

SOUTHAMPTON TOWNSHIP SCHOOL DISTRICT
STUDENT HANDBOOK
SCHOOL #1
GRADES K-3



2025-2026

HOME OF THE WARRIORS

Southampton School #1
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Welcome to Southampton Township Schools

Welcome to School #1! We believe in inspiring and empowering every student to grow in confidence, creativity, honesty and empathy through student-driven, interdisciplinary activities that will leave them well equipped to meet the challenges of our evolving world.

To better prepare you for a successful school year, please read this handbook and review the contents carefully. Parents / Guardians are required to indicate they have read and reviewed this handbook in the Parent Portal at the start of each school year.

AFFIRMATIVE ACTION

The Southampton Township Board of Education affirms its responsibility to ensure all students in the public schools of Southampton Township equal education opportunity and all employees' equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. The Superintendent acts as the District's Affirmative Action Officer.

RIGHT TO KNOW

The school district will provide the public with notice of any construction or other activities involving the use of any hazardous substances. This will be located on a bulletin board in the school. Hazardous substances may be stored at the school at various times throughout the year. Hazardous substances fact sheets for any of the hazardous substances being used or stored in the school are available at the school.

In accordance with the recent regulation P.L. 1998, Chapter 346, no person is to use or store a hazardous chemical in a school building when children are expected to be present. Two exceptions to this provision are outlined in the standard. The first exception is in the event that the Board of Education deems it an emergency. The second exception refers to compliance with the regulation pursuant to section 5 of the standard. As of this date, that regulation has not been written. Substances defined as hazardous under the "New Jersey Worker and Community Right to Know Act" PL 1983, c.315(C34:5A et seq.) are listed in the Right to Know Hazardous Substance list as developed by the Department of Health and Senior Services.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) COMPLIANCE NOTIFICATION

In accordance with the Environmental Protection Agency (EPA), we are required to notify parents, teachers, and other employees each year of the availability of the Asbestos Management Plan and the response action we are taking to maintain the asbestos containing materials in our schools.

The original AHERA inspection of our buildings took place in the 1988-89 school years. At that time the condition of the asbestos was assessed. Since then appropriate response actions have been taken to ensure that the asbestos is kept in good condition. Periodic surveillance of each building has occurred since the original inspection. In February 1998, a three-year re inspection was completed in all buildings containing asbestos. A copy of this report is on file in the main office of each school.

Custodians and maintenance workers are continually instructed on the health effects of asbestos and the importance of maintaining this material in good condition during their normal day to day activities. If you wish to review your schools' Asbestos Management Plan, a copy is located in the school office.

ATTENDANCE REGULATION / EARLY DISMISSAL

GENERAL INFORMATION

In the event a student is to be absent from school, a parent/guardian is required to notify the office regarding the absence. Parents / Guardians should make every effort to report their child absent prior to 8:30 am.

Absences may be reported twenty four hours a day using **ONE** of the following methods:

- Using our NEW online reporting system located on the School #1 website **OR**
- Calling into our main number at (609) 859-2256 and following the prompts- when calling into this number to report an absence, please indicate the following: the student's name, homeroom teacher, and reason for the absence

A student returning from an absence of any length must submit to the homeroom teacher a note stating the reason for the absence, dated and signed by the parent / guardian. A physician's note explaining the student's absence for five (5) or more days is required. It is recommended that a physician's note be obtained for all visits. Please keep copies of all notes submitted.

ABSENCES DUE TO VACATION

Absences due to vacations are unexcused and counted in the total number of days absent from school. The following guidelines must be followed in the event of an absence due to vacation:

1. Parent(s) / guardian(s) must notify the Principal and teacher in writing at least two weeks in advance. Written notice should indicate the start and end of the vacation.
2. Absences due to vacation may not exceed five school days per year.

LATE ARRIVALS / EARLY DISMISSALS

Students not in their homerooms by 8:27 AM are considered late.

If a student is late to school, he / she must be accompanied to the office and signed-in by the parent / guardian. If the student enters alone, the parent will be contacted and reminded of the correct procedure.

If a student is leaving early, parent(s) / guardian(s) must notify the Principal and teacher in writing **no later than the morning of the early dismissal stating the time and date of pick up**. Students being picked up for early dismissal **must** be signed out in the main office by the parent/guardian / authorized individual.

*Note: Students authorized to go home with another student must have two notes, one from their parent/guardian and one from the other student's parent/guardian.

UNEXCUSED ABSENCES

The compulsory education law (N.J.S.A. 18A:38-28 through 31) requires all children between the ages of 6-16 to attend school. The attendance regulations (N.J.A.C. 6A:16-7.6), require each district board of education to develop, adopt and implement policies and procedures regarding the attendance of students, including the adoption of a definition of "unexcused absence" that counts towards truancy. The attendance policy in its entirety may be viewed on our website or obtained from the BOE office.

