

The Scotch Plains-Fanwood Public Schools

SCHOOL ONE
WILLOW AVENUE
SCOTCH PLAINS, NEW JERSEY 07076

PERSEVERANCE RESPECT INTEGRITY DIVERSITY EMPATHY

Justin Fiory
Principal

(908) 322-7731

September 2025

Dear Parents/Guardians:

On behalf of the School One staff, I welcome you to School One and the Scotch Plains-Fanwood School District. School One has an extensive history. The original building opened its doors in 1890 on Park Avenue and served the two communities until 1973 when the present facility was built. The current building was designed as an open structure that allowed for multi-age classes and flexible groups; classrooms could be reconfigured based upon the needs of the student population at the time. After over 28 years, the school was renovated to enhance its internal structure, and a new multipurpose room/gymnasium facility, complete with a theatrical stage, was added. We are extremely proud of our tradition and reputation, and the exciting opportunities that we strive to provide to both our students and the school community.

Please keep this handbook readily available as a resource for your family. The staff and I hope that it will serve as a useful document that will acquaint you with the various programs and procedures essential to School One and the Scotch Plains-Fanwood School District.

I am excited to be a part of the Scotch Plains-Fanwood Public Schools and to serve as your principal. The curriculum and programs we provide are carefully researched, planned, and implemented to meet the needs of our student population. Philosophically, we are concerned about our students' total development, including their academic, emotional, physical and social growth. We are interested in fostering respect for oneself, for the adults and students that attend School One, and for society as a whole.

These goals can only be achieved with the support of our parent community. Parents play an essential role in the educational process. It is imperative that we establish open lines of communication and strive for cooperation between the home and school. We know that through everyone's efforts we will establish a strong foundation that will prepare our students for their educational and future endeavors.

In closing, I am confident that you and your child's School One experience will be meaningful and fulfilling. Your interest and involvement in our school community is always appreciated. Please know that the School One staff and I are always willing to assist you in any way that we can.

Cordially,



Dr. Justin Fiory, Principal

School One's Mission Statement

School One focuses on putting students first. Our school community fosters respect for education, encouraging each child to achieve his or her individual potential and a lifelong passion of learning. Students prepare to be well-rounded citizens in an ever-changing world. They are socially aware and have the knowledge to live happy, productive lives. We strive to develop a partnership where our parents, teachers, and community members are actively involved in our students' academic, social and emotional growth.



POLICY OF NONDISCRIMINATION

SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS **SCOTCH PLAINS, NEW JERSEY**

The Scotch Plains-Fanwood School District is committed to providing an equal opportunity for all students and employees, regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence, social or economic condition, or handicap/disability in all school programs and vocational education opportunities. Consistent with the intent of Title VI of the Civil Rights Act of 1964 (racial/ethnic equity), and Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of handicap/disability), the Scotch Plains-Fanwood School District affords all students and employees equal opportunity.

Affirmative Action Officer..... Dr. Robert McGarry

Location..... Central Office

Telephone..... (908) 232-6161

Title IX Coordinator..... Mr. Ryan Miller

Location..... SPFHS

Section 504 Compliance Officer..... Ms. Marisa Stefani

Location..... Central Office

Telephone..... (908) 889-8600

Location of Affirmative Action Plans
and Grievance Policies..... Central Office

Concerns relating to equality employment practices (race, gender, ethnic group) or sex discrimination in employment practices should be directed to Dr. Robert McGarry.

Concerns relating to equality in educational programs (race, gender, ethnic group) or sex discrimination in education should be directed to Dr. Robert McGarry.

Concerns related to Section 504 compliance (handicap/disability) should be directed to Ms. Marisa Stefani

GENERAL INFORMATION

DAILY SCHEDULE:

The elementary school day begins at 8:35 a.m. and ends at 3:10 p.m. for students in Grades K through 4. **Supervision begins at 8:25 a.m.; therefore, all students should plan to arrive between 8:25 and 8:35 a.m.** Upon arrival, children are to walk onto the school grounds, and enter the building to line up in their instructed area. Kindergarten students are asked to enter Door 1. All other students, in grades 1-4 may enter door 1 or door 14 and line up in an orderly fashion in their designated area.

Students will enter the building at 8:25 a.m. The tardy bell will be rung at 8:35 a.m., and the doors will be closed.

Tardy students are to report to the Main Office, state the reason why they are late for school, and receive a late pass. We expect parents to ensure that their children arrive on time to guarantee a successful start of the school day. Please consult the time schedules in the tables below.

GRADES K – 4	REGULAR DAY	SINGLE SESSION	DELAYED OPENING
Student Arrival	8:25 a.m.	8:25 a.m.	9:55 a.m.
Instruction Begins	8:35 a.m.	8:35 a.m.-12:40 p.m.	10:05 a.m.
Dismissal	3:10 p.m.	12:40 p.m.	3:10 p.m.

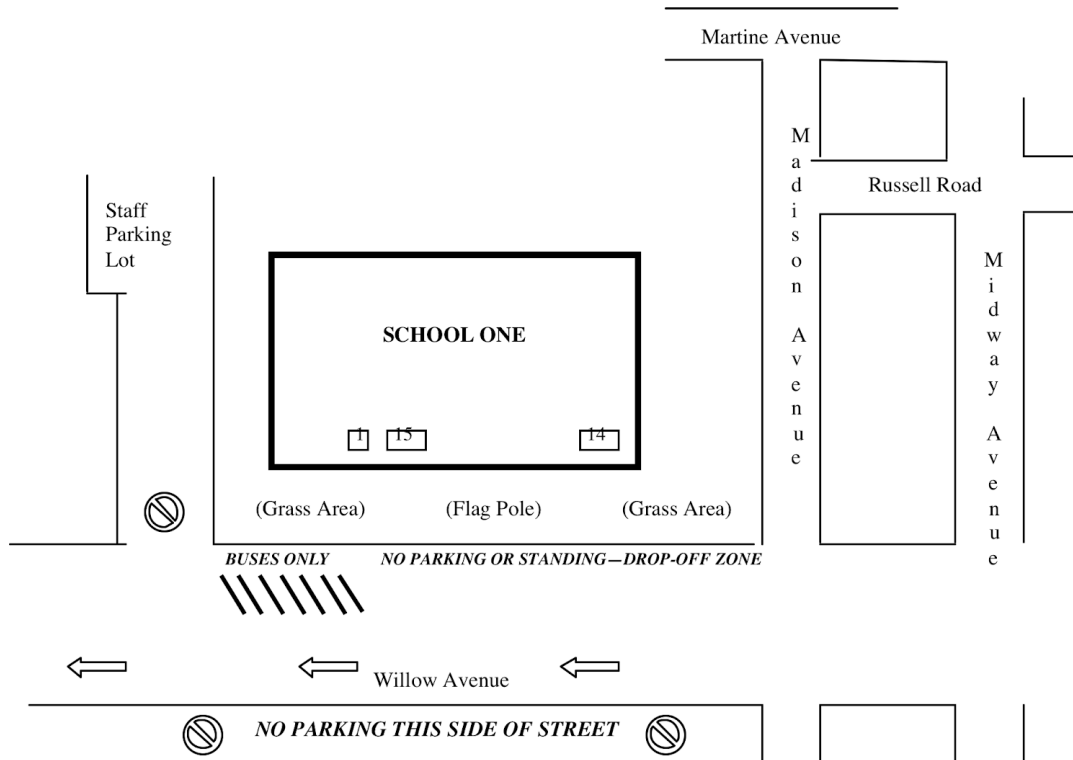
ARRIVAL & DISMISSAL:

When transporting your child to and from school, it is imperative that parents follow the traffic patterns that have been established as well as township laws. The area immediately in front of school allows our school community the opportunity to drop off their children, while still providing a designated area for school buses. **This area is marked as a "Drop Off" zone and must not be abused. Parents are not to stop or park their vehicles in this area. This regulation is in effect throughout the school day.** Please observe the areas that are posted as "No Parking" and "No U-Turn."

When picking up your child from school, parents are asked to park on a side street and walk to the front of the building. *Please refrain from approaching the main doors of the school as teachers are trying to dismiss each child to the proper parent or guardian, and it is important not to inhibit their vision.* Please also provide a pathway on the sidewalk next to the pavers by the front doors to allow our bus students a pathway to exit the building safely. Parents are asked to complete the Dismissal Procedure Form that is located in this handbook.

The driveway to the staff parking area is NOT to be used to drop off or pick up students, or as an access road to and from Nettingham Middle School. There is also no parking or standing allowed on the opposite side of Willow Avenue. Parking or standing on the opposite side of Willow Avenue could be extremely dangerous if a child should suddenly run across the street. **For the safety of all our students, please do not park, pick up, or drop off your child on the**

side of Willow Avenue across from the school. In addition, an ordinance has been in effect since 2006, that restricts parking on the westbound side of Willow Avenue between Midway and Madison Avenues. Please be conscious of the areas that are designated as no parking. The school's traffic flow pattern is illustrated in the diagram below. All will appreciate your cooperation with this system.



PHONE SYSTEM:

The school's phone number is (908) 322-7731. From a touchtone phone, the following options may then be selected:

To reach the:	Press:
Attendance Line	1
Main Office	2 or 5
School Nurse	3
School Directory	4

ABSENCES FROM SCHOOL:

Parents are asked to call the school attendance line at (908) 322-7731, Press 1 whenever their child is absent from school or will be more than 15 minutes late. Calls to this number may be made at any time during the day or night. Alternate options include the following:

SCHOOLONEABSENCE@SPFK12.ORG

SCHOOL ONE ATTENDANCE LINE

(908) 322-7731, PRESS 1

POWERSCHOOL PORTAL

spf.powerschool.com

Forms > Absence/Tardy/Dismissal Change

Follow-up calls will be made to families who have not called the answering service about absent or tardy children. If the attendance clerk is unable to reach the family or the emergency contact person of the absent student, Board of Education policy requires the school to notify the local police of the unexplained absence. To avoid unnecessary calls to the police, parents are encouraged to keep the school informed about all of their child's absences by calling the attendance answering service whenever their child is unable to attend school for any reason, including family emergencies. If a child has attended the morning session and for some reason cannot return for the afternoon session, parents should call the school office as soon as possible.

These procedures will assist the school in verifying that students have arrived safely at school each day. Parents should send a written excuse to their child's teacher whenever their child returns to school. Since attendance at school is essential for student learning, the following guidelines have been established to assist parents and guardians focus on this critical goal.

- If a student has accumulated a total of 10 absences during the school year, excluding documented medical illness, the school will notify the parents that improvement in attendance is necessary.
- If a student has accumulated a total of 15 absences during the school year, excluding documented medical illness, the parents will be required to attend a conference with the principal or other school personnel.
- If a student has accumulated a total of 20 absences during the school year, excluding documented medical illness, the parents will receive notification from the principal and a thorough review of the child's academic performance and student record will be examined, and a report filed with the District's Attendance Officer.

AFFIRMATIVE ACTION PROGRAM FOR SCHOOL PRACTICES:

[Board of Education District Policy No. 2260.](#)

APPROPRIATE DRESS:

Students are encouraged to wear appropriate dress to school so as to be able to participate in all school activities. Please check with your child's classroom teacher or the principal if you have any questions about your child's attire being appropriate for school. We are fortunate to have a centralized heating and cooling system; however, temperatures can fluctuate from room to room. Please make sure your child is dressed appropriately so that he/she is comfortable during instructional time.

We also encourage parents to ensure that your child wears appropriate footwear so that they are able to participate in all activities that require gross-motor movement. Wearing footwear such as “flip-flops, Crocs, and other footwear that does not have ample support will place your child at risk of ankle and foot injuries. While stylish, our practice is to place safety first at all times.

ASSESSMENTS:

The Scotch Plains-Fanwood School District has adopted and implemented forms of assessments to provide parents and teachers with a measure of our students’ overall academic achievement and ability. The New Jersey Student Learning Assessment (NJSLA), mandated by the State of New Jersey for third and fourth graders, is an assessment that measures academic achievement. This test is designed to assess students’ knowledge and skill levels in language arts literacy and mathematics. Along with this test, our third graders are administered the Cognitive Ability Test (CogATs), which provides information on a child’s learning ability. Additionally, the District utilizes Measures of Academic Progress (MAP) testing for Grades 1-4 to measure their achievement in reading and mathematics.

