Disobedience	Grades K-3	Grades 4-5
1st Incident	Parent Contact, 1-2 Days Administrative Detention	3 Days Administrative Detention
2nd Incident	Parent Meeting, 2-3 Days Administrative Detention	4-5 Days Administrative Detention, Possible Suspension
3rd Incident	3-4 days Administrative Detention	1 Day Suspension

Disruptive/ Inappropriate Behavior	Grades K-3	Grades 4-5
1st Incident	1 day Teacher Detention	1-2 days Administrative Detention
2nd Incident	1 day Administrative Detention	2-3 days Administrative Detention
3rd Incident	2-3 days Administrative Detention	3-5 days Administrative Detention
4th Incident	3-5 days Administrative Detention	1 day Suspension

VANDALISM AND THEFT

Minor Vandalism/Graffiti	Grades K-3	Grades 4-5
1st Incident	2 days Administrative Detention and Restitution	3 days Administrative Detention and Restitution
2nd Incident	3 days Administrative Detention and Restitution	4 days Administrative Detention and Restitution
3rd Incident	4 days Administrative Detention and Restitution	1-2 days Suspension and Restitution

Malicious Mischief	Grades K-3	Grades 4-5
1st Incident	3 days Administrative Detention	5 days Administrative Detention
2nd Incident	4 days Administrative Detention	1-2 days Suspension
3rd Incident	5 days Administrative Detention and possible police report	2-3 days Suspension and a police report

Theft	Grades K-3	Grades 4-5
1st Incident	3 days Administrative Detention with restitution and possible police report	5 days Administrative Detention with restitution and possible police report
2nd Incident	4 days Administrative Detention with restitution and possible police report	1 day School Suspension with restitution and police report
3rd Incident	5 days Administrative Detention with restitution and possible police report	2 days School Suspension with restitution and police report

Use of Incendiary Devices Creating a Safety Hazard	Grades K-3	Grades 4-5
1st Incident	5 Days Detention, referral to I&RS Team and police report	5-10 days Out of School Suspension, referral to I&RS Team and police report
2nd Incident	In School Suspension pending BOE hearing to determine placement	Out of School Suspension pending BOE hearing to determine placement

INAPPROPRIATE BEHAVIOR

Profanity/Obscene Gestures/Vulgarity/ Inappropriate Comment	Grades K-3	Grades 4-5
1st Incident	1 day Administrative Detention	1-2 days Administrative Detention
2nd Incident	1-2 days Administrative Detention	2-3 days Administrative Detention
3rd Incident	2-3 days Administrative Detention	4-5 days Administrative Detention

Profanity/Obscene Gestures/Vulgarity Directed at a Staff Member	Grades K-3	Grades 4-5
1st Incident	1 day Administrative Detention and Parent Conference	3-4 days Administrative Detention and Parent Conference
2nd Incident	2-3 days Administrative Detention	5 days Administrative Detention
3rd Incident	4-5 days Administrative Detention	1 day Suspension

Disorderly Conduct	Grades K-3	Grades 4-5
1st Incident	1-2 days Administrative Detention (dependent on the severity)	2-3 days Administrative Detention
2nd Incident	2-3 days Administrative Detention	5 days Administrative Detention, possible Suspension (dependent on the severity)
3rd Incident	4-5 days Administrative Detention	1-2 days Suspension (dependent on the severity)

Bus Conduct Violation	Grades K–3	Grades 4–5
1st Incident	Parent Notification, Possible Seat Change, Detention, and/or 1 day Bus Suspension	Parent Notification, Possible Seat Change, Detention, and/or 1 day Bus Suspension
2nd Incident	1–2 day Bus Suspension	1–2 day Bus Suspension
3rd Incident	3 day Bus Suspension	3 day Bus Suspension