ABSENCE / TARDY / EARLY DISMISSAL CONSEQUENCES

The following administrative actions will be taken after the specified number of absences or tardiness in accordance with the Board of Education's Attendance Regulation:

ABSENCE CONSEQUENCES

6 Days - Absences

Principal forwards written notification to parent/guardian.

12 Days - Absences

Second written notices which include a warning about possible academic consequences sent to parents. Conference will be required.

17 Days - Absences

Notice sent to parents explaining the possibility of retention and the procedure for referral to the Municipal Court when absences exceed 20 days. Possible attendance probation in marking period 1 of the following school year.

21 Days - Absences

Complaint filed by school district in Municipal Court after a review of all circumstances.

TARDY / EARLY DISMISSAL CONSEQUENCES

6 Days – Tardies / Early Dismissals

Principal forwards written notification to parent/guardian.

10 Days – Tardies / Early Dismissals

Principal forwards written notification to the parent and conducts a conference.

15 Days – Tardies / Early Dismissals

Second and third written notices which include a warning about possible academic consequences sent to parents. Conference will be required.

23 Days – Tardies / Early Dismissals

Notice sent to parents explaining the procedure for referral to Municipal Court when tardiness exceeds 25 days. Conference will be required.

25 Days - Tardies / Early Dismissals

Complaint filed by the school district in Municipal Court after review of all circumstances.

PERSONAL / ELECTRONIC DEVICES (Grades K–3)

To maintain a safe, respectful, and distraction-free learning environment, the following guidelines apply to all personal electronic devices brought to school, including but not limited to cell phones, smartwatches, tablets, and similar items:

Device Usage During School Hours:

- All personal electronic devices must be turned off or set to silent during school hours.
- Devices must remain securely stored in the student's backpack and may not be used during the school day, including recess and lunch periods.

Responsibility and Liability:

- The school will not be held responsible for any personal electronic devices that are lost, stolen, damaged, or broken while on school property or during transportation to and from school.

Recording and Privacy:

- The use of personal devices to record audio or video, or to take photographs, is strictly prohibited at all times—this includes both on school grounds and while riding the school bus.

Parents/guardians are encouraged to carefully consider whether it is necessary for their child to bring a personal electronic device to school. Students are expected to adhere to these guidelines at all times. Violations may result in the device being held by school staff and returned to a parent or guardian.

BICYCLES

Students may ride bicycles to school only as a result of parental request. Parents must send a note to the office stating when (single day or everyday) the student may ride his/her bicycle. Students must wear helmets and bicycles must be parked in the racks provided. Bicycles must be walked off of the bus area before riding. Bicycles are parked at the student's risk.

The use of other wheeled recreational equipment; for example, skateboards, roller blades, motorized scooters, go carts, etc. are prohibited on school grounds.

CAFETERIA PURCHASES

POINT OF SALE SYSTEM

Point of sales is a computerized checkout system used in all three school cafeterias.

ACCOUNT MAINTENANCE / PURCHASING LUNCH

The following outlines maintaining and utilizing lunch accounts:

1. In order to purchase lunch, money must be loaded onto students' lunch accounts through www.payschoolscentral.com. Parents / guardians may also send in cash / check with your child in a sealed envelope. Please include your child's full name and grade on the outside of the envelope. Label

the envelope for “Lunch Account.”

2. Information is provided at the beginning of each school year with account information and instructions on how to add money to lunch accounts.

Students **may not** purchase snacks if they have a negative balance in their lunch accounts.

CIVILITY POLICY

The Southampton Township Board of Education members, district administrators, and staff will treat parents / guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping school and administrative offices free from disruption and preventing unauthorized persons from entering school / district grounds.

Any individual as described below will be directed to leave school or district property promptly by the Chief School Administrator/designee.

- Disrupts or threatens to disrupt school / office operations;
- Threatens the health and safety of students, staff, administration, or Board of Education member;
- Willfully causes property damage;
- Uses loud and / or offensive language;
- Is verbally or physically intimidating;
- Harasses staff and / or others through repeated telephone calls, emails, confrontations or the like; or who
- Has otherwise established a continued pattern of unauthorized entry on district property.

If any member of the public uses obscenities or speaks in an abusive, excessive, insulting, and / or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely request the speaker to communicate civilly. If corrective action is not taken by the abusing person, the district employee will calmly and politely verbally notify the abusing person that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on district premises, the abusing person will be asked to leave promptly. The employee, if not an administrator, shall immediately inform an administrator. If the abusing person refuses to leave, the administrator / designee shall notify law enforcement officials. The employee or administrator shall complete an Incident Report for Inappropriate Behavior toward Employees by Visitors (Appendix).

