

# Grant School

305 Cromwell Place  
South Plainfield, New Jersey 07080  
(908) 754-4620, Ext. 3000



Patrick Sarullo, Principal  
Shannon Colucci, Assistant Principal

## **STUDENT/PARENT HANDBOOK 2020/2021**

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# Grant School

305 Cromwell Place

South Plainfield, New Jersey 07080

Telephone: (908) 754-4620 Fax: (908) 755-5895

Mr. Patrick Sarullo, Principal  
Email: psarullo@spboe.org

TBD, Assistant Principal  
Email:

Dear Parents/Guardians,

Proud and honored are just a few words to describe the feeling of welcoming everyone to the new school year at Grant School. As a graduate of South Plainfield High School, I take a special sense of pride in the position of Grant School Principal. The faculty here at Grant School are committed to the success of this school and your students.

Throughout my career, I have nurtured a passion for helping students reach their potential academically, while developing strong character and emphasizing the value of citizenship. As an educator, I subscribe to a philosophy that embraces a balanced approach to education that allows students to mature academically, socially, emotionally and physically with the necessary level of independence, guidance and support.

Remember here at Grant School, we do what is best for the students. We have dedicated staff members that are here to help guide our students in building independence, character, and achieving academic success. I look forward to enjoying a wonderful school year with you and your learner(s)!

Please note that everything in this handbook applies to distance learning as well. The same expectations and guidelines are to be followed online.

Sincerely,

*Patrick Sarullo*

Patrick Sarullo, Principal

*The Mission of the South Plainfield Public Schools is:*

*Students are the focus of the South Plainfield Public Schools. We will provide a dynamic, rigorous, relevant and technology-enriched curriculum, guided by the New Jersey Student Learning Standards. Our mission is to develop life-long learners who are prepared to succeed in a global and diverse society. We are resolved to educate the whole child, instilling the desire within our students to question and to become divergent thinkers who can achieve their fullest potential.*

*Adopted March 2017*

*Grant School Mission Statement:*

*“To provide a safe, supportive environment where each student pursues academic success, respects oneself and others, develops talents, seeks new information and becomes an active participant in the Grant School community.”*

*Grant School Vision Statement:*

*“Grant School will become an exemplary learning community that supports innovation and is committed to continuous improvement. Grant School will address the academic, social, emotional, and physical needs of its learners. Grant School will be a place where a collaborative community develops curriculum, instructional strategies, and assessment to ensure all students learn.”*

## South Plainfield Board of Education

Mr. Douglas Chapman, President  
Mr. Thomas Cassio, Vice President

Mr. Keith Both  
Mrs. Debbie Boyle  
Mr. John Farinella  
Mrs. Sharon Miller  
Mr. Pio Pennisi  
Mr. William Seesselberg  
Mrs. Stephanie Wolak

### Central Administration

Dr. Noreen Lishak, Superintendent  
Ms. Mary Flora Malyska, Assistant Superintendent  
Mr. Alex Benanti, Board Secretary, Business Administrator  
Mr. Andrew Brandon, Director of Special Services  
Mr. Sam Fierra, Director of Guidance  
Mrs. Pamela Ackerman-Garcia, Supervisor of ELA, Social Studies & ESL  
Mrs. Joanne Ryan, Supervisor of Special Services  
Mrs. Anu Garrison, Director of ESSA, District Grants & Mathematics  
Mrs. Shanti Kantha-Murray, Supervisor of Science, Art, Applied Technology,  
and World Language  
Mr. Kevin McCann, Director of Athletics  
Ms. Lisa Cook, Supervisor of Transportation  
Mrs. Annemarie Stoeckel, Supervisor of Educational Technology, Library Media,  
Business, & Gifted and Talented  
Mr. Michael Estrada, Chief Technology Officer  
Mr. Thomas Wiggins, Supervisor Building and Grounds

### Grant School Main Office

Patrick Sarullo, Principal  
[psarullo@spboe.org](mailto:psarullo@spboe.org)

TBD, Assistant Principal

Dorthea Mercier, Principal's Secretary  
[dmercier@spboe.org](mailto:dmercier@spboe.org)

Diane Ranger, Assistant Principal's Secretary  
[dranger@spboe.org](mailto:dranger@spboe.org)

