



SWITLIK ELEMENTARY SCHOOL

2026-2027 STUDENT HANDBOOK

[Para leer el manual en Español, utilice este enlace.](#)



75 WEST VETERANS HWY
JACKSON, NJ 08527



732-833-4650
FAX: 732-833-4672



DISTRICT WEBSITE

WWW.JACKSONSD.ORG



SCHOOL WEBSITE

SWITLIK.JACKSONSD.ORG



SCHOOL ADMINISTRATION

MICHAEL SAULNIER, PRINCIPAL



CENTRAL OFFICE ADMINISTRATION

DANIEL BAGINSKI, SUPERINTENDENT OF SCHOOLS

DR. LAURA GODLESKY, ASSISTANT SUPERINTENDENT

ROBERT ROTANTE, ASSISTANT SUPERINTENDENT

SANDY PATTERSON, BUSINESS ADMINISTRATOR/ BOARD SECRETARY



BOARD OF EDUCATION

MEGAN GARDELLA, PRESIDENT

BRIAN MCCARRON, VICE PRESIDENT

ALLISON BAROCAS

TINA KAS

ERICA OSMOND

TARA RIVERA

MICHAEL WALSH



IMPORTANT INFORMATION

THIS STUDENT HANDBOOK IS TO BE REVIEWED BY BOTH PARENTS/GUARDIANS AND STUDENTS. PARENTS WILL SIGN OFF VIA THE [PARENT PORTAL](#) THAT BOTH THE PARENT AND CHILD HAVE REVIEWED IT AND UNDERSTAND ITS CONTENTS.



PLEASE PAY PARTICULAR ATTENTION TO THE IMPORTANT UPDATES ON THE NEXT FEW PAGES.



THE POLICIES AND RULES CONTAINED IN THIS HANDBOOK SUPPLEMENT THE BROAD DISCRETIONARY POWER OF ADMINISTRATION TO MAINTAIN SAFETY, ORDER AND DISCIPLINE IN OUR SCHOOL.

OUR SCHOOL BUILDINGS USE DOOR ACCESS TECHNOLOGY AND A CLOSED CIRCUIT CAMERA MONITORING/SURVEILLANCE SYSTEM.



IMPORTANT NOTICES

FOR 2026-2027

CELL PHONE AND SMARTWATCH USE REGULATIONS

“OFF AND AWAY”

On January 8, 2026, Governor Murphy signed legislation concerning student use of internet-enabled devices in New Jersey public schools during regular school hours, on a school bus, or during school-sanctioned events when the student is under the direct supervision of a teaching staff member or an employee of the Board.

To ensure a safe, respectful, and distraction-free learning environment, the following requirements (under district Policy and Procedures 5516) apply to all students in grades PreK through 4 regarding internet enabled devices, including **cell phones**, **“Smartwatches”**, **tablets** and **any other internet-enabled devices**. This does NOT include school-issued devices.



EXPECTATIONS

DURING THE SCHOOL DAY

- All student cell phones and smartwatches must remain “off and away” during school hours, including classroom time, specials, lunch, recess, and hallway transitions.
- Devices must be powered off and kept in a backpack upon arrival and throughout the school day.
- Any internet enabled device that is seen or used during school hours (goes against the above) will be secured by school staff and follow progressive discipline noted to the right.

AT OTHER TIMES

Unless the use breaks the Code of Conduct, our procedures for the following times will be in place for all grades:

- Is usage permitted on the bus? **YES**
- Is usage permitted before and after school? **YES**
- Is usage permitted on school-sponsored trips/events off school grounds during the school day (field trips) **YES**
- Under Teacher / Staff Member Direction
- Is usage permitted at school-sponsored events OUTSIDE of the school day (e.g. clubs)? **YES**
- In the event of a crisis/emergency? **YES, if available and under the direction of a staff member.**



PROGRESSIVE DISCIPLINE

First offense:

Verbal reminder; Device turned off and returned to backpack. Parent notified

Second offense:

Device confiscated by school staff and held in the main office for the remainder of the day (student can retrieve at the end of the day); parent contacted indicating the second offense

Third offense:

Device confiscated by school staff and held in the main office; Parent/guardian required to pick up device and sign off that this is the third offense

Fourth offense:

Device confiscated by school staff and held in main office. Parent/guardian required to pick up device prior to the end of the day and sign off that this is the fourth offense. Parent Conference and Guidance Referral for remediation plan, additional disciplinary actions and/or loss of privileges.

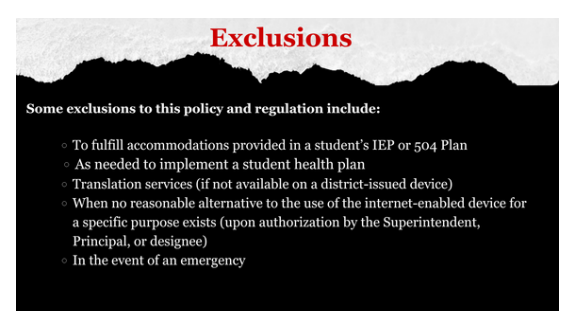
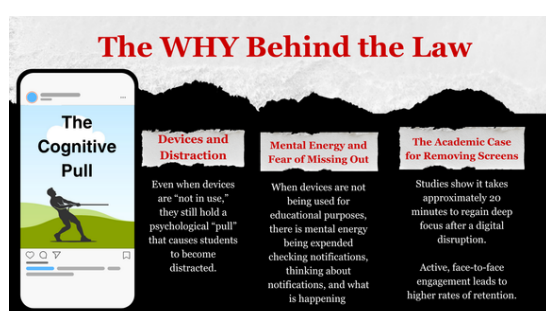
Beyond Fourth offense: Prohibited from bringing device on school grounds; Progressive Discipline and/or loss of privileges; Parental Conference.



- In the event of a family emergency, parents **should contact the main office directly**. Students will **NOT** be permitted to use personal devices to communicate during the school day.

THE “WHY” BEHIND THE LAW

PLEASE take a moment to learn more about this policy, including **WHY this law emerged and HOW this will advance student learning.**



All Info on Policy / Regulation 5516 - www.jacksonsd.org/5516



IMPORTANT NOTICES

FOR 2026-2027

FREE AND REDUCED LUNCH APPLICATIONS AND MEAL PRICING

We strongly encourage families to investigate whether they are eligible for Free/Reduced Lunch through the National School Lunch Program. **The income thresholds have been raised significantly this year and many more families may be eligible!** Please consider applying immediately so there are no disruptions in services.



Think you don't qualify?

You might! Income limits have increased, and New Jersey's limits are even higher than the federal limits – meaning many more families are eligible!
(Example: A family of four with an income of \$73,920 or less is eligible!)



Don't eat school lunch?

Still apply! If eligible, you may qualify for other benefits e.g. Internet discounts, reduced SAT/ACT, free AP testing, scholarships, grants).



Don't think it matters?

It does! The district receives additional funding based on the number of eligible students – and those funds support ALL students!

You must reapply EVERY YEAR.



See the [Free and Reduced Meal Application Page](#) for more information and links/forms to apply.



See our [NEW online menus!](#) These menus feature pricing, nutrition/allergen information, and links to applications and forms for our parents.