When an individual is directed to leave under the above circumstances, the Chief School Administrator / designee shall review the incident report and inform the person that he or she may be guilty of a misdemeanor in accordance with New Jersey law (see legal reference). The Chief School Administrator shall have the authority to ban an excessively disruptive individual from school property indefinitely or for a period of time, or require visits by the individual to be supervised by the School Resource Officer or other law enforcement officials indefinitely or for a period of time.

AFTER-SCHOOL CLUBS & ACTIVITIES

At Southampton Township Schools, we believe that co-curricular activities enrich the overall educational experience by encouraging creativity, teamwork, leadership, and personal growth. Participation in these activities is a privilege that supports our students' development beyond the classroom. We encourage students to take advantage of these opportunities while demonstrating responsibility, regular attendance, and positive behavior. Our goal is to help every child find success both in and out of the classroom through a balanced and supportive school experience.

STANDARDS OF ELIGIBILITY FOR AFTER-SCHOOL CLUBS & ACTIVITIES

To ensure a positive and productive experience for all participants, students must meet the following expectations to be eligible for after-school clubs and activities:

- **Appropriate Behavior** – Students are expected to demonstrate respectful and responsible behavior during the school day and during club meetings. Consistent misbehavior may result in removal from the activity.
- **Regular School Attendance** – Students must maintain regular attendance in school to participate in after-school activities. Excessive absences may affect eligibility.
- **Active Participation** – Students should attend club meetings consistently and engage actively in activities. A pattern of non-attendance or lack of participation may lead to dismissal from the club.

These standards are in place to support a safe, respectful, and engaging environment where all students can benefit from the opportunities offered.

STUDENT SPECTATORS

The Southampton Township School District welcomes student spectators at sporting events. However, for Schools #1 and #2 parental supervision is required. Our coaches will not supervise spectators while coaching the team. Students wishing to act as spectators must first go home and return with a parent(s) / legal guardian(s).

DISCIPLINE POLICY

STUDENT CODE OF CONDUCT

The entire policy / regulation pertaining to the Student Code of Conduct may be accessed via the district website at www.stsdwarriors.org by clicking on the "Policies / Regulations" link.

PHILOSOPHY

The Southampton Township Public Schools endeavors to create an environment in which all members of the school community feel safe, and are able to pursue the goal of educational excellence. School discipline is a necessary component of this environment. It assures that each student will enjoy the ability to freely work

toward his / her academic potential. The school aims to practice clear, consistent and equitable disciplinary procedures, while keeping the child as its central focus. It is important to note that since all students are individuals, flexibility in administrative decisions is needed in adhering to rules and expectations.

School discipline has three main goals: 1) to ensure the safety of students and staff, 2) to create an environment conducive to learning, and 3) to develop positive student behavior. It is important for students to become aware of the social consequences of their actions in order to become mature, self-disciplined individuals.

The job of school discipline involves all facets of the school community. Students, teachers, staff and parents must all work together to create an environment in which each student may engage in learning while behaving with respect for people and property.

STUDENTS RIGHTS AND RESPONSIBILITIES

All students have the right to be treated with respect and the responsibility to treat others with respect while behaving in a way that is not harmful to other members of the Southampton Township Schools' community.

All students have the right to use school facilities, books, supplies and resources and the responsibility to exercise care in the use of school property.

All students have the right to participate in an environment conducive to learning and the responsibility to act in a manner that is not disruptive in school which would make learning difficult for themselves and their peers.

As we balance student rights and responsibilities, students and teachers will be able to concentrate on the learning and teaching process, our school environment will remain safe, and our students will develop positive, constructive habits that support academic success, personal growth, and responsible citizenship.

STUDENT EXPECTATIONS

All students of Southampton Township Schools are expected to meet certain general expectations. Appropriate behaviors include, but are not limited to the following:

1. Being respectful of people and property by:

- talking and acting in a polite manner to adults and other students
- taking care of school books, materials and property -acting in ways that are not harmful to themselves or others (e.g., not throwing objects, fighting, touching other people or taking another's belongings)

2. Being prepared to participate in class by:

- having books, supplies and assignments for class -completing assignments on time
- bringing home and returning forms and papers, signed appropriately
- communicating with parents and school personnel regarding school matters

3. Behaving in a non-disruptive manner in class and in the school environment (i.e., on the bus, in the cafeteria, hallways, lavatory, on the playground) and by:

- following specific rules established in each classroom - using time and resources responsibly while working individually or as a member of a group
- following established rules for playground safety