False Public Alarm	Grades K–3	Grades 4–5
1st Incident	3–5 days Administrative Detention, Referral to Guidance and I&RS and Police Report	1–2 days Suspension, Referral to Guidance and I&RS and Police Report
2nd Incident	3–5 days Administrative Detention, Referral to Guidance and I&RS and Police Report	3–4 days Suspension, Referral to Guidance and I&RS and Police Report
3rd Incident	5 days Administrative Detention, Referral to Guidance and I&RS and Police	5 days Suspension, Referral to Guidance and I&RS and Police Report

NOTE: Initiating or circulating a report or warning of an impending fire, explosion, bombing, crime, catastrophe, or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, school bus, or other place of assembly on school grounds. This includes knowingly setting off a fire alarm when no fire exists.

Scuffle/Physical Misconduct	Grades K-3	Grades 4-5
1st Incident	1-2 days Administrative Detention	2-3 days Administrative Detention
2nd Incident	3-4 days Administrative Detention	4-5 days Administrative Detention
3rd Incident	5 days Administrative Detention, I&RS Team Referral	1-2 days Suspension, I&RS Team Referral and possible Police Report

Fight	Grades K-3	Grades 4-5
1st Incident	1-2 days Administrative Detention	1-2 days Suspension
2nd Incident	3-4 days Administrative Detention, I&RS Team Referral	3-4 days Suspension, I&RS Referral, possible Police Report
3rd Incident	5 days Administrative Detention, I&RS Team Referral	4-5 days Suspension, I&RS Referral and Police Report

Assault	Grades K-3	Grades 4-5
1st Incident	3-5 days Administrative Detention, I&RS Team Referral and Police Report	3-4 days Suspension, I&RS Referral, possible Police Report
2nd Incident	5 days Administrative Detention, I&RS Team Referral and Police Report	4-5 days Suspension, I&RS Referral and Police Report
3rd Incident	5-10 days Administrative Detention, I&RS Referral and Police Report	5-8 days Suspension, I&RS Referral and Police Report

THREATS, BIAS, AND HARASSMENT

NOTE: If the offense is determined to be a bias incident, a police report and/or complaint will also be filed. If the offense is determined to be sexual harassment, a police report and/or complaint will also be filed. In all cases, the consequences will be administered in accordance with the severity of the incident.

Threat (Verbal, Gestural, Written or Electronic, such as Social Media)	Grades K-3	Grades 4-5
1st Incident	1-3 Administrative Detention	5 days Administrative Detention
2nd Incident	2-4 days Administrative Detention and I&RS Referral	1 day Suspension and I&RS Referral
3rd Incident	4-5 days Administrative Detention, I&RS Referral, and Police Report	3 days Out of School Suspension, I&RS Referral, and Police Report

Bias Incident	Grades K-3	Grades 4-5
1st Incident	1-3 Administrative Detention	5 days Administrative Detention
2nd Incident	2-4 days Administrative Detention and I&RS Referral	1-2 Suspension and I&RS Referral
3rd Incident	4-5 days Administrative Detention, I&RS Referral, and Police Report	3-5 Suspension and I&RS Referral

Bias Intimidation (Confirmation by police required)	Grades K-3	Grades 4-5
1st Incident	1-3 Administrative Detention	5 days Administrative Detention
2nd Incident	2-4 days Administrative Detention and I&RS Referral	1-3 Suspension and I&RS Referral
3rd Incident	4-5 days Administrative Detention, I&RS Referral, and Police Report	3-5 Suspension and I&RS Referral

Sexual Harassment	Grades K-3	Grades 4-5
1st Incident	Referral to Guidance & I&RS	5 days Administrative Detention, Referral to Guidance & I&RS
2nd Incident	Referral to Guidance & I&RS	1-2 days Suspension, Referral to Guidance and I&RS Referral
3rd Incident	Referral to Guidance & I&RS	3-5 days Suspension, Referral to Guidance and I&RS Referral