2026-2027 MEAL PRICING



Breakfast

\$2.30



Lunch

\$3.75



Milk

\$1.00

Prices are subject to change.



ATTENDANCE MATTERS

Be Here. Be Ready. Be Your Best.

WHEN STUDENTS ARE IN SCHOOL, THEY...



LEARN MORE



STAY ENGAGED



BUILD STRONG RELATIONSHIPS



ACHIEVE THEIR GOALS



PREPARE FOR A BRIGHT FUTURE

PARENTS & STUDENTS—

YOU
ARE THE DIFFERENCE!

- ✓ Good attendance leads to **better learning.**
- ✓ Missing even a few days can make it **harder to keep up.**
- ✓ Let's build habits today that lead to **success tomorrow!**

EVERY DAY. ALL DAY. ON TIME. *TOGETHER, WE CAN DO IT!*



HIB (Harassment, Intimidation & Bullying)

The Jackson School District is committed to creating a safe learning environment for ALL of our students. When an organization responds quickly and consistently to bullying behavior, it sends the message that it is not acceptable. Therefore, we are deeply committed to preventing bullying, harassment, and intimidation in our schools. More information can be found on our district website. If you wish to report an incident of HIB, please complete a 338 form linked ([HERE](#)).



Linewize: Chromebook Monitoring

The district actively monitors student Chromebook activity both during the school day and after school hours. Please remind your child that any inappropriate searches or activity conducted at home or outside of school hours will still be flagged and may be reported to district security and, if necessary, the Jackson Police Department. We appreciate your partnership in helping students use their devices responsibly and safely.



Transportation Safety

The safety of our students and staff is our most important responsibility. It is vital that all parents and students understand that the expectations for good behavior and adherence to our Code of Conduct in school INCLUDE behavior on the school bus. Our bus drivers are dedicated to the safety of our students and must be able to focus on safely navigating their routes.



PARENTS AND GUARDIANS - WE NEED YOUR HELP!

- Please speak to your children about the proper way to behave on the bus and bus stop.
- Please review all the information on this page with your children.
- Please remind them that RIDING THE BUS IS A PRIVILEGE and that in accordance with the procedures we have in place to monitor and report bad bus behavior, it is possible to lose that privilege.



BUS RULES, PROCESSES and EXPECTATIONS

Violations can result in forfeiture of bus riding privileges.

1. Students are expected to respect each other and the bus driver and obey the driver at all times. Riding the bus is a privilege.
2. Students should be at their assigned bus stop 10 minutes prior to time shown on pass.
3. Students should wait 20 feet away from the road while at the bus stop and cross 10 feet in front of the bus.
4. While waiting for the school bus, be careful not to damage property at the bus stop.
5. Students must use their Student ID to scan on and off the bus.
6. Students must wear seat belts at all times while on the bus.
7. Students must be able to fit belongings on the lap and under the seat - nothing may be in the aisles.
8. The driver will assign seats - all passengers must remain seated while on the bus and keep their body inside the bus.
9. No eating, drinking or smoking on the bus.
10. Smoking or vaping on the school bus is not tolerated and will result in discipline.



Important Transportation Reminders

- Parents are always encouraged to accompany their children to the bus stop and supervise children. For students in Grade 2 or younger, parents must be at the bus stop to receive the child after school, or make arrangements with another adult to receive the child.
- Students must use their Student ID to scan on and off the bus. If your child loses his/her ID, they should alert the front office of their school (or their teacher if in elementary school) and a replacement will be made (\$5 replacement fee).
- Students should carry their Bus Pass with them when on the bus. A photo of the pass saved on a student's phone is sufficient.
- The Jackson School District's bus stops are created so that students do not have to cross busy roads. If you see your bus go past your child on the other side of the street - it means the driver is operating his/her route and will be picking up your child on YOUR SIDE of the road, by design. Please do not cross the road or wave the driver down to stop and cross the street to attempt to board the bus.



Important Note Regarding Need for Timely Pick Up

We do understand that there can sometimes be circumstances or emergencies that may delay your ability to meet your young child's bus or to pick up your child on time if he/she does not ride the bus. However, in repeated instances when a child must be brought back to the school - or if a parent is repeatedly late (15 minutes past dismissal) from picking up their child at the school - please be advised that this may result in a pro-rated child care fee. See "Students Returning to School After Dismissal" in this handbook.



In order to continue to strengthen school safety, students are issued student identification cards. Students who were in district last year should have and use their ID cards from the previous year. New students will receive their new Student ID cards in their homerooms. Please reinforce with your child the need to take care of this ID and to utilize it when directed to do so by their teachers and bus drivers.

- All students will be expected to use the ID card when boarding and exiting the school bus.
- Elementary students will hand the ID badge to their teacher when they arrive at school and will have it returned to them at the end of the day for the bus ride home (which minimizes losses during the day).
- If an ID card is lost the student needs to notify the appropriate assistant principal's office, so the card can be replaced. A \$5.00 replacement card fee will be applied.
- Any questions about the student identification card should be directed to the building principal (elementary).
- Students will NOT be stopped from riding the school bus if they have forgotten their card on a particular day. Bus drivers will have the ability to check them on and off the bus manually, but this will slow down the onboarding process, which could cause delays. Please know repeated instances of students forgetting their ID may result in parental contact and discussion.

DISTRICT MISSION STATEMENT

The Jackson School District is a partnership of dedicated staff, learners and community members committed to developing the unique abilities of each student through compelling learning experiences in a safe and nurturing environment.

Our comprehensive, engaging and technology-enriched programs inspire, educate and motivate students to become independent, creative and critical thinkers who will thrive in a diverse, evolving global society.

We are resolved that through commitment to scholarship, character and initiative, our students will succeed beyond the expectations of the New Jersey Learning Standards as they excel in their life-long pursuit of knowledge.

DISTRICT VALUES AND BELIEFS

We believe that:

- 1

All students can learn.
-
- 2

Students learn best in an atmosphere of acceptance, tolerance and mutual respect.
-
- 3

All staff will set high expectations for themselves and for their students.
-
- 4

Education is most successful when individual learning styles, needs, and talents are respected and utilized.
-
- 5

It is our responsibility to provide an environment that fosters creativity, develops critical thinking and promotes academic and personal growth.
-
- 6

Attendance is essential to motivate students to learn.
-
- 7

Current and relevant technology is an integral part of enhancing instruction.
-
- 8

Offering diverse instructional opportunities in core subjects and in the fine and performing arts is essential to providing an effective and well-rounded education.
-
- 9

Athletics and extracurricular activities are valuable to a student’s collective educational experience and to creating a culture of leadership, sportsmanship and initiative.
-
- 10

Collaboration among highly qualified educational staff, students, families and the community will maximize the potential of all students.

SWITLIK MISSION STATEMENT

The Switlik Elementary School community of families and staff is dedicated to working together to provide opportunities for everyone to excel to their fullest potential in a safe and positive environment. We value each other and uphold a tradition of high-performance standards that empower students to be critical thinkers, lifelong learners, effective communicators, and responsible, caring citizens. We support and respect each other as we strive to learn to live.



WELCOME TO SWITLIK ELEMENTARY SCHOOL

Dear Switlik Students, Parents and Guardians,

Welcome to the 2026-2027 school year!