4. Attending school regularly, arriving on time, and remaining on school grounds during the school day (daily attendance is expected unless the child is ill)

STUDENT CONSEQUENCES

Our discipline code includes consequences that may be enforced when rules are broken. Whenever possible, simple, appropriate, and restorative actions that fit the situation will be taken immediately. Below is a list of possible consequences that a student could receive based on the severity of the offense, not necessarily in this order:

1. Teacher warning
2. Teacher/student conference
3. Disciplinary action taken by teacher (e.g., loss of privileges, loss of recess time, after-school detention)
4. School/parent contact
5. School/parent conference
6. Principal involvement
7. Guidance referral
8. Administrative detention
9. Administrative referral to student services or police if situation demands
10. Involvement of superintendent
11. Suspension (in-school or out-of-school, in accordance with School Board Policy)
12. Suspension from the bus (student must attend school providing own transportation)
13. Confiscation of dangerous instruments and/or weapons, in accordance with School Board Policy
14. Confiscation of dangerous and/or illegal substances, in accordance with School Board policy
15. Restitution for damage(s) in accordance with Board Policy

In all suspensions an informal hearing between the student and the school administrator will be held prior to the suspension. Parents will be notified as soon as possible and a letter will be sent home concerning the matter, giving the number of days suspended and the date of return. A conference with the parents will be scheduled before the student re-enters school.

Students who pose an immediate danger to persons or property, or an ongoing threat of disrupting the academic process may be removed at once. Parent notification and an administrative hearing will be held as soon as possible.

CAFETERIA RULES

1. Be considerate of others.
 - a. Remain in line without breaking into line or allowing others in front of you.
 - b. Speak in a soft voice using appropriate language.
 - c. Keep your area clean.
2. Follow directions given by a faculty member or kitchen staff member.
3. Walk at all times.
4. Observe table etiquette remembering not to throw food or touch others or their belongings.
5. Dispose of trash and recyclable material.
6. Any food or drink leaving the cafeteria must be closed and placed back into the student's lunch bag.

HALLWAY CONDUCT

1. Always keep to the right while passing to and from classes, or buses.
2. Move from classes or lockers promptly.
3. Walk at all times. No running.
4. Pushing, shoving, horseplay and blocking traffic are not allowed at any time.
5. Speak quietly as not to disturb classes in progress.
6. If a room is occupied or the teacher is not present, students should line up and stand silently close to the wall.

TRANSPORTATION REGULATIONS

BUS STOPS

Children are transported to and from their assigned bus stops, located near their homes, five days a week. The AM and PM stops must be the same. Exceptions to this practice include:

1. **Day Care / Baby-Sitter:** The Board's only responsibility is to transport eligible students to and from their homes. Children may be picked-up and dropped-off at a day care center or baby-sitter on a five days a week basis ONLY if there is room on the bus. Parents are encouraged to have the AM and PM stops be the same. In the case of a hardship, the AM stop and PM stop may be different provided the AM stop is the same five days per week and the PM stop (although different than the AM stop) is the same five days per week. In no case, will a student be scheduled to ride two different buses. The request must be in writing and must contain a statement of the hardship necessitating the change.
2. **Requests for Bus Stop Changes:** A written request for a change in the bus stop assignment for a student will be honored if the change is being made permanently and if the request is submitted at least three days in advance. The request must be made for a five day a week pick-up/drop-off situation with the intent that the requested change would be for the rest of the school year. The board will not honor requests for temporary changes in the child's bus stop assignment. Temporary changes in bus stop assignments jeopardize the safety of the student and may strain the driver's ability to deliver the

child to the temporary address. Temporary changes in a bus stop assignment are very difficult to administer effectively. The chance that a student rides the wrong bus is greatly enhanced. The board feels that the safety of the child may be compromised if temporary stop changes are allowed.

BUS SAFETY BOOKLET

Safety is a responsibility each of us shares. Please review the Bus Safety Booklet via the Parent Portal. We ask that you fully review this booklet with your child to help ensure the safest transportation system possible. We know you share our concern over each child's safety and look forward to working together to this end.

SCHOOL BUS REGULATIONS

1. Students will treat the bus driver and other students with respect, and obey the bus driver every time a direction is given.
2. Students will wear seat belts during the ride to and from school. It is the law!
3. Students will keep their bodies and belongings inside the bus, to themselves, and feet out of the aisle.
4. Students will speak in a normal speaking voice and refrain from shouting.
5. Inappropriate use of cell phones, and similar electronic devices are not permitted on the school bus. The school district will not be responsible for damaged, lost, or stolen items.
6. Food, drinks and gum are not permitted to be consumed on the bus.
7. Under no circumstances are students permitted to ride a bus other than his / her assigned bus.