The testing procedures occur as part of everyday instruction and take place in small time segments based upon the discretion of the grade level. In addition, all students have the opportunity to read orally in a one-on-one situation with their classroom teacher using the Developmental Reading Assessment (DRA). The objective of the testing program is to provide useful information about our students’ achievement and ability.

The table below reflects the assessment practices for each grade level:

GRADE	ASSESSMENT	DATES
Grade 3	CogATs	October
Grades 3 & 4	NJSLA Math	April/May
Grades 3 & 4	NJSLA Language Arts	April/May
Grades 1-4	MAP Testing	Multiple

ATTENDANCE:

It is important that students are present each and every day that school is in session (unless illness prevents their attendance) in order to ensure continuity of instruction. However, attendance should never be stressed to the point where a child is sent to school ill. Please assist us in protecting the health of all our youngsters by keeping your child home if he/she is not well. ***It is suggested that children showing symptoms of sore throat, ear ache, runny nose, fever, cough, stomach upsets, vomiting, rash, diarrhea, or reddened, watering eyes, during the preceding 24 hours, should remain at home.***

Whenever parents keep their child home from school, the school must be notified. If the period of absence is greater than three days, parents should consult with the classroom teacher for assignments that can be accomplished at home. If a child is absent from school for any period of time, a written explanation, signed by the parent or guardian, is required upon the child’s return.

BACK-TO-SCHOOL NIGHT:

This special event is planned early in the school year and provides parents with the opportunity to visit their child's classroom, meet their child's teacher, and listen to a presentation on the curriculum, procedures, and activities for the forthcoming year. This is **not** the time to discuss your child's individual educational needs. Such discussions take place during Parent-Teacher Conference week in November, or anytime a concern arises.

BICYCLE RIDERS:

Before permitting your child to ride a bike to school, parents should carefully consider local traffic conditions, distance from home to school, and the child's ability and maturity. Children should not be encouraged to ride their bikes to school before third grade.

Bicycle racks are located in the back of the school. Parents should provide locks as the school does not assume responsibility for stolen or damaged bicycles. Bicycle riding is not permitted on school property. Children must walk their bicycles on school paths and sidewalks. For safety reasons, students are required to wear bicycle safety helmets when riding their bicycles to and from school. New Jersey State law requires all children under the age of 17 to wear bicycle safety helmets.

BIRTHDAY PARTIES:

Birthday celebrations are special times for children, but can be a difficult time for the food-allergic child. Therefore, due to the severity of some of our allergies, ***we DO NOT allow birthday treats.*** Parents may consider the opportunity to come into the classroom with a book that they will read to the class, and in the end if they wish, donate this book to the classroom library. This **must** be arranged with the homeroom teacher ahead of time.

Please be advised that students with summer birthdays will celebrate at the **½ year birthday mark**, for example, a student with a July 20th birthday will celebrate it on or about January 20th. **Children may NOT distribute birthday party invitations at school.**

BUS SAFETY:

We recommend that parents of bus students discuss bus safety with their child and include the following information:

- Children are to wait at the assigned bus stop in an orderly fashion on the sidewalk or on the side of the least traveled street.
- Upon entering the bus, children are to be seated immediately and secure their seat belts; children are to remain seated throughout the bus trip.
- Students are to demonstrate appropriate behaviors throughout the duration of their trip. These behaviors are consistent with classroom and building rules. Children must be respectful towards others at all times and refrain from any verbal or physical intimidation and harassment.
- Pupils should know what to do if they miss the bus when coming to school in the morning (i.e., do they go home or to a neighbor's house).
- If for any reason a student will not be going home on the bus on a given day, parents must send a **WRITTEN NOTE** to the Main Office. In the event of a **bona fide**

emergency, the school office may be called prior to 2:45 p.m. **Without a written note, or notification from the parent, the student will be placed on the bus.**

- **It is essential that all students demonstrate appropriate behaviors whenever they are riding on a school bus. Should their conduct be distracting to the driver or their behavior not follow the guidelines indicated above, a Bus Conduct Report will be submitted to the principal for review, investigation, and further action.**

CELL PHONES:

We respectfully request that **all visitors to School One turn off their cells phones** upon entering to avoid any disruption in the building. In addition, it is our opinion that it is not necessary for elementary children to come to school with cellular phones. Should a student need to make a phone call, our office staff will assist them. **In instances in which parents provide cellular phones, smartwatches, or the like to their child, the phones/watches must be shut off during the school day, from 8:35 a.m. to 3:10 p.m. Once children are dismissed from the building, they may turn their devices back on.**

CLOSING OF SCHOOL AND DELAYED OPENINGS:

If school is closed (or delayed) because of inclement weather or emergency conditions, the Superintendent, as authorized by the federal and state government, or the Board of Education, may close the school.

The District has in place a parent emergency alert notification system through the BrightArrow application generated through PowerSchool. Parents will receive notification via email and/or phone regarding school closings or delays and any other type of emergency information as needed. Parents are urged to provide updates regarding changes to their contact information to the Main Office *immediately* so that notifications are received in a timely manner.

Information on school closings may also be obtained by calling (908) 232-6361. It is anticipated that this service number will be in operation from November through March. In addition, the District posts emergency school closing notices directly on its home page, at www.spfk12.org. School closing information should be available on the web site by 6:30 a.m. on any given day that schools are closed for an emergency. **Please do not call the Scotch Plains or Fanwood Police Departments.** They will not give out school closing information, as their lines must be kept open for emergency needs.

CURRICULUM:

During the past few years tremendous emphasis has been placed on involving the professional staff, namely classroom teachers, in the revision of the elementary curriculum. Opportunities have been afforded for staff to meet in grade-level settings for the purpose of sharing needs and selecting appropriate materials for implementation of the first through fourth-grade program. Time allotments are established as a guide to assure adequate attention to the various subject fields. Teachers are expected to make a genuine commitment to these time allocations, but may deviate from the guide in order to meet the needs of a particular learning situation or special interests of the children. Teachers are also encouraged to use interdisciplinary approaches whenever learning can be enhanced by it.