The elementary school years are a time of incredible wonder, growth, and discovery. As our students embark on this year's journey, we are committed to helping them grow not only as enthusiastic learners but also as kind and responsible citizens. We encourage every child to show respect for others, speak and act with kindness, and always put their best foot forward.

This handbook is a guide to help us build a safe, positive, and productive environment together. Please take some time to read and discuss these guidelines with your child so you are both comfortable with our school expectations.

If you ever have a question or need a helping hand, please remember that our dedicated Switlik team is always here for you. We are thrilled to partner with you to help your child thrive and reach their full potential!

Sincerely,

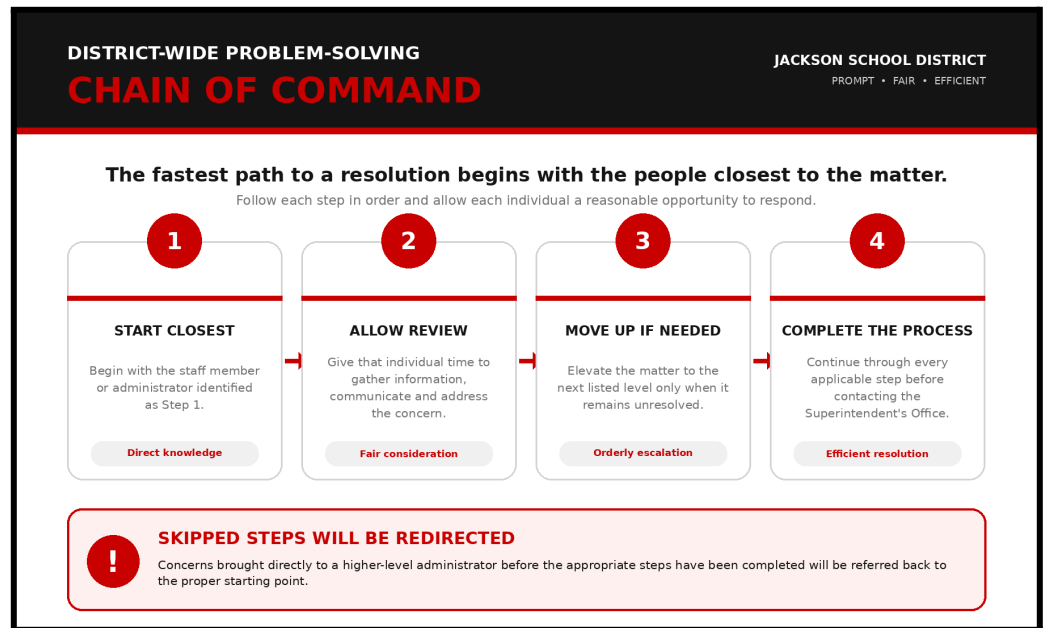
Michael Saulnier
Principal

District-Wide Problem-Solving Chain of Command

The Jackson School District is committed to addressing questions and concerns **promptly, fairly and at the level closest to the matter.**

The individuals listed at each step are best positioned to gather the relevant information, communicate directly with those involved, and work toward an efficient resolution.

Concerns brought directly to a higher-level administrator before the appropriate steps are completed will be referred back to the proper starting point. When escalating, please be prepared to share your previous contacts.



This process PREVENTS DELAYS, AVOIDS DUPLICATION, and SUPPORTS THE MOST EXPEDITIOUS RESOLUTION.

Curriculum (Academic concerns, including grades, student performance, teacher concerns)

1. Teacher
2. Subject Area Supervisor
3. Principal
4. Assistant Superintendent - either Elementary (PreK-6) or Secondary, depending on grade

Student Discipline (Code of Conduct violations)

1. Assistant Principal
2. Principal
3. Assistant Superintendent (either Elementary or Secondary, depending on grade of student)

Harassment, Intimidation, and Bullying

1. School Anti-Bullying Specialist
2. Coordinator of Mental Health
3. Principal
4. Director of Security
5. Assistant Superintendent for Elementary

Transportation or Cafeteria

1. Principal
2. Director of Transportation/Director of Food Service
3. Business Administrator

Publications or District Website

1. Coordinator of Communications & Technology
2. Superintendent

Special Education

1. Teacher
2. Child Study Team
3. Supervisor of Special Education
4. Principal
5. Director of Special Education
6. Assistant Superintendent for Elementary

504 Plans

1. School 504 Case Manager
2. Principal
3. Director of Guidance
4. Director of Special Education (Appeal)
5. Assistant Superintendent - either Elementary (PreK-6) or Secondary, depending on grade

Athletics

1. Head Coach
2. Director of Athletics
3. Principal
4. Assistant Superintendent for Secondary

District Affirmative Action

1. Assistant Superintendent for Secondary
2. Superintendent of Schools

Building Affirmative Action

1. Principal
2. Assistant Superintendent of Secondary

Technology

1. Director of Technology
2. Assistant Superintendent for Elementary

SWITLIK ELEMENTARY SCHOOL - ADDITIONAL INFORMATION
DAILY SCHOOL SCHEDULE

	STANDARD DAY	SHORTENED DAY	2 HOUR DELAYED OPENING
ARRIVAL	9:00	9:00	11:00
START OF DAY	9:10	9:10	11:10
1st PERIOD	9:20	9:20	11:20
DISMISSAL	3:20	1:40	3:20
1st LUNCH	11:20-11:50	11:15-11:45	12:20-12:50
2nd LUNCH	11:55-12:25	11:50-12:20	12:55-1:25
3rd LUNCH	12:35-1:05	12:30-1:00	1:35-2:05
4 th LUNCH	1:10-1:40	1:05-1:35	2:10-2:40

IMPORTANT PHONE NUMBERS

School Office	732-833-4650
School Fax	732-833-4672
Board of Education	732-833-4600
School Nurse	732-833-4790
Guidance Counselor	732-833-4130
Child Care Office	732-833-4677 or 732-833-4678
Child Care at Switlik (Before & After School Only)	732-833-4795
Transportation	732-833-4614
Family Crisis	732-349-2644
Drug Hotline	800-225-0196
Poison Control Center	800-962-1253
Jackson Township Municipal Offices	732-928-1200
Police	911 for Emergencies or 732-928-1111
First Aid	911 for Emergencies or 732-928-1616
Fire	911 for Emergencies or 732-928-0200

Safety Assurance

This is a safe and secure building. We ask for your patience and cooperation with our policies and procedures. Identification is required when taking a child from the school. We welcome you to our school; however, please know that the safety of our children is a first priority. During the school day, access may be gained through ringing the bell located at the main entrance doors. **There is no parking on the bus ramp while school is in session.** For safety reasons, parents must park in the parking lot and sign in with the receptionist. Please note that students or parents may not reenter the school after students have been dismissed for the day. To support the Jackson School District attendance policy, school-aged siblings are not permitted to attend parties/events/activities during the school day.

PARENT RESPONSIBILITIES and SCHOOL PROCEDURES & INFORMATION

This handbook has been prepared in order that you may be aware of the opportunities, expectations, and general atmosphere of the school. Parents are encouraged to read the entire handbook to better understand the school's role in establishing the best education for your child.