FAILURE TO COMPLY WITH THE SCHOOL BUS REGULATIONS MAY RESULT IN A DISCIPLINARY CONSEQUENCE BEING IMPOSED OR LOSS OF BUS PRIVILEGES.

DISCIPLINARY CONSEQUENCES

The bus driver will issue a bus conduct report when a student misbehaves on the bus and fails to comply with the instructions from the driver or breaks the regulations cited above. The report will be forwarded to the appropriate school principal for disciplinary action.

The principal / vice principal will interview the offender(s) and other witnesses, as necessary, to obtain a comprehensive picture of the events that have occurred.

The following disciplinary consequences may be imposed:

1. Warning to student and parent/guardian contacted
2. Bus Suspension
3. Suspension from school

This policy applies to all bus runs (regular transportation, special education transportation, and class trips).

NEW JERSEY STATUTE, TITLE 18A:25-2: "A student may be excluded from the bus for disciplinary reasons by the principal, and his/her parents shall provide for his / her transportation to and from school during the period of such exclusion."

DRESS CODE GUIDELINES FOR STUDENTS

The attire of a student in school helps set the academic atmosphere. The purpose of these guidelines is to provide a healthy environment conducive to learning. Students should maintain a neat and well-groomed appearance at all times. If a student is in violation of the dress code they will be asked to change. Continued violation may result in disciplinary consequences. We request the cooperation of parents in the event that they are called and requested to bring appropriate clothing for a student to wear.

1. All school attire shall be neat, clean, and reflect an appearance of modesty.
2. Apparel shall not be tight-fitting, sheer, brief, low cut, or revealing above the waist. Spaghetti strap tops, tank tops, crop-tops, halter tops, or tube tops are not permitted. Pants, shorts, or skirts shall not be worn below the waistline.
3. Undergarments are not to be visible. Articles of clothing intended to be worn as undergarments are not permissible attire for outer wear. Items that are pajamas or resemble pajamas are not permitted.
4. Sleeveless (to the end of the shoulder) shirts/tops may be worn. However, the armholes must come up to the armpits, not fitting loosely as to reveal skin. No tank tops.
5. Holes in jeans, pants, skirts, or shorts are not permitted.
6. Cleats or wheels on shoes are not permitted. For students in grades K-5 no open-toed, open-backed, and high or platform soled shoes are to be worn for safety reasons.
7. Appropriate shorts may be worn. Shorts and skirts should be of adequate length (at least as long as the tip of the longest finger when the arms are hanging at one's side). Tight fitting "Spandex" type shorts, tops, pants/leggings, or skirts should not be worn without an over garment that follows the length regulation.
8. Hats and outdoor coats are to be removed while students are in the building.
9. Graphics that are suggestively obscene or offensive on any garments are prohibited (e.g. alcohol, drugs, obscenities, weapons, or words with double meaning).
10. Non-prescription sunglasses, glazed and / or tinted glasses are not to be worn in the school building.
11. Any student attending any school or PTA function (field trips, dances activities during or after school hours, etc.) will not be permitted to attend unless properly dressed. Proper attire would follow the students dress guidelines unless otherwise designated.
12. Only items sold as wearing apparel or jewelry may be worn to school. Chains, ropes, etc., designed for a purpose other than clothing, or deemed potentially dangerous to the student or others, may not be worn.

The administration retains the authority to determine if a clothing item or accessory is appropriate for school attire, or distracting to the classroom environment.

FIREARMS, WEAPONS, DANGEROUS INSTRUMENTS, AND THREATS

POLICY

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, at any school functions, or while en route to or from school. Disciplinary action shall be taken against students who threaten, possess, handle, transmit or use firearms, other weapons, or dangerous instruments. The school district will handle these incidents on an individual basis using the following guidelines:

LEVEL 1 OFFENSE

1. Possible events: Firearm in school or related event, weapon with a threat, bomb or bomb threat
2. Notification: Parents, Superintendent, County Office, Police and Board of Education (in no particular order)
3. Possible Action: Conduct investigation, external suspension, possible Child Study Team involvement, expulsion (may be a combination of any or all of these); district will comply with state law which mandates the minimum penalty for these offenses as a one-year expulsion

LEVEL 2 OFFENSE

1. Possible events: Weapon in school, dangerous instrument, serious death threat, intent to harm
2. Notification: Parents, Superintendent, Police (in no particular order)
3. Possible Action: Internal suspension, external suspension, counseling, possible Child Study Team involvement, long-term suspension (may be a combination of any or all of these); police intervention possible; minimum penalty is internal suspension

LEVEL 3 OFFENSE

1. Possible events: Verbal death threat or threat to bring a weapon to school
2. Notification: Parents, Superintendent, Police (discretionary), in no particular order
3. Possible Action: Conference held with child, submission of an essay by child, lunch detention, counseling, internal suspension, and / or external suspension (may be a combination of any or all of these)

The policy may be found in its entirety on the district's website or obtained from the BOE office.