DELAYED OPENING OF SCHOOL:

Under certain conditions, hazardous weather or other emergency conditions, it may be necessary to delay the opening of the Scotch Plains-Fanwood Public Schools. The announcement of delayed opening means that school will **open 1 1/2 hours later than usual**. Students who are bused will meet their bus at the same bus stop exactly 1 1/2 hours later than the normal time.

Elementary students are requested to arrive at school no earlier than 9:50 a.m.; entrance time is 9:55 a.m. with instruction beginning at 10:05 a.m. On delayed opening days, dismissal times will not change and elementary students will remain in school for the lunch period.

EARLY DISMISSAL:

Parents are requested NOT to ask that children be excused early except when a true emergency makes early dismissal unavoidable. Early dismissal should be arranged through the main office in writing. Students will be called to the office **AFTER** the parent/guardian arrives and signs their child out of school.

EDUCATIONAL RESEARCH/STUDENT SURVEYS:

[Board of Education District Policy Nos. 9550](#) and [9560](#).

ELECTRONIC COMMUNICATIONS BETWEEN TEACHING and SUPPORT STAFF MEMBERS AND STUDENTS:

[Board of Education District Policy Nos. 3283](#) and [4283](#).

EMERGENCY DISMISSAL:

If, due to unusual circumstances, there is an occasion when students need to be dismissed before or detained after regular dismissal time, the following procedures will be followed:

- The principal through the direction of the Superintendent of Schools will put into operation the BrightArrow Alert System to notify parents of the early or delayed dismissal and to obtain specific dismissal instructions from them.
- Children who have received authorization to be released will be dismissed at the discretion of the principal.
- Children whose parents cannot be reached by telephone at home or work will remain in school until alternate arrangements can be made. Information on the Dismissal Procedures or Yearly Registration Forms will be used to locate a neighbor or a relative who can assume responsibility for the child.

If an emergency occurs that requires alternate housing, all children will be moved to a secondary location and families will be notified of this site. Parents should understand that during emergency situations they may not be able to contact the school by telephone to make dismissal arrangements for their child as the telephone lines may be in constant use. Therefore, parents are advised to discuss emergency dismissals with their child and provide specific instructions for their child to follow if an emergency occurs. Taking a few minutes each year to make sure your child knows exactly what to do in an emergency dismissal situation will help the child take appropriate action in case of an emergency.

ENGLISH AS A SECOND LANGUAGE (ESL):

Children entering school from another country are tested to determine their level of English proficiency and State criteria are used to determine eligibility for assistance. All services are provided at School One; therefore, any student who falls below the cutoff score will attend School One's instructional program. Direct instruction in English is provided by a certified English Language Learner (ELL) teacher for a minimum of 30- 35 minutes per student per day. It is the responsibility of the ELL teacher to serve as a resource person for the entire staff, and to provide materials and suggestions to classroom teachers who have non-English speaking students in their classes.

FIELD TRIPS

Teachers typically plan one field trip each year that is directly relate to the instructional program. These class trips are always of an educational nature and make a valuable contribution to the curriculum. Teachers determine which trips, if any, are appropriate for his or her class. Parents will be notified in advance of trip arrangements, and must sign and return a permission slip for their child prior to the trip. The role and responsibilities of parents/guardians and students are outlined below:

Responsibilities of Parents/Guardians:

- Permission to attend a given field trip will be contingent upon receipt of a permission slip signed by the student's parent or guardian.
- Parents/guardians of students who require medication should consult with the school nurse regarding the administration of medication to their child. The school nurse, will confer with the building principal and the Director of Special Services, if needed, to determine whether the presence of an authorized registered nurse is required on a given trip.
- Parents/guardians present on a trip may administer medication to their child on trips occurring within the school day.
- Parents/guardians are requested to pay for their child's field trip by check made payable to: Scotch Plains-Fanwood Board of Education.
- A parent or guardian must provide a written request to the principal, prior to the field trip, in order for a student to be permitted to leave the field trip group during the trip.

Shared Responsibilities:

The principal and teacher/advisor will share responsibility for the safety and educational relevance of field trips.

- The principal, teacher/advisor, nurse and parent will be responsible for the coordination of the health and safety of all students under their supervision on a field trip.

- Out-of-pocket expenses for field trips shall be borne by all participants' parents or legal guardians, with the exception of students with financial hardship as identified under guidelines of statewide eligibility standards for free and reduced-rate meals under the State school lunch program (NJAC 6:79-1.1 et. seq.) that will have funds available through the principal.
- When a commercial vehicle is necessary for a field trip, the participants will share the cost as part of the field trip expense. A Board of Education vehicle may be available between the hours of 8:45 a.m. and 2:15 p.m. on a limited basis. If a commercial carrier will be used, the carrier shall be selected from a list provided by the business office.

GIFTED AND TALENTED PROGRAM (QUEST):

The District's elementary gifted program, QUEST (Question-Understand-Explore-Seek-Think), is for academically talented youngsters in Grade 4. Multiple criteria are used to identify children for this program, including internal assessments, student performance data, and teacher and parent checklists. The program will include written language and math enrichment classes for able fourth-grade students. In addition, children in fourth grade who have met specific criteria will have the opportunity to meet with our gifted and talented teacher in a separate classroom for approximately one and a half hours per week on specifically designed units. We are also pleased to offer all third-grade students an in-class lesson on multiple intelligences and there will be enrichment activities in writing and mathematics taught by our QUEST teacher for identified third grade students as well.

HARASSMENT, INTIMIDATION OR BULLYING:

[Board of Education District Policy No. 5512.](#)

HEALTH

Illness/Accident In School

You will be notified if your child has a serious accident or becomes ill at school. The school nurse may not administer care beyond ordinary first aid. It is imperative that the school has on file the name and telephone number of two persons who may be contacted in an emergency if you cannot be reached. At the beginning of the school year, parents will be asked to complete online demographic verification forms on PowerSchool. This information will be used for School One's Emergency Contact procedures.

Injuries & Prolonged Illness

Please inform the school nurse if your child has a serious injury or a prolonged illness. A note from the attending physician outlining specific restrictions, if any, must be presented to the school nurse when your child returns to school. This is particularly important in orthopedic injuries because limited physical mobility may restrict participation in school activities (i.e., gym or recess).