Emergency Closing Due To Inclement Weather – Early Dismissal and School Closings

The district will continue to use the automated voice calling system to notify of emergency closures. In addition, announcements will be made on the radio stations listed below and their websites. **Please instruct your child as to what to do in case you are not at home when he/she arrives following an emergency dismissal.**

Our district website www.jacksonsd.org is the best first resource for school closings.

The following radio stations will provide information during an emergency or inclement weather: WOBN 92.7FM or 1160 AM, WJLK 94.3FM or 1310AM, TV Channel 12 – News 12 New Jersey, or J-TV Channel 77 on Cablevision.

When inclement weather and/or poor road conditions indicate to police and school officials that school buses should remain off the roads, a decision will be made to close the schools or implement a delayed opening schedule.

The district may make a decision to implement a **two-hour delayed opening**. In the event of a delayed opening:

- All school schedules start TWO HOURS after their normally scheduled time.
- Students should be at their bus stops TWO HOURS after their normally scheduled time.

It is vitally important that your emergency contact forms are kept current. Please be sure to contact your school with any updates.

Parent Conferences

Close communication between parents and teachers is essential for student success. Parents are encouraged to provide their valuable support as teachers and parents work together to help the students learn. Parents should plan to conference with their child's teacher during the school year, both to hear about his/her successes and to work to resolve problems or concerns. Parents may make an appointment for a conference by contacting the school secretary or by writing a note to the teacher. A time will be arranged for the parent to meet with the teacher during the teacher's conference period. In addition, teachers may ask for a conference with parents to discuss specific issues or to go over the student's progress to date.

Parent conferences will be held at the end of the 1st trimester. We encourage parents to attend these conferences to discuss their child's academic and behavioral progress with their teacher.

During the conference week, the schedule of school hours for the Switlik Elementary School will be as follows:

Grades K-4 Schedule will be:

November 2-4, 2026 - School will operate on a shortened schedule (9:00 a.m. - 1:40 p.m.)

*** NOTE: Lunch will be served**

If you would like to schedule a conference with your child's teacher or pick up assignments throughout the year, call the school's main office at 732-833-4650.

Parent Concerns:

When parents have concerns regarding the school program and/or their child's success at school, they should make an appointment to meet with the child's teacher. All teachers have a conference period during the day, or before /after school. If the concern cannot be resolved in this manner, the parent should make an appointment to meet with the **principal**. Most problems can be resolved when the parents and staff meet to listen and problem-solve together.

Back to School Night

On Back to School Night, parents are invited to the school to meet teachers and discuss the overall education program. Parents are urged to attend. Our 2026-2027 Back to School Nights are as follows:

Kindergarten & Grade 1	Wednesday, September 9th at 6:00 p.m..
Grades 2 - 4	Thursday, September 10th at 6:00 p.m..

Report Card Distribution and Marking Period Dates

Parent-Teacher Network

The Switlik Parent Teachers Network, Inc. is an independent non-profit organization dedicated to our children, and organized for the following purposes:

- To promote a positive learning atmosphere that will enhance the mental, physical and social well-being of the children of the school.
- ◆ To provide a positive channel of communication between administration, teachers, parents, and students.
- ◆ To provide representation at monthly school board meetings.
- ◆ To provide education on issues of interest to all members.
- ◆ To provide materials, programs, and opportunities to enhance the school curriculum.
- ◆ To provide families with social and/or academic opportunities to interact.

WE DO NOT SPONSOR ANY FUND-RAISERS THAT PROMOTE, REQUIRE, OR ENCOURAGE DOOR-TO-DOOR SALES BY CHILDREN. OUR FUND-RAISERS ARE AIMED AT ADULTS IN OUR STUDENTS' HOUSEHOLDS. For more information on how to get involved, please visit the Switlik PTN Website link found on the [Switlik Elementary School website](#) at: [Switlik PTN Page](#)

Attendance

Students are expected to be in school every day. Attendance is closely linked with student success. A letter will be sent home on the 4th, 8th, 10th and 11th absences. **When a child returns to school after any absences, he/she must present a written explanation, signed by the student's parent/guardian acknowledging the student's absence.** The school's Attendance Review Committee (ARC) will monitor student attendance. On a student's 15th absence, the ARC will convene a meeting to develop an action plan for improved attendance at school. Students with poor school attendance may be ineligible to participate in special programs/activities/athletics including dances, trips. The ARC will communicate with parents throughout the year to document and encourage a student's attendance in school.

A student who has six (6) absences during a trimester or eighteen (18) for a full year does not meet the minimum instructional requirements. **Those students will be labeled as "chronically absent" by the State of New Jersey.**

Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!

RESIDENCY REQUIREMENTS - IF YOU ARE MOVING, WE MUST BE INFORMED

If you are moving from one house to another within Jackson:

You must provide proof of address change to the school registrar so we can update your records, alter your bus stop (if applicable) and determine if your child needs to be reassigned to another school. **It is your responsibility to let us know of any address change immediately.** You can reach one of our school registrars on the [Registering Your Child webpage](#).

If you are moving out of Jackson during the school year and have a child in 12th grade:

Students in 12th grade whose parent or guardian have moved away from the school district on or after July 1st will be permitted to finish their Senior Year in Jackson with a discounted cost of tuition. These rates will be updated on the [District Tuition Program webpage](#) once established by the Board of Education. If you are moving and choose this option, you still need to let your high school guidance office know, but your high school senior will be allowed to finish their high school career here in Jackson. You will need to provide your own transportation.

If you are moving out of Jackson during the school year and have a child in grades PK-11:

Under a newly revised district policy, students in grades Preschool - 11th grade whose parent or guardian have moved away from the school district will be permitted to finish the year in this school district **with payment of tuition.** The student must maintain good standards of citizenship and discipline in order to remain in district.

Please see the new [District Tuition Program webpage](#) for more details or contact Assistant Superintendent Robert Rotante at 732-833-4604 or rjrotante@jacksonsd.org.

Vandalism and Parent Liability

The parent or guardian of any pupil who vandalizes school property shall be liable for the amount of the damage to be collected by the Board of Education of the district in any court competent jurisdiction, together with civil suit. (18A:37-3)

Pupil Records

In accordance with requirements set forth in the New Jersey Administrative Code, Title 6, Chapter 3, Subchapter entitled "Pupil Record", local school districts are mandated to notify parents individually at least annually of their rights in regard to pupil records and shall make copies of the applicable state and federal laws and local policies upon request. Pupil records shall contain only such information relevant to the education of the pupil. Mandated pupil records are those pupil records which the schools have been directed to compile by New Jersey statute, regulation, or authorized administrative direction. Examples are:

- Identifying pupil's name;
- Address;
- Date of birth;
- Citizenship and sex of pupil;
- Records of daily attendance;
- Description of pupil progress;
- History and status of physical health compiled in accordance with state regulations, and;
- All other records required to be kept by the state regarding the education of handicapped pupils. Permitted pupil records are those which a local Board of Education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student.

Examples are:

- Group achievement and intelligence tests and interest inventories;
- Systematically gathered teacher or counselor ratings, and;
- Observations and verified reports of serious or recurrent behavior patterns.

As parents, you and your student have a right to individual privacy and the right to know concerning information gathered by the school. If you have any questions or desire to examine your child's records, you must arrange to do so by making an appointment with a building administrator.