FIRE AND SAFETY DRILLS

When a signal for a fire or safety drill occurs, students are expected to remain silent and listen for instructions. If students are required to leave the classroom, students are expected to walk silently, in line to the designated location.

GRADING POLICY

The report cards for Kindergarten through third grade will be a standards-based system which reports progress on skill acquisition. Report cards will be issued 4 times per year and may be accessed online through our student information system. Paper copies will be provided upon request at the end of the school year.

Our standards-based reporting system uses the following scale for content and special area classes:

4- Exceeds Expectations: The student shows in-depth knowledge and understanding. The student applies skills with consistent accuracy, independence, and a high level or quality. The student exceeds standards for this point in the school year.

3-Meets Expectations: The student can apply strategies and skills learned independently. The student consistently demonstrates proficiency in the skill area at grade level.

2-Approaches Expectations: The student demonstrates some understanding of the subject area or skills. Practice is still needed to further develop the skill and promote the child's understanding. The student responds to reminders, prompts, and suggestions.

1-Below Expectations: The student needs direct and frequent assistance. The student does not demonstrate the skill, and has difficulty completing the task independently. The student shows limited understanding of the skill or concept. Area of concern that requires support.

NA-Not addressed: Skill not addressed at this time.

For Behaviors that Support Learning the following indicators will be used for Social Skills, Work Skills and Fine Motor Skills (if applicable):

C= Consistently

U= Usually

S= Sometimes

I= Infrequently

HOMEWORK POLICY

HOMEWORK POLICY (Grades K–3)

The Board of Education recognizes the importance of fostering positive learning habits at an early age while also honoring the developmental needs of young children. As such, students in grades K–3 will not be assigned traditional homework. Instead, we place a strong emphasis on the importance of regular reading at home to build foundational literacy skills, support language development, and encourage a lifelong love of reading. Periodically students may be assigned additional skills to practice in the area of Mathematics.

Families are encouraged to create a daily routine that includes time for reading together or independently, depending on the child's age and ability.

If parents or guardians have questions about this policy or would like additional guidance on how to support learning at home, they are encouraged to contact their child's teacher directly. Open communication between home and school is key to student success.

PARENT-TEACHER COMMUNICATION

When questions arise about your child's work or behavior in school, the teacher should be the first contact either by email or telephone. When necessary, you may contact the building principal after speaking first with the teacher.

STUDENT PROGRESS

Student progress is reported to parents by means of conferences, progress reports and report cards. Progress reports and report cards will be available to view electronically via the Parent Portal. Parents / guardians will be notified when reports are available for review. The schedule for distribution will also be published on the school's website. Parents are also encouraged to confer with teachers whenever it is necessary.

ACADEMIC ASSISTANCE

Students are encouraged to request extra help from teachers. Arrangements should be made with the teacher to schedule additional time for instruction. Parents must send a note to the school stating they have given permission for their child to stay. Transportation will be the responsibility of the parent/guardian when it becomes necessary for a student to stay after school.

STUDENT PROMOTION

A student will be promoted to the next succeeding grade when he / she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated proficiencies required for movement into the educational program for the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

The Board of Education expects students to treat one another with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a student's ability to learn and a school's ability to educate its students in a safe environment. The Board prohibits acts of harassment, intimidation or bullying against any student.

HIB DEFINITION

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication that:

1. 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;
2. Takes place on school property, at any school sponsored function, on a school bus, or off school grounds, as provided for in NJSA 18A:37-15.3 and
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students.
4. A reasonable person should know that the act(s) will have the effect of a) physically or emotionally harming a student or his / her property; b) placing a student in fear of physical or emotional harm to

his / her person or property; c) insulting or demeaning any student or group of students; or d) creating a hostile educational environment / interfering with his / her education.

Any school employee, student or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying must report the incident to the appropriate school official designated by the administration. The Board will not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

The policy in its entirety may be viewed on the district's website or obtained from the BOE office.