Communicable Diseases

- Please call the school nurse if your child contracts a contagious or infectious disease or any other serious illness
- Children who show signs or symptoms of colds, cough, fever, upset stomach, vomiting, skin rash, diarrhea, sore throat, ear ache, or reddened eyes should remain home until they are completely recovered.

- In the event your child is ill with a fever, he/she must be fever-free for 24 hours without fever-reducing medication BEFORE returning to school.

Medication at School

- The school nurse should be notified of any medication being taken by a child attending school, particularly medications that might cause a change in behaviour.
- The SP-F Board of Education shall not be responsible for the diagnosis or treatment of a child’s illness.
- The administration of prescribed medication to a child during school hours will be permitted only when failure to take such medicine would jeopardize the health of the child. If your child needs to take medicine at school, it must be administered by the school nurse after she has received a “Request for Administration of Medication” form completed by the physicians and the parents. This form can be obtained from the school nurse.

Guidelines for General Symptoms- For specific illnesses- contact your School Nurse											
Fever	COVID-19, Influenza, RSV	Cold Symptoms. Congestion, Runny Nose, Cough-without fever	Sore Throat	Vomiting	Diarrhea	Rash	Strep Throat or Scarlet Fever	Eye Infection	Hospital Stay/Outpatient Surgical Procedure	Open Lesion/ Draining Wound	Orthopedic Injury
Temperature of 100°F or above with or without symptoms			With or without Fever and or Swollen Glands			If accompanied by fever, malaise, headache, vomiting		Sclera is pink/red, with drainage		For specific guidelines for Impetigo, Ringworm, Scabies- contact the School Nurse	
Able to Return to School											
COVID Testing Strongly Recommended											
Fever free without the use of medication for 24 hours (i.e. Tylenol, Motrin, Advil)	With improving symptoms <i>and</i> fever free for 24 hours without the use of any medications. Additional precautions of masking, and social distancing for the next 5 days recommended.	Symptoms should be minimal, and student should feel well enough to participate in the daily school routine	If accompanied by fever, must be fever free for 24 hours without the use of medication. (i.e. Tylenol, Motrin, Advil)	When symptom free for 24 hours	When symptom free for 24 hours	The student may return to school when the skin is clear or when certified by a physician that the condition is not contagious.	Student has completed at least 24 hours of antibiotic therapy, and be fever free for at least 24 hours without the use of fever reducing medication.	Student has completed at least 24 hours of antibiotic therapy.	Should be accompanied by a copy of the discharge instruction and/or a doctor’s note permitting a return to school, indicating any required school modifications	Lesion must be able to be securely covered, and must not be draining, bleeding or weeping	The use of crutches, boots, and/or other orthopedic items are permitted <i>only</i> with written authorization from a physician. Documentation should also include any necessary school modifications.

For additional guidance, please visit [Respiratory Virus Guidance](#) & [Respiratory Virus Guidance Snapshot](#)

HEALTH EXAMINATIONS

Physical

- A medical examination is required for all new entrants (i.e., children entering kindergarten , and all transfer pupils).
- The school district recognizes the importance of periodic physical examinations to promote the health and safety of all students. We strongly recommend that you have your child examined by your personal health care provider at least once during the development stages. A district form is available in the school nurse’s office for school record documentation of physical examinations.

Auditory/Visual

Hearing and visual screening is done by the school nurse for all students each year. Children can also be screened at the request of the classroom teacher, parent, or physician.

HOMEWORK:

[Board of Education District Policy No. 2330.](#)

INTERVENTION AND REFERRAL SERVICE (I&RS):

Intervention and Referral Services (I&RS) for general education students is intended as a primary way in which general education teachers or specialists can assist a student who is at risk for school problems within the general education environment. I&RS programs are not intended to replace traditional methods or resources for helping students to function effectively in school. Rather, they exist primarily to focus on particular student problems using available resources within the general education environment.

The primary purposes of the I&RS team are to identify students in need and then plan and provide appropriate intervention for those students within the general education community; identify the responsibilities of building staff who participate in the planning and provision of intervention and referral services; actively involve parents/guardians in the development and implementation of the I&RS plans; review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan; provide professional development to general education staff members who either refer students to the I&RS or who assist in providing the intervention and referral services; and, finally, coordinate the services of community based social and health agencies.

An **I&RS** team is one of the many resources used by schools to intervene with student concerns, prior to Child Study Team (CST) evaluation. For additional information and frequently asked questions please refer to the [Special Education Process](#).

LIBRARY-MEDIA CENTER:

The media specialist is engaged with each class for at least one period every week for instruction in library skills. Library materials may be borrowed for one week. Each child borrowing a book is responsible for keeping it in good condition and returning it promptly. Children will be fined for damaged or lost books.

LOST AND FOUND:

Lost and found articles are collected in the main office and then stored in a suitable container with the exception of jewelry, glasses, and keys that are maintained separately. Parents and children may check for lost articles at any time during the school year. To reduce the number of lost items, **parents should mark clothing and personal possessions with their child's name.**

Throughout the school year, items that have not been claimed will be displayed on a table in the main lobby. Any items remaining at that time will be donated to local charities.

LUNCH & RECESS PERIOD:

Students in Grade K-4 have a one-hour lunch/recess period. Those that stay for lunch spend a portion of that time eating in the multipurpose room or other appropriate setting, and the balance of the time either on the playground (weather permitting) or in their respective classrooms. Lunch/General aides are hired within the guidelines provided by Board of Education policy to supervise students in these areas. Children may bring their lunches to school or purchase school lunches.

The students' lunch period should be a pleasant and informal experience in the school day. These situations, however, require attitudes and behavior, which differ from formal gatherings. We expect each of our students to exhibit socially accepted behavior. General information about lunchtime behaviors is listed below:

- Students are to demonstrate appropriate behavior throughout the lunch/recess period that is consistent with classroom and building rules.
- Students are expected to remain in their seats at all times. Permission from a supervisory person is required before the student may leave his/her seat.
- Students are expected to converse in a socially acceptable manner. Shouting or loud noises are never to be accepted as appropriate behavior.
- Lunch is to be consumed by the student who brings or purchases it. Exchanges are frowned upon and are to be discouraged due to health related conditions.
- Students are expected to handle food in an appropriate manner at all times.
- Students are to clean up after themselves. A table will be dismissed when the table and floor are cleared of debris.
- Students are encouraged to use the bathroom facilities prior to lunch. A student is permitted to go to the bathroom only if it is absolutely necessary, with the supervisor's permission. Students are "monitored" in and out to avoid excessive time.
- Food that has been not consumed must be placed in the trash, or returned in its packaging and placed in the student's lunch bag.
- Food must not be consumed while walking down the hall, in the classrooms or on the playground. The exception is when the MPR is not available and the lunch period is conducted in the classrooms.
- Lunch aides are to be addressed by their proper name; i.e., Mrs. Smith, Mrs. Jones, etc.
- Children are to line up in an orderly fashion and move quietly through the halls during passing time.
- Children may only return to a classroom when permission is given.