Signing Students Out of School

In an effort to ensure safety of the building, smooth transitions, and minimal disruptions to instructional time, we encourage you to please refrain from picking up students early and to make doctor's appointments outside of school time when possible. We understand emergencies do happen and occasionally plans change. We appreciate your keeping these disruptions to a minimum and encourage using the privilege of school bus transportation. If you must sign your child out, please send a note to the child's teacher to inform them. Adults picking up students must be noted on the student's emergency card on file in the office and have a photo ID in order to enter the building. Please be mindful of instructional times and traffic flow if the need arises to sign out your child. Early dismissal will conclude at 2:45 p.m. Any parent who wishes to sign out their child after 2:45 p.m. will wait until dismissal at 3:10 p.m.

Visitors

1. All visitors must register with the receptionist and obtain a visitor's badge to be worn while in the building.
2. Visitors who are expected will be allowed to go to the designated area.
3. Visitors who are not expected will need to state their business and a school employee will escort them to their destination if appropriate.
4. Visitors should be prepared to show proper identification.

Health Regulations and Suggestions

1. Check children for symptoms of illness before sending them to school.
2. Keep children at home who do not appear to be well, especially those with a sore throat, cough, running nose, rash, or temperature above 100.5 degrees.
3. Keep children with colds at home, especially the first twenty-four hours.
4. Isolate a sick child in the home if there are other children.
5. Report any rash on children to the family physician on the first day it occurs and keep the child home from school.
6. Seek advice from a family physician for any illness.
7. Send adequate explanatory notes to school on the day the child returns to school. A five (5) day absence requires a doctor's note.
8. See that children wash hands frequently, especially before taking food, to prevent spread of infection.
9. See that children have tissues and use them properly to avoid the spread of infection.
10. Report to nurse and doctor children who have reactions from injections.
11. When a child is on medication during the day, the original prescription bottle of medicine and a valid doctor's order is to be brought to the nurse's office by the parent/guardian. Parental permission is required.
12. Students are not permitted to carry any kind of medication in school. All medications in original containers only must be brought to the Health Office.
13. **Absolutely no prescription or over-the-counter medication may be administered in school without a written doctor's order and a signed parental permission form.**
14. Children with chickenpox must be brought to the health office to be checked prior to reentry into school.
15. Children with lice must be brought to the health office to be checked prior to reentry into school.
16. Purchase of accident insurance is recommended if your child is not covered by a family plan.
17. Please be advised that all emergency phone numbers must be updated if any changes occur.

Preschool Health Screenings

Preschool annual health screening will be offered during the academic year: height, weight, and vision. Upon entering preschool, parents/guardians are required to provide proof of the child's completed dental screening.

Parents should notify the School Nurse if their child has been diagnosed with any chronic health problem or life-threatening allergic condition.

Illness

A student who becomes ill at school is sent to the Health Office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation. Please keep your emergency numbers current. Photo ID is required to enter the building and sign out a student.

Observe your child for symptoms of illness before sending them to school. If your child says they do not feel well, anticipate a call from the school nurse and plan to pick up your child at school.

Keep children at home who do not appear to be well, especially those with sore throat, cough, and runny nose. The presence of any rash excludes a child from school until a physician diagnosis is obtained.

A fever is defined by an oral temperature that is 100.5 F or higher. Any student with fever is excluded from school until 24 hours after a normal oral temperature of 98.6 is reached. In the case of a student absence, send a note explaining the absence to school. An absence of 5 days requires a physician's note upon return to school.

We encourage parents to provide their child with tissues, should they be recuperating from a cold.

Lice or Pediculosis is a common pediatric problem. Should you see any signs of this problem, keep your child at home and notify the School Nurse immediately. Please discourage children from sharing articles of clothing, especially hats, brushes, and headbands.

Physical Education Sneakers are required. Shoes with rubber soles are not acceptable. Play-type clothes should also be worn on Gym day. Jewelry (of any kind) should not be worn during the Gym period. Students not adhering to the physical education dress code will be unable to participate which may affect their grade. Written permission is requested for any student to be EXCUSED from participation in physical activities. If the excuse is for more than two days, a doctor's approval may be necessary. Excuses should be directed to the School Nurses.

Standardized Testing - Standardized Testing Schedule Will be Sent in a Separate Letter to Parents in September.

[See the District Assessment and Grading Page](#)

General School Rules

1. Students will show respect for all adults and their fellow students without exception.
2. Students will follow the directions of teachers and supervising adults at all times.
3. Physical aggression, verbal abuse, and/or profanity toward a fellow student or adult is not accepted or permitted for any reason.
4. Students are to enter, leave, and move through the building in an orderly manner. Running is not permitted.
5. Students are not to bring any inappropriate items that are not associated with classroom curriculum.

Students are expected to make good choices about their conduct and to behave in an orderly, courteous manner at all times. In the event a student acts inappropriately, there will be consequences in order to make it clear that this behavior is not acceptable and will not be tolerated. Bullying and dangerous student behavior on school grounds or on school buses will be punished.

When necessary, a student may receive **LUNCH DETENTION**. During the assigned time the student will sit alone, in the cafeteria, to eat lunch. Three or more lunch detentions can result in student removal from school activities such as a trip and/or special activity. Parents will be notified if this should occur.

Absences

When a child is absent, please send a note explaining the absence upon his/her return. If the absence is for more than three (3) consecutive days, please call the school nurse at 732-833-4690. Any absence from school interferes with the education process. We request that parents try to avoid unnecessary absences.

Homework Policy

Homework assignments should serve several purposes:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should develop the pupil's responsibility and provide an opportunity for the exercise of independent work and judgment.

Time Limits

It is difficult to set time limits on homework since students vary greatly in their rate of speed when working. In addition, the home environment may, or may not, encourage a concentrated effort. The following suggested times represent the maximum amount of time that a student should be spending on homework, for the average student. No daily homework assignments will be made prior to the weekend or preceding a school holiday. However, teachers may assign long-range projects, which students may choose to work on over a weekend or school holiday. Teachers will provide ample notification about any long-range projects or tests so that students can prepare in advance. Additional, **independent reading for all students on a daily basis is encouraged to strengthen essential reading skills.**

These are the suggested maximum time limits for each grade level.

Kindergarten 10 minutes – Four times a week

1st Grade 15 minutes – Four times a week

2nd Grade 20 minutes – Four times a week

3rd Grade 25 minutes – Four times a week

4th Grade 30 minutes – Four times a week

Parents should communicate with their child's teacher so that necessary adjustments can be made and the homework load can be adjusted.

Work Missed Due to Student Illness

If a student is absent from school and the parent would like to request any missed work, then the parent should call the office to request any missed work before 10:00 AM. This will ensure that the teacher has enough time to gather the work and submit it to the main office by the end of the school day. Any request that is made after 10:00 AM will require a 24 hour time period to organize any missed work.

Due to Family Vacation: It is preferred that student school attendance remains a family priority. It is acknowledged that circumstances within families sometimes necessitate a vacation when school is in session. When the vacation is anticipated, the teacher should be notified well in advance. When your child returns to school they are responsible for the material that they missed. Any significant missed work will be assigned for completion within a reasonable time frame. During a student's absence, the Class Webpage can be referenced for topics that will be covered, however, teachers do not provide work in advance. Instead, independent reading, writing in a daily journal, and/or review of math facts can be encouraged.