Sexual Contact	Grades K-3	Grades 4-5
1st Incident	Mandatory Parent-Administrator Conference, Referral to Guidance and I&RS and Police Report	1-2 days Suspension, Referral to Guidance and I&RS and Police Report
2nd Incident	3-5 days Administrative Detention, Referral to Guidance and I&RS and Police Report	2-3 days Suspension, Referral to Guidance and I&RS and Police Report
3rd Incident	5+ days Administrative Detention, Referral to Guidance and I&RS and Police Report	3-5 days Suspension, Referral to Guidance and I&RS and Police Report

Sexual Assault	Grades K-3	Grades 4-5
1st Incident	School Suspension pending BOE hearing. Police report	Out of School Suspension pending BOE hearing. Police report
2nd Incident	School Suspension pending BOE hearing. Police report	Out of School Suspension pending BOE hearing. Police report
3rd Incident	School Suspension pending BOE hearing. Police report	Out of School Suspension pending BOE hearing. Police report

Substance Abuse

Use of Substance/Under the Influence of Drugs/Alcohol	Grades K-3	Grades 4-5
1st Incident		5 Days Out of School Suspension, completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board Policy). Police report filed
2nd Incident		Out of School Suspension pending BOE hearing to determine placement

Possession of a Controlled or Dangerous Substance or Alcohol	Grades K-3	Grades 4-5
1st Incident	In School Suspension pending BOE hearing to determine placement and a police complaint filed	5-10 Days Suspension pending BOE hearing to determine placement and a police complaint filed
2nd Incident	In School Suspension pending BOE hearing to determine placement and a police complaint filed	Out of School Suspension pending BOE hearing to determine placement and a police complaint filed

Possession with Intent to Distribute	Grades K-3	Grades 4-5
1st Incident	In School Suspension pending BOE hearing to determine placement and a police complaint filed	Out of School Suspension pending BOE hearing to determine placement and a police complaint filed

Smoking/Possession of Igniter, Electronic Cigarettes, Smokeless Tobacco or Cigarettes	Grades K-3	Grades 4-5
1st Incident		5 Days Administrative Detention
2nd Incident		1-2 Days Suspension
3rd Incident		2-3 Days Suspension

Violation of the Technology Acceptable Use Agreement

Violation of the Technology Acceptable Use Agreement	Grades K-3	Grades 4-5
1st Incident	1 Week Suspension of Technology Privileges	1 Week Suspension of Technology Privileges and 3 days Administrative Detention
2nd Incident	2 Weeks Suspension of Technology Privileges	2 Weeks Suspension of Technology Privileges and 3 days Administrative Detention
3rd Incident	3 Weeks Suspension of Technology Privileges	3 Weeks Suspension of Technology Privileges and 1 Day Suspension

Severe Violation of the Technology Acceptable Use Agreement	Grades K-3	Grades 4-5
1st Incident	2 Days Administrative Detention and a 2 week suspension of technology privileges	5 Days Administrative Detention and a 2 week suspension of technology privileges
2nd Incident	3-4 Days Administrative Detention and a 3 week suspension of technology privileges	1-2 Days Suspension and a 3 week suspension of technology privileges
3rd Incident	5 Days Administrative Detention and a 4 week suspension of technology privileges	3-5 Days Suspension and a 4 week suspension of technology privileges

Unauthorized Possession or Use of Cell Phone/Electronic Device	Grades K-3	Grades 4-5
1st Incident	1-2 days Administrative Detention, phone confiscated and only returned to parent	1-3 days Administrative Detention, phone confiscated and only returned to parent
2nd Incident	3-4 days Administrative Detention, phone confiscated and only returned to parent	3-5 days Administrative Detention, phone confiscated and only returned to parent
3rd Incident	5 days Administrative Detention, phone confiscated and only returned to parent	5 days Administrative Detention, phone confiscated and only returned to parent

ALL GUIDELINES ARE SUBJECT TO CHANGE DEPENDENT UPON STUDENTS' CHRONOLOGICAL AGE AND COGNITIVE DEVELOPMENT.