HEALTH SERVICES / MEDICATIONS

A certified School Nurse is on duty in Schools #1 and #2 during school hours. If it is necessary for a student to take a medication during school hours, the following procedures must occur:

1. The parent must provide a written request for the nurse to administer the prescribed medication at school.
2. The written prescription orders are to be provided to the school from the child's physician, nurse practitioner, or dentist stating the name of the drug, dosage, time of administration and the side effects, if any.
3. The medication should be brought to the school nurse by the parent or designated adult. It must be in the original container and be appropriately labeled by the pharmacy. Labeling by the student is not acceptable.
4. The certified school nurse or parent is the only person permitted to administer medication in the school except in life-threatening circumstances.
5. Recording or documenting the medication administering process is required by the school nurse.
6. For self-administration, the parents must provide written authorization and submit written certification from the student's physician confirming the illness and an additional statement about the capability of the student for self-administration. The permission is effective for the school year upon fulfillment of all requirements.

FIELD TRIPS

Students needing medication on field trips will receive the medication as follows (when a school nurse is not present):

1. The parent of the child chaperones the trip and administers the medication.
2. The doctor's note specifies that the child may miss the medication without harm, for the duration of the trip.
3. The child may self-administer the medication as above.
4. In case of an emergency (e.g., bee stings or other allergic reactions) in which the student does not have the capability for self-administration, a school employee designated and trained by the school nurse may administer an Epi-pen.

ILLNESS

When a child becomes ill at school, the school nurse determines if your child needs to be sent home. Students are not to contact parents regarding illness. Procedure requires the student to visit the nurse and the nurse will make contact according to information submitted on the emergency card. If it becomes necessary to change or adjust emergency contact information during the school year, you must contact the main office to ensure we have the most accurate information in our student portal.

A child must be fever free for twenty-four hours without medication before returning to school. Students with vomiting and/or diarrhea must go home or stay home for twenty-four hours or until free of vomiting and/or diarrhea for twenty-four hours without medication.

LIBRARY / MEDIA CENTER – ELEMENTARY STUDENTS

All elementary students will have a regularly scheduled time to visit the library each week with their class. During this time, students will have the opportunity to explore books, read, and borrow materials to take home or use in the classroom.

Library Expectations:

Students are expected to treat books and library materials with care and to follow all library rules during their visit. A respectful and quiet environment allows everyone to enjoy their time in the library.

Borrowing Books:

Students may borrow books during their assigned library time. They are responsible for returning books on time and in good condition. If a book is lost or damaged, families will be asked to pay the replacement cost.

If you have any questions about your child's library schedule or borrowing responsibilities, please contact your child's teacher or the school librarian.

NUTRITION POLICY

Our school district has adopted the New Jersey Department of Education's (NJDOE) model policy on nutrition. In compliance with this law, district policy and applicable regulations have been implemented. Please note that NJDOE and Federal regulations prohibit serving food of minimal nutritional value during the school day. Federal guidelines strictly prohibit the serving and/or selling of any food during designated lunch periods.

As a result of this policy, parents may not send in food items as a means of celebrating their child's birthday. In addition, the implementation of the policy requires us to consider a new approach to the food we serve at planned PTA parties (Halloween, Holiday, and Valentine's Day) and other classroom celebrations.

The policy may be found in its entirety on the district's website or obtained from the BOE office.

PARENT PORTAL

Through the online Parent Portal, parents have access to information pertaining to their child including attendance records, lunch account information and contact information. When needing login assistance, parents should contact the school's Main Office directly.

SCHOOL PROPERTY

Care of School Property and Materials

We take great pride in maintaining a clean, safe, and welcoming school environment. All students are expected to treat school property — including furniture, equipment, textbooks, and other materials — with care and respect. This helps ensure that our school remains a positive and well-maintained place for everyone to learn and grow.

Students should use desks, chairs, and classroom equipment only as intended. To help keep our learning spaces clean, students are asked to tidy the area around their seat at the end of each class and discard any trash or paper into the appropriate receptacles.

Students must refrain from writing on, cutting, or damaging school property, including desks, walls, school buses, and other parts of the building. These actions are not allowed and may result in disciplinary consequences. Families may also be held financially responsible for the cost of any damage caused by a student.

Textbooks and other school-issued books are essential tools for learning and must be handled with care. Students are expected to return all books in the same condition in which they were issued. If a textbook or school-issued book becomes damaged, lost, or is not returned, families will be responsible for the replacement cost. Charges are based on the condition of the book when it was issued:

- New – Full price
- Good condition – 60% of the full price
- Fair condition – 40% of the full price
- Poor condition – 20% of the full price

We appreciate your support in helping students develop a sense of responsibility and pride in caring for their school and learning materials.

SCHOOL GROUNDS

Use of the school grounds is restricted to school organized activities every day that school is in session until 3:45 P.M. After this time, the grounds are open for individual(s) use according to Board policy.