Missed Assignments: If a student is absent **one day**, there is no need to call the school or send someone to get work. Work will be given to the student upon return to school the next day.

If a student is absent for more **than one day**, call the office before 10:00 am or send a note to the teacher with another child. The teacher will have 24 hours to get the homework to the office or send the homework with another child.

Students are always given extra time to complete make-up work. Teachers will determine this length of time based on grade level, difficulty of the assignment, and student ability.

Different Bus

WE ARE NOT ABLE to grant requests for students to ride any bus other than their assigned bus to and from school.

Drop-Off and Pick-Up of Students

DROP-OFF:

Only students in Child Care will be admitted prior to 9:00 AM

(Procedures should be followed as per Child Care Guidelines – please see website for details)

Between 9:00 a.m. and 9:10 a.m. (outside at the side of the school)

For days when your child cannot ride the bus, drop-off is at the gym entrance of the building between 9:00-9:10 a.m. (9:15 a.m. is considered tardy). There is a duty teacher stationed to supervise your child's safe entry into the school until 9:10 when that door is locked. After 9:10 you must park in visitor's parking, escort your child inside & sign them in with the receptionist. ***At NO TIME are cars permitted on the bus ramp while school is in session.***

Early Pick-Up of students is discouraged except for appointments that cannot be scheduled after school hours & teachers should be notified in writing the day of that appointment. Instruction begins at 9:20 am and continues until 3:20. Students are held accountable for any time missed. Parents must sign their child out with the receptionist & then wait for their child to be paged. At no time should a parent attempt to remove a child from the dismissal process without proper sign-out. **Parents are not permitted to remove students from school buses while they are parked on the bus ramp. A teacher or staff member will assist.**

Please read the following Arrival and Dismissal Procedures Guidelines which are also available on our website.

Regular school day hours are from 9:10 a.m. to 3:20 p.m.

Please make every attempt to adhere to these times for the maximum educational benefit of your child.

ARRIVAL PROCEDURES FOR CHILD DROP OFF

- **Arrival Time: 9:00 – 9:10 a.m. We will not have staff on duty before this time.**
- No child should be left off at the school without a staff member in attendance.
- Morning arrival for children will be located at the gymnasium entrance.
- The gymnasium parking lot is available for parents who wish to walk their child into the building.
- Parents who choose the “Kiss and Drop” loop should adhere to the following safety procedures:
 - Stay in the right lane along the curb when dropping off.
 - Pull up to the gymnasium entrance doors to drop off your child.
 - Parents are to remain in their vehicles at all times.
 - Do not pass other vehicles while children are exiting from them; as this creates a dangerous situation.
- After 9:10 a.m., **the start of the school day**, parents dropping off their children must park in the main parking lot and escort them inside to the main office reception desk in order to sign them in. *At this time children will be considered late.* No child is to be dropped off at the main entrance without a parent signing them in.
- In an effort to allow our staff to focus on a safe and timely student arrival, we will not be allowing visitors to enter the building during student arrival time. We ask that you wait until 20 minutes after student arrival to approach the building to be signed in for your visit. (An exception would be made for a scheduled appointment approved by your child's principal/teacher/counselor).

DISMISSAL PROCEDURES FOR CHILD PICK UP

In order to provide an orderly school environment and a safe dismissal, we have made revisions to the PM dismissal procedures as follows:

- Every child that is to be picked up before or at dismissal must provide written notification that is to be given to the classroom teacher at the start of the day.

- A written note stating an everyday pickup at dismissal must be submitted with the days of the week your child will be picked up on a regular basis. Once this note has been provided, no additional written notification for this routine is needed unless you are making a change.
- If a change in your child's dismissal routine is needed from the prior written request, a new written request must be submitted to the classroom teacher at the start of the day.
- Every written note for a change of dismissal should be written legibly and include the date, child's full name, grade, teacher, parent or guardian signature, time of pick up, person picking up child if it is not the parent or guardian, contact phone number and a brief explanation if it's an early dismissal or at the bell dismissal. *Please note that if the parent or guardian is not picking up the child, the person who will be picking up must be listed on the note AND also listed on the child's emergency card.*
- **Early dismissal will conclude at 2:50 p.m. Any parent who wishes to sign out their child after 2:50 will wait until dismissal at 3:15. NO CHILD WILL BE DISMISSED BETWEEN 2:50 and 3:15 p.m.**
- Starting at 3:15 dismissal, child pick-up will take place at the gymnasium lobby.
- **All children not taking the bus must be signed out of the building.** Please park your car in a designated spot and go to the gym doors to sign out your child. Your child will then be paged from the Gym.
- **EVERYONE SIGNING OUT A CHILD MUST HAVE A PHOTO I.D. – EVERY TIME, NO EXCEPTIONS.**
- Emergency situations, where no prior written notification has been provided, must be addressed at the main office and receive administrative approval. Parents will be instructed to walk around the outside of the building from the gymnasium to the main office for this request.
- **NO CHILD WILL BE REMOVED FROM** a teacher line while they are on the way to the buses.
- **NO CHILD WILL BE REMOVED FROM THE BUS** once they have been boarded.
- No cars should be in the bus area when buses are present.

PLEASE NOTE that any child signed out before dismissal will be missing valuable instructional time which could affect their learning.

We hope that everyone understands that these procedures are being put into effect to provide for the safety for all children of the Switlik Elementary School.

Students Returning to School After Dismissal:

Students returning to school as a result of a parent/guardian not being at the bus stop to receive them, will be placed in childcare at the walk in rate of \$75.00. The parent will be responsible for picking up their child from childcare. The same policy will hold true for students that are scheduled for parent-pick up, who are not picked up on time. Please be aware that childcare hours end at 6:00 p.m.

Emergency Messages Delivered to Your Child

In case of an emergency, give the message to the school secretary and it will be transmitted to your child. Students are not permitted to take phone calls during the school day. If it is an emergency, you may request to speak to the Guidance Counselor or Principal and one of them will make the determination.

Lunch

Lunchtime should be social and orderly. Cafeteria rules are few. They include:

- Remain seated with legs under table & eat over the table.
- Remain seated and raise your hand for assistance.
- Use an indoor voice.
- Be considerate of those around you

Consistent inappropriate lunch behavior may result in an assigned seat for a period of time.

Students may purchase snacks with their lunches, the price of snacks are listed inside the cafeteria. Those who bring lunch may purchase snacks after everyone has purchased their lunches. School menus can be found on our school website.

Lunch Is Left Home

Deliver the lunch or lunch money to the school's receptionist. The lunch or lunch money will be delivered to your child. Lunch money can be deposited into student accounts via the district website, Food Services.

Birthday Parties *Please see the protocol below.*

Birthdays may be celebrated at lunchtime in the cafeteria. To be sensitive to allergy concerns, non-edible items (e.g. toys, stickers, pencils) are strongly encouraged for these celebrations so that all children can participate in the celebration.

Outside treats for a class **MAY NOT** be delivered to the school, regardless of the reason; however, a child may bring in pre-packaged, individually wrapped items to distribute at lunch for his/her special day. Visitors are not permitted in the cafeteria. Birthday and/or Party invitations are not handed out in school, under any circumstances. However, parents are invited to have their contact information listed on the "class party list" which will be distributed to parents that join the list. Please contact your child's teacher directly for this information.