Our lunch schedule for students is as follows:

Recess: 10:45-11:15 Lunch: 11:15-11:45	Recess: 11:15-11:45 Lunch: 11:45-12:15	Lunch: 11:15-11:45 Recess: 11:45-12:15	Recess: 11:45-12:15 Lunch: 12:15-12:45	Lunch: 11:45-12:15 Recess: 12:15-12:45
Akinnitire	Beirne	D'Antuono	Glinski	Smith
Dally	Disney	Duffy	MacDermant	Sponheimer
Miller	Scazafave	Sackheim	Romero	Yarem
Szczubelek	Shea	Wolman	Scarano	Young
			Mercier (Gr. 2/3)	Mercier (Gr. 4)

Students are to follow the procedures outlined by the classroom teacher during in-class recess periods. Teachers will be asked to develop a set of lunchtime activities that are to be discussed with students and posted for reference. Appropriate safety procedures must be followed when using playground equipment and while participating in games during outdoor recess. In the event

that a student does not find it possible to abide by these minimum regulations, the following procedures are to be followed:

- Lunch aides will deal with initial discipline problems and note them on a recording sheet.
- When a lunch aide determines that a youngster is experiencing a conflict and not responding to the rules and regulations despite her efforts, she will indicate this on the Lunch/Recess Conduct Report. The report will specify the type of problem, frequency, etc. The report will be given to the principal so that any questions or concerns can be shared, explained, etc.
- Upon receipt of a Lunch/Recess Conduct Report, the principal will contact the parent by telephone in order to describe the problem, seek the parent's assistance, and indicate to the parent that the student will be assigned to **restricted lunch/recess for one day**. The date, time, etc., of this contact will be noted on the report when the teacher signs it. Progressive discipline will follow if behaviors continue and do not improve.

LUNCH PROGRAM:

The BOE has a contract with Pomptonian Food Service. The elementary lunch program offers students healthy meals from a choice of different lunches. Four milk choices are offered and include fat free, low fat, chocolate low fat and strawberry low fat. Lunch choices can be found on the district website or by clicking here [Lunch Menu](#). If needed, contact the School One office for a copy of a gluten-free menu.

The price of an elementary lunch (including milk or juice) is \$3.70/day. When pizza is served, students may purchase an extra slice for an additional cost of \$3.00. Reduced price lunches cost 50 cents/day. For an application for Free and Reduced Price School Meals, please visit the district website at www.spfk12.org or contact the Main Office. If your child only wishes to purchase milk, the price is \$ 1.25. Juice cannot be purchased separately. Students may purchase water. The cost is \$ 1.50 for a 10-ounce bottle. *Please alert the School One office if your child is NEVER permitted to purchase lunch or water. It will be noted in the computer system.*

Students decide daily if they wish to participate in the school lunch program and make their selection in the lunchroom. They can see the lunch options as they make their choices. Students who receive *free/reduced lunches* receive their lunch with all of the other students.

Payment options for lunch, milk, and water, for students in Grades K through 4 include...

1. **Pre-pay online** at www.payschoolscentral.com (you will need your child's student ID number which can be found in the Powerschool Parent Portal). This service allows you to put money on your child's cafeteria account with your credit card or by e-check. The money can be used for meals, milk and water purchases.
2. **Pre-pay** by sending any amount of money you like. You may pay by either check (payable to Scotch Plains-Fanwood BOE, with your child's name and student ID number written in the memo line) or cash (placed in a sealed envelope with your child's name and student ID number clearly labeled on the envelope). Payments for siblings should be separated.
3. **Pay as you go**. You may send payment any day you would like your child to purchase lunch. Payment by check is preferred. Checks must be payable to Scotch Plains-Fanwood BOE and include your child's name and student ID number written on the memo line. Cash must be sent in with your child in a sealed envelope with your child's name and student ID number clearly labeled on the envelope. Payments for siblings should be separated.

It is understood that from time to time students may forget their money or use up all of their prepaid monies. The policy regarding charging meals refers to any time a child a student does not have enough money to cover the price of a meal at the point of sale whether it be a full price or reduced price meal. Families are expected to pay for all meals charged.

PaySchools Central is a secure internet-based payment system that allows you to deposit funds for your child's cafeteria account on-line via credit/debit card or e-check. There is NO charge to register for the site in order to get email alerts or view items that have been purchased. Parents are **not** required to process transactions through this site if they register. [Click here](#) to access Payschoolscentral.com. It can also be accessed through the District's homepage, under Departments > Food Services. The Online Payment System website link can be found at the bottom of the page. When visiting the site for the first time, please review the "Information (FAQ)" tab. To register on this site, you should have the following information available:

- Credit/debit card or checking account information. *Convenience fees do apply.* Payschools Central charges 3.25% plus \$1.25 per transaction for credit/debit cards. For electronic checking there is a flat fee of \$1.75 for each deposit transaction.
- Your child's school, grade level, first and last name (as listed in PowerSchool) and student ID number which can also be found in the PowerSchool Parent Portal.

PaySchools Central allows you to receive automated emails detailing your child's account balance, review which items were purchased, and receive alerts if there is a low balance, regardless of your payment method. There is an option for "auto-replenishment"; it allows you to set up a low-balance threshold and automatically replenish your child's cafeteria account. Payments take approximately three hours to be credited to your child's account. Watch the Payforit website for new additions of school payments that can be handled on-line.

MEAL CHARGE POLICY:

[Board of Education District Policy No. 8500.](#)

MOVING:

Please notify the office as soon as possible if you plan to move out of town (or even to another location in Scotch Plains or Fanwood). A transfer card will be mailed directly to your child's new school on the day after your child's last day at School One. Your child's permanent records will be forwarded when the new school sends a written request.