SCHOOL VISITORS

All visitors must register in the respective building office they will be visiting. A visitor's badge will be issued and must be worn throughout the visit. All classroom visits must be arranged through the building principal

Visitors are requested to park in designated areas only and observe a 10 M.P.H. speed limit when visiting

the schools. U-turns are not permitted in the school driveways. Bus lanes must remain clear at all times.

SEXUAL HARASSMENT (Students)

Students should be able to learn in an environment that is untainted by sexual harassment. Sexually offensive speech and conduct are entirely inappropriate in the public school setting. One of our educational goals is to teach students how to live harmoniously in various social environments. Accordingly, sexual harassment will not be tolerated, either by school district employees or students.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct (a) has the purpose or effect of unreasonably interfering with student performance or (b) creates an intimidating, hostile, or offensive learning environment. Students are protected from sexual harassment regardless of their gender or sexual orientation.

The sexual harassment of any student in this school district is strictly forbidden. Any student, employee or agent of the Board of Education who is found to have engaged in an act or acts of sexual harassment will be subject to discipline. Any victim of sexual harassment is encouraged to report the harassment to his/her teacher, building principal, or the district Title IX Coordinator. Reporting sexual harassment will not reflect upon the student's status in school; nor will it affect future grades or work assignment. All complaints of sexual harassment will be fully investigated and appropriate remedies will be implemented. The right of confidentiality, both of the victim and the accused, will be respected. All persons directly involved in the particular incident will be informed relative to the results of the investigation and the remedy agreed upon or imposed. Otherwise, the results of a sexual harassment investigation will remain confidential.

SMOKING

Smoking and the use of tobacco products are prohibited at all times on school property. Students are not to carry matches, lighters, e cigarettes, vaporizers, cigarettes, cigars, or other tobacco products to school. Smoking on school property or possession of any of the previously listed items warrants a suspension.

STUDENT EDUCATION RECORDS NOTIFICATION OF RIGHTS UNDER FERPA

(FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") 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 or 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 or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write

to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or 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 or 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 with 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 as its agent to provide a service instead of using its own employees or official (such as an attorney, auditor, medical consultant, or therapist); or a parent or 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-5920**

STUDENT PHOTOGRAPHS / SOCIAL MEDIA

Student photographs / social media postings are PROHIBITED without written consent from the student's parent(s) / guardian(s).

PUBLICATION OF PHOTOGRAPHS / VIDEOS

The District does not authorize publication of any photograph / video of students, electronically or otherwise, unless written consent has been received from the student's parent(s) / guardian(s) on the district Media/Photo Release in the Parent Portal.

PARENT / GUARDIAN RESPONSIBILITIES

Any person will be in violation of Board of Education policy by the public posting, electronically or otherwise, of a photograph(s) / video(s) taken of any student or students during a District event without first having ensured the written consent of the parent(s) / guardian(s) of any student whose image appears in the photograph(s) or video(s). The District requests that the wishes of each parent and guardian be honored by your adherence to this policy. Parents who violate this policy will be prohibited from chaperoning PTA sponsored and / or school events.

SUBSTANCE ABUSE AND PREVENTION

Parents and students must be aware:

1. The sale or transfer of any alcohol and other drugs at any time while in school, attending a school function under the jurisdiction of the school, or on school property is forbidden and shall be cause for suspension, exclusion, or expulsion. The Superintendent or his designee will notify the police.
2. Using, possessing, or being under the influence of alcohol and/or other drugs at any time while in school, or on school property is forbidden, and shall be cause for suspension, exclusion, or expulsion. The Superintendent will notify the police.
3. These disciplinary regulations shall be disseminated to all students, parents, and staff annually. It shall be made clear that progressive discipline will be supported by board action to identify abusers and intervene in such behavior and that the penalties shall be graded according to the severity of the offense.
4. Such disciplinary regulations shall be further integrated into the full scope of approach to student behavior, discipline, punishment, counseling, and guidance and intervention with parent/guardian involvement.

This policy may be found in its entirety on the district's website or obtained from the BOE office.

TECHNOLOGY STATEMENT

Use of the technology resources owned by the district is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. Acceptable and responsible use of technology resources requires that users:

1. Respect the privacy of others by not tampering with their files, passwords, or stored materials.
2. Use only computer ID's / passwords and systems which you are authorized to use, and use them for the purpose for which they are intended.
3. Respect the integrity of the technology systems and data; for example, not intentionally developing or using programs that harass others, or infiltrate the computer or computing system, and / or damage or alter the software components or computing systems.
4. Respect the legal protection provided by copyright and license to programs and data.
5. Use the technology resources in a manner which is consistent with ethical principles and accepted school standards.

The Technology Acceptable Use Policy may be viewed in its entirety on the district website or obtained at the BOE office.