Personal Property, Money, and Valuables

Any money should be brought in an envelope with the student's name and teacher's name clearly indicated. **Radios, tape recorders, cameras, iPods, personal video game systems, and large sums of money SHOULD NOT be brought to school.** Our school has a "lost and found" that can be found in the hallway by door 15 and the main entrance.. If an item is not recovered, please check with the main office.

The school, in order to provide a safe environment free of distractions to the education process, will confiscate any item that is deemed dangerous or disruptive. Items of disruptive nature will be held by the teacher in a secure place and may be returned to the student at the end of the day. An adult will send all items that are believed to be unsafe, dangerous, or destructive to the Principal's office. If appropriate, the police or district security will be notified. Otherwise, the parents will be notified to pick up the article at school. If not claimed by the end of the year, it will be discarded. If such behavior continues, the home will be notified and a parent conference may be scheduled.

Reentry Into The Classroom After School Hours

Students sometimes forget books, assignments, or other items necessary for homework completion. However, for the safety of our school, please note that students and/or parents may not re-enter the school after students have been dismissed for the day. Please consider "Is this a critical item; will a note to the teacher suffice; can the child benefit by surviving the consequences"? Chronic forgetfulness is something that happens to the best of students.

Illness of Your Child at School

A student who becomes ill at school is sent to the Health Office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation. **Please keep your emergency numbers current.**

Lost Items

Our school has a lost & found. If the item is not recovered, please check the Lost & Found Box in the downstairs hallway.

School Visitation Procedures-

We welcome visitors into our school, keeping in mind that student instruction and safety remain our primary focus. Visitors are asked to recognize this when planning to come into the school. No visitor will be allowed into the cafeteria during a lunch period. All visitors must register with the receptionist where a visitor's badge can be obtained. This is to be worn while in the school or involved in a school activity. Visitors who are expected will be permitted into the designated area. Visitors who are not expected will need to state their business to the receptionist and a staff member will escort them to their destination if it is determined to be appropriate. **Visitors should never park in the bus loading area.**

Student Dress Code

Restrictions on freedom of students' dress will be imposed whenever the code of dress in question is unsafe either for the student or for those around him/her, or whenever it is disruptive of school operations and the educational process in general.

Specifically:

1. Wearing face coverings in school is optional.

2. Students will not wear hats, caps, or other head coverings in the building.
3. No clothing, jewelry, or item that promotes violence, bigotry, profanity, or use of a restricted substance.
4. Jewelry and clothing should not restrict movement, be distracting or cause a safety hazard to oneself or others.
5. No micro-mini skirts will be permitted. Skirts/shorts must be no shorter than mid-thigh in length. No boxers, spandex shorts, or cutoff shorts will be worn.
6. No torn or tattered clothing.
7. All students must wear shoes at all times for safety and health reasons. No flip-flops or open-toed footwear are allowed.
8. Students should not wear outer clothing in the building.
9. All shirts should cover students' shoulders, backs and come down to the waistline.
10. Tank tops and backless shirts are not permitted.

Transfers

When a family plans to move to another school district, a transfer card must be made out for each child. The following information should be given to the office at least one week in advance if possible: name, address, name of new school, the last day of attendance in Jackson.

Building Disciplinary Procedures:

The primary focus at Switlik Elementary School is on the academic success of every student. We seek to build within each child a love for learning, a sense of responsibility, self-discipline, and respect for self, others, and property. Students are expected to make positive choices to promote a safe and productive learning environment in class, the cafeteria, on the playground as well as to and from school.

While students consistently observe these standards and behave safely and appropriately, there are times when misbehavior and/or lack of academic responsibility warrants interventions and consequences. These actions are necessary in order to make it clear that their behavior is not acceptable and will not be tolerated.

Code of Conduct:

1st Offense – Teacher to contact parent/guardian

2nd Offense – Parent/guardian conference with teacher and administrator. Consequences may be applied.

3rd Offense – After school detention or loss of activity/assembly. Parent/guardian conference with administrator

Jackson Township Schools Disciplinary Procedure for School Bus Infractions

According to Board of Education Policy and NJ State School Statute, riding the school bus is a privilege extended to our students, and while transported, they are under the authority of the school bus driver and subject to the following procedures. There are cameras on the buses, which will record the events of the run.

Student infractions include: Standing, abusive language, fighting, pushing, hitting, tripping, smoking, not wearing seatbelts, destruction of property, and possession of drugs/medications are some examples.

These are suggested consequences for inappropriate student behavior. Serious misbehavior may necessitate more serious consequences at any point.

1st Offense: Student conference with administration and parent notified by staff.

2nd Offense: Parent conference. Consequences may be applied.

3rd Offense: Parent conference. Consequences will be applied- up to but not limited to bus suspension.

Discipline Categories

The chart below is non-exhaustive and the misconduct listed under each category includes, but is not limited to, the specific behaviors set forth under each heading. The consequence for severely violent, disrespectful, disruptive, or destructive behavior will be at the discretion of the building administrator.

SCHOOL-WIDE MISCONDUCT	SERIOUS – MISCONDUCT	MAJOR – MISCONDUCT
Possible consequences: Student and/or parent conference and detention ▪ Corridor behavior ▪ Cheating on tests ▪ Disrespect of school property ▪ Dress code violation ▪ Disruptive behavior in cafeteria, on playground, school functions, etc. ▪ Not following directions of substitute teacher	Possible consequences: Student and/or parent conference, removal from school functions, and detention/suspension ▪ Disrespect or defiance ▪ Forges signature ▪ Profanity ▪ Disrespect of others property ▪ Violation of any school policy ▪ Possession of obscene materials ▪ Endangering the safety of others ▪ Fighting in school and on school property ▪ Harassment (bullying, hazing, bias, threats, obscenities and sexual harassment)	Possible consequence: Suspension ▪ Vandalism – Defacing school property ▪ Stealing or in possession of stolen property ▪ Alcohol/Drugs ▪ Fireworks ▪ Leaving school property during school hours without permission ▪ Weapons and dangerous instruments

2ND FLOOR HELP LINE (888-222-2228)

Parents: In operation since 2008, the 2NDFLOOR Youth Helpline is operated by 180 Turning Lives Around, Inc. out of Monmouth County. The NJ Department of Education has encouraged districts to inform their young people about the helpline as it serves students seeking guidance with a crisis or simply needing an immediate place to talk.

Students: The 2NDFLOOR Youth Helpline is a safe place to call when you need help with ANY problem. 2NDFLOOR is free, confidential and anonymous (except if you say you are going to hurt yourself or others). 2NDFLOOR is available 24 hours a day, 7 days a week. You can call 888-222-2228 anytime! 2NDFLOOR's phone counselors are caring, supportive and friendly. 2NDFLOOR also has a website at www.2ndfloor.org. You can anonymously write a message on the online message board and receive a response from 2NDFLOOR.