PARENT-TEACHER CONFERENCES:

Parent-teacher conferences are scheduled for early November. Children attend school for a single session in the morning and conferences are scheduled in the afternoon. There is one night scheduled for evening conferences. Information will be shared with families closer to the scheduled dates. Conferences may be arranged at other times during the year by sending a note to the teacher. If a conference with the principal is desired, you may make an appointment by contacting the principal directly.

PARKING LOT:

Parking spaces in the school parking lot have **ALL** been designated for School One staff members. **Parents and visitors must refrain from entering or parking in the staff lot between the hours of 7:45 a.m. and 3:30 p.m. even for a brief period of time. Please make use of spaces available on the street. In addition, the School One parking lot should NEVER be used as an access route to or from Nettingham Middle School.**

PUBLICITY RELEASE FORM: In order to share news of our students’ activities and achievements with the community, all parents are asked to complete a “Publicity Release Form” on the PowerSchool Parent Portal either granting or denying permission for their child’s photograph to be used in school publicity such as news releases, videos, newsletters, reports and District web-site postings. Parents’ responses are included in a school database and will remain in effect for the duration of their child’s enrollment at School One. Consent or refusal may be changed at any time by sending a written request to the school principal.

REPORT CARDS:

Report cards are prepared and sent home four times a year for students in Grades K through 4 as indicators of their progress. The first report card is received the week before parent-teacher conference week in November. Following is the District's schedule for reporting student progress:

SCHOOL ONE REPORT CARD SCHEDULE 2025/2026					
GRADES 1-4			KINDERGARTEN		
	End of Trimester	Report Cards Distributed		End of Semester	Report Cards Distributed
<i>Trimester 1</i>	December 10	December 17	<i>Mid-Year</i>	January 30	February 6
<i>Trimester 2</i>	March 18	March 26	<i>End-of-Year</i>	June 18	June 24
<i>Trimester 3</i>	June 18	June 24			

Parents will also have the opportunity to confer with their child's teacher during Parent-Teacher Conference Week in November.

SAFETY:

Safety is a primary concern for the general welfare of all students. Each child needs to understand the importance of practicing safe behaviors for their own safety as well as that of other children. Throughout the year, the school teaches safety as an outgrowth of the health-education curriculum.

SAFETY PATROL (SCHOOL ONE HELPING HANDS PATROL):

The School One Helping Hands Patrol is a voluntary organization open to fourth graders who are interested in promoting safety in our building and on school grounds. The primary objective of the patrol is to foster qualities of leadership and good citizenship among those who participate. Teacher advisors coordinate safety patrol activities.

SPECIAL EDUCATION:

Special class programs are available to District students who require special-education instruction for more than one half of the instructional day. These programs provide an environment where the nature of the student's impairment is the primary focus. Special-class programs provide a full continuum of alternative placements to meet the needs of students with disabilities for special education and related services. There is one self-contained special education class at School One. The instructional program for special-needs students is in accordance with the educational program developed by the Child Study Team, the special-education teacher, and in consultation with the parent/guardians. Students are integrated into the mainstream program for academic subjects, specials and/or activities, whenever appropriate, as specified in their IEP (Individualized Education Program).

STUDENT DISCIPLINE/CODE OF CONDUCT:

[Board of Education District Policy No. 5600.](#)

STUDENT INSURANCE:

Application forms for student accident insurance can be found at www.BollingerSchools.com. Parents interested in additional accident coverage may purchase this insurance at a nominal cost, and should contact the insurance carrier directly.

STUDENTS OBTAINING SUCCESS (SOS) INSTRUCTION:

Supplemental support in reading, math, and writing, is provided to students in Grades 1 through 4 who do not meet District standards in these subject areas. The SOS instructors meet with small groups of children at each grade level several times a week to strengthen their skills in reading, math, and writing. Participation in these programs is mandatory based upon State requirements unless parents sign a waiver declining these services for their child.

TECHNOLOGY:

The Scotch Plains-Fanwood Board of Education believes that the use of technology and computer-assisted communications is vital to our students' success. It is the responsibility of our educators to foster an understanding of appropriate technology and to teach those technological skills, which are necessary to promote academic excellence. The proper use of technology and technological skills will be integrated into our instructional programs when learning is enhanced by its use. Please refer to [District Policy No. 2361](#) and [7523](#).

TELEPHONE MESSAGES TO AND FROM HOME:

While we fully understand that there will be times when a student must call home or circumstances that require a child to receive a message, it will only be allowed in a **bona fide emergency situation**. Since one of our goals is to instill responsibility in our students, they should arrive at school prepared with all of their instructional materials, such as homework, musical instruments, library books, and snack.

In the event that a student forgets any one of the above, or should fail to bring his/her lunch, the child will be given permission to call home on the first and second occurrence; but on the third incident, other arrangements will have to be made.

Parents should make all necessary arrangements for their child's dismissal from school and after-school plans in the morning **BEFORE** their child leaves for the day. We realize that **occasionally** an emergency arises and parents must get a message to their child during the school day, but we request that these interruptions be kept to a **minimum**. Classroom instruction will be interrupted only for true emergency messages. There is also a concern about messages received at the end of the day when there is no guarantee that the student will receive it on time.

We understand that this policy may be difficult to adjust to in the beginning; however, we believe that it will instill in each child a level of responsibility, and will minimize disruptions in the instructional program.

VISITORS:

Visitors are always welcomed at School One. To ensure the safety of our students and staff, and to keep our building secure, the practices listed below will be employed:

- Board of Education Policy requires all visitors to sign in at the main office and obtain a visitor's badge that must be worn while in the building. It is imperative that everyone who enters the school adheres to this policy. When entering the building between 8 a.m. and 4 p.m., visitors must report to the office, indicate the purpose of the visit, and sign the visitors' logbook.
- *The school office reserves the right to request identification for those visitors who may not be familiar to us.*
- *Please be patient, as the office can be quite busy at times and there may be a slight delay before the secretarial staff responds.* Visitors must report directly to the main office in order to sign in. Procedures stated above should then be followed.
- Parents/guardians should NOT escort their child to the classroom. Teachers are present in the hallways should assistance be necessary.
- Only one entrance door to the building will be used during the school day. The parking lot entrance is to be used exclusively by the School One staff prior to 7:45 a.m. or if a handicap entrance is required.
- Once school has been dismissed, all doors will remain locked. If children are involved in after-school programs, parents should wait for them in front of the school. Children will exit via the front doors.
- Parents of children in the "Right at School" aftercare program should use the multipurpose room door by the side parking lot. After signing your child out, please leave via this same door.
- Children involved in any after-school activities sponsored by the town recreation department or various sports leagues should use the multipurpose room door for entering and exiting the building.
- **To reduce the number of classroom interruptions, parents should leave all items to be delivered to their child in the office.** The office will notify the classroom teacher that there is an item for a student as soon as possible.

WALKING TO SCHOOL:

Students walking to school must use sidewalk areas and practice appropriate safety precautions. It is important for the students to cross-busy intersections only where the Scotch Plains and Fanwood crossing guards are stationed.

Crossing guards are on duty from 7:30 to 9:00 a.m., 11:00 a.m. to 1:00 p.m., and 2:15 to 3:45 p.m. at the following locations: Park Avenue and East Second Street; Madison and Willow Avenues; and Midway and Willow Avenues.

Crossing guards are also on duty at the intersection of East Second Street and Willow Avenue from 7:30 to 9:00 a.m. and 2:15 to 3:45 p.m. Please be aware that a crossing guard will NOT be at this post from during the rest of the day. Please exercise due caution using crosswalks and intersections where approved traffic control devices are in place.

WELLNESS POLICY:

[Board of Education District Policy 8505.](#)

WHAT TO DO IF:

<p>I need to contact my child</p>	<p>Classroom instruction cannot be interrupted to deliver routine telephone messages to a teacher or a child. These matters can be handled more effectively before or after the school session. Emergency messages will be delivered immediately. During school hours, students are not permitted to make telephone calls except in an emergency; forgotten homework, snack, library books, etc., are not considered an emergency.</p>
<p>My child needs medication at school</p>	<p>See section under Health in this handbook and contact the school nurse.</p>
<p>I cannot pick up my child after school</p>	<p>Contact your emergency contacts, friends or relatives to make arrangements, and notify the school office so your child is informed. However, we do ask that parents make the necessary arrangements for their child's dismissal from school in the morning BEFORE their child leaves for school. We do realize that occasionally a true emergency arises and you must get a message to your child during the school day, but we ask that you keep these interruptions to a MINIMUM (especially at the end of the day when we cannot guarantee that the message will be received on time).</p>
<p>I need to speak to my child's teacher</p>	<p>Leave a message on the voice mailbox of your child's teacher or send them an email.</p>
<p>My child has a problem in school</p>	<p>Always contact your child's teacher as an initial step to gain information and develop strategies to resolve the situation. If resolutions are not satisfactory, contact the Principal.</p>

PROBLEMS OR QUESTIONS:

If you have a question about:	First contact should be the:
Bus Transportation	Main Office
Curriculum	Classroom Teacher
Discipline	Classroom Teacher
Health	Nurse
Homework	Classroom Teacher
Instruction	Classroom Teacher
Lunch	Principal's Monthly Newsletter
Lunchtime	Classroom Teacher
Moving	Main Office
School Calendar	District website
School Records	Main Office
Special Subject (Art, Library, Music, Physical Education)	Special Subject Teacher
To and From School	Main Office

SCOTCH PLAINS-FANWOOD SCHOOL DISTRICT

CENTRAL ADMINISTRATION Mailing address: 512 Cedar Street
Scotch Plains, NJ
(908) 232-6161

Superintendent of Schools	Dr. Joan Mast
	Ms. Robin Broadbent, Administrative Assistant
Assistant Superintendent of Schools	Mr. Robert McGarry
	Ms. Holly Petrie, Executive Secretary
Business Administrator/Board Secretary	Mr. Christopher Jones
Director of Special Services	Ms. Marisa Stefani
Manager of Human Resources	Mrs. Adina Williamson
Supervisor of Transportation	Mrs. Marisol Rodriguez
Director of Buildings and Grounds	Mr. Nick Crupi

BOARD OF EDUCATION 313 South Avenue
Fanwood, NJ 07023
(908) 232-6161

President	Evan Murray
Vice President	Tonya Williams
Board Members	Sonali Barve
	Nancy Bauer
	Jason Benedict
	Amy Boroff
	Deb Brody
	Karen Kulikowski
	Stephanie Suriani

SCHOOLS

Scotch Plains-Fanwood High School 641 Westfield Road, Scotch Plains, NJ 07076	(908) 889-8600
Nettingham Middle School, 580 Park Avenue, Scotch Plains, NJ 07076	(908) 322-4445
Terrill Middle School, 1301 Terrill Road, Scotch Plains, NJ 07076	(908) 322-5215
Howard B. Brunner School, 721 Westfield Road, Scotch Plains, NJ 07076	(908) 889-2148
J. Ackerman Coles School, 16 Kevin Road, Scotch Plains, NJ 07076	(908) 757-7555
Evergreen School, 2280 Evergreen Avenue, Scotch Plains, NJ 07076	(908) 889-5331
William J. McGinn School, 1100 Roosevelt Avenue, Scotch Plains, NJ 07076	(908) 233-7950
School One, 563 Willow Avenue, Scotch Plains, NJ 07076	(908) 322-7731

Board of Education regularly scheduled meetings are indicated below. The location for all meetings is TBD. The tentative date for the Annual Organization Meeting is **Tuesday, January 6, 2026 @ 7:30 p.m.**

<p>Regular Public Meetings 7:30 p.m. Call to Order (8:00 p.m. Public Participation)</p> <p>No meeting in July.</p>
<p>Tuesday, August 26, 2025</p> <p>Wednesday, September 17, 2025</p> <p>Thursday, October 16, 2025</p> <p>Thursday, November 20, 2025</p> <p>Thursday, December 18, 2025</p> <p>Thursday, January 22, 2026</p> <p>Thursday, February 19, 2026</p> <p>Thursday, March 12, 2026</p> <p>Thursday, April 30, 2026</p> <p>Thursday, May 7, 2026</p> <p>Wednesday, June 17, 2026</p>