What types of problems do people talk about when they contact 2NDFLOOR? Problems with friends, peer pressure, dating, substance abuse, school stress, dating violence, bullying, eating disorders, family problems, depression, anxiety, abuse, suicide, worry about a friend, and any other problem, question or concern. The Helpline is here to support you! Additional mental health resources and a directory are available by contacting your student's counselor, or by viewing the mental wellness and crisis resource tabs on the district's website.

988: Suicide & Crisis Lifeline.” 988 is available by call, text, or chat 24 hours a day, every day of the year.

JACKSON SCHOOL DISTRICT POLICIES - SUMMARIES 2026-2027

The following pages contain summaries of key policies that must be read and understood by parents and students.

They can be read in full in the [Student Handbook Appendix](#) on our district website, or by clicking on the link for that policy below.

All district policies are also available on the [BOE Policies Page](#) of the district website.

[Policy 2361 - Acceptable Use of Computers Policy](#)

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety. An Acceptable Use Policy Parent/Guardian Acknowledgement Form is required to be submitted at the beginning of the school year.

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

- A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer networks/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer networks in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
 - 6. Gains or seeks unauthorized access to resources or entities;
 - 7. Forges electronic mail messages or uses an account owned by others;
 - 8. Invades privacy of others;
 - 9. Posts anonymous messages;
 - 10. Possesses any data which is a violation of this Policy; and/or
 - 11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

[Policy 3283 – Electronic Communications Between Teaching Staff Members and Students - See Online or Appendix for Full Policy](#)

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

[Policy 5350 - Student Suicide Prevention and Policy 5351 - Student Homicide Prevention – See Appendix or Links for Full Policies](#)

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or anyone else. Student confidentiality will be guarded to the greatest degree possible.

As you may or may not be aware, childhood suicide is a growing national concern. We in the Jackson School District are fortunate to have a policy in place, which utilizes the expertise of our professional staff. These personnel will intervene in the event that a child makes statements or takes action that may imply that these thoughts are present. After a child has been seen, parents will be notified. Further intervention may be necessary.

[Policy 5512 - District Policy Against Sexual Harassment, Harassment, Intimidation, and Bullying - See Appendix or Link for Full Policy](#)

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

It is important to note that this policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions, on a school bus and, as appropriate, acts that occur off school grounds pursuant to N.J.S.A. 18A:37-14. The complete policy (Policy 5512) can be found at the Administrative Office, 151 Don Connor Blvd., Jackson, NJ, or on the district website. **It is also included in the Appendix of this Handbook.**

Contact: [Dr. Laura Godlesky](#) – Assistant Superintendent and Affirmative Action Officer

Address: [Jackson School District](#), 151 Don Connor Blvd., Jackson, NJ 08527

Telephone: 732-833-4604

[Policy 5516 - Student Use of Internet-Enabled Devices– See Appendix or Link for Full Policy](#)

The Board of Education prohibits student use of internet-enabled devices on school grounds during the school day in accordance with N.J.S.A. 18A:36-40b. The Board adopts this Policy and Regulation 5516 pursuant to N.J.S.A.

18A:36-40b. and the guidelines developed by the Commissioner of Education concerning student use of internet-enabled devices during regular school hours, on a school bus, or during school-sponsored events when the student is under the direct supervision of a teaching staff member or employee of the Board.

[Policy 5519 - Dating Violence at School - See Appendix or Link for Full Policy](#)

Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

[Policy 5530 – Substance Abuse - See Appendix or Link for Full Policy](#)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A. 18A:40A-9, 10, and 11. A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

[Policy 5600 – Pupil Discipline/Code of Conduct – See Appendix or Link for Full Policy](#)

[Policy 5610 – Suspensions - See Appendix or Link for Full Policy](#)

Extreme misconduct or multiple violations of basic school rules and regulations may result in the student being suspended from school. In this case the student may not enter the school, and parents or guardians will be notified when a student is being suspended from school, and parents or guardians must meet with the Principal before the student may return to school. He/she is also forbidden to attend any school function held during the time he/she is under suspension.

The State of New Jersey, under Title 18A, Chapter 37, identifies student behavior which constitutes good cause for suspension or expulsion of a student guilty of such conduct, but not be limited to any of the following:

- a. Continued and willful disobedience
- b. Open defiance of the authority of any teacher or person, having authority over him
- c. Conduct of such character as to constitute danger to the physical well-being of other people
- d. Physical assault upon another pupil or upon an employee of the district
- e. Taking or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear
- f. Willfully causing, or attempting to cause, substantial damage to school property
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district
- i. Incitement which is intended to and does result in truancy by other pupils
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises
- k. Possession of a weapon (gun, knives, etc.) on any school property, on a school bus, or at a school sponsored function

[Policy 5611 - Removal of Students for Weapons or Firearms Offenses – See Appendix or Link for Full Policy](#)

Students are forbidden to carry any type of weapon or simulated weapon to school. Strict disciplinary action and legal actions will result if this occurs **“Any person who knowingly has in his possession any imitation firearm in or upon any part of the building or grounds of any school, college, university or other educational institution, without the written authorization of the governing officer of the institution, or while on any school bus is a disorderly person.”**

Students are encouraged to notify a teacher, guidance counselor or principal if a classmate makes a statement leading them to believe that the classmate may do some harm to himself/herself or to anyone else. Student confidentiality will be guarded to the greatest degree possible. For further details regarding prohibited weapons and consequences for various weapons-related offenses and other assaults, please view Board policies 8467 and 5611. **See the Appendix for the Full Policy.**

[Policy 5612 - Assaults on District Board of Education Members or Employees – See Appendix or Link for Full Policy](#)

Any student who commits an assault, as defined under N.J.S.A.2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

[Policy 5701 – Plagiarism – See Appendix or Link for Full Policy](#)

Pupils are expected to be honest in all of their academic work. The following acts will not be tolerated by any pupil in any subject: Attempting to use or using unauthorized material or information as study aids in any academic exercise. Visually or verbally receiving or giving information during tests, quizzes, or examinations. Turning in work as one's own that was created, researched, or produced by someone else. Turning in a report of another's research, or submitting a paper researched or written by someone else. Using words and ideas of another person as if they were one's own. Communicating all or any part of tests or answer sheets. Turning in the same work to more than one class. Falsifying or altering school documents.

[Policy 5751 – Sexual Harassment – See Appendix or Link for Full Policy](#)

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

[Policy 7441 – Electronic Surveillance in School Buildings and on School Grounds – See Appendix or Link for Full Policy](#)

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, pupils, community members, and other building occupants and to protect the school district's buildings and grounds.

[Policy 8431 – Preparedness for a Toxic Hazard – See Appendix or Link for Full Policy](#)

The Board of Education is concerned for the safety of the pupils and staff members assigned to district schools and will take reasonable steps to protect pupils and staff members from hazards that may result from industrial accidents beyond the control of school officials.

[Policy 8500 - Food Services / Including Information on Outstanding Meal Balance Charges - See Appendix or Link for Full Policy](#)

[Policy 8601 Supervision After Dismissal- See Appendix or Link for Full Policy](#)

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision. It requires parents to submit a form to the district to designate if they wish their child to be released at dismissal to only certain individuals. This form is distributed at the beginning of the year to all parents and is available under the Annual Notices section of the district website.

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

[Policy 8690 – Monitoring Devices on School Vehicles – See Appendix or Link for Full Policy](#)

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that: "Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time."