## 6 Pillars of Character

### **TRUSTWORTHINESS**

Be honest in communications and actions • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country • Keep your promises

### **RESPECT**

Treat others with respect and follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

### **RESPONSIBILITY**

Do what you are supposed to do • Plan ahead • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions and attitudes • Set a good example for others • Choose a positive attitude • Make healthy choices

### **FAIRNESS**

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

### **CARING**

Be kind • Be compassionate and show you care • Show Empathy • Express gratitude • Forgive others and show mercy • Help people in need • Be charitable and altruistic

### **CITIZENSHIP**

Do your share to make your home, school, community and greater world better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

## GRANT SCHOOL BELL SCHEDULES

### GRANT SCHOOL REGULAR BELL SCHEDULE

#### Breakfast served daily starting at 7:20

|            |             |
|------------|-------------|
| Doors Open | 07:30 AM    |
| Homeroom   | 07:35-07:42 |
| Period 1   | 07:42-08:22 |
| Period 2   | 08:25-09:05 |
| Period 3   | 09:08-09:48 |
| Period 4   | 09:51-10:31 |
| Period 5   | 10:34-11:14 |
| Period 6   | 11:17-11:57 |
| Period 7   | 12:00-12:40 |
| Period 8   | 12:43-01:23 |
| Period 9   | 01:26-02:06 |
| Homeroom   | 02:08-02:10 |

### EARLY DISMISSAL (LUNCH WILL BE SERVED)

|            |             |
|------------|-------------|
| Doors Open | 07:30 AM    |
| Homeroom   | 07:35-07:44 |
| Period 1   | 07:44-08:10 |
| Period 2   | 08:13-08:39 |
| Period 3   | 08:42-09:08 |
| Period 4   | 09:11-09:37 |
| Period 5*  | 09:40-10:08 |
| Period 6*  | 10:11-10:39 |
| Period 7*  | 10:42-11:10 |
| Period 8   | 11:13-11:39 |
| Period 9   | 11:42-12:08 |
| Homeroom   | 12:10-12:12 |

*Bus times will vary for drop off due to the fact that other schools may or may not have an early dismissal. Refer to the district calendar or you may call the transportation department.*

### DELAYED OPENING (LUNCHES WILL BE SERVED)

|            |             |
|------------|-------------|
| Doors Open | 09:00 AM    |
| Homeroom   | 09:05-09:15 |
| Period 1   | 09:15-09:44 |
| Period 2   | 09:47-10:16 |
| Period 3   | 10:19-10:48 |
| Period 4   | 10:51-11:20 |
| Period 5   | 11:23-11:54 |
| Period 6   | 11:57-12:28 |
| Period 7   | 12:31-01:02 |
| Period 8   | 01:05-01:34 |
| Period 9   | 01:37-02:06 |
| Homeroom   | 02:08-02:10 |

## GRANT SCHOOL FACULTY AND TEACHING STAFF

|  |   |
|--|---|
| Accardi, Arielle - Occupational Therapist                                    | M   |
| Alongi, Kim - Media Specialist   |   |
| Arriola, Lizbet - World Language   | Ny  |
| Barnett, Maureen - Phys. Ed-Health   | Nye, John - Phys. Ed-Health   |
| Basile, Megan - Math (6 <sup>th</sup> )                                      | Oller, Alyson - English Language Arts & Social Studies (5 <sup>th</sup> ) |
| Bennett, Kristin - ELA (6 <sup>th</sup> )                                    | Orfan, John - Math & Science (5 <sup>th</sup> )                           |
| Boyle-Winters, Megan - E.L.A. & Social Studies (5 <sup>th</sup> )            | Phillips, Stephen - Art   |
| Brown, Kaitlyn - Math & Science (5 <sup>th</sup> )                           | Pickoff, Susan - CST  |
| Buccino, Elena - Phys. Ed-Health   | Pompilio, Cathy - Basic Skills  |
| Eckhardt, Alyssa - Basic Skills  | Proietto, Vanessa - Special Education                                     |
| Eichert, Susan - Math & Science (5 <sup>th</sup> )                           | Ribar, Kendall - STEM   |
| Eppe, Olivia - English Language Arts & Social Studies (5 <sup>th</sup> )     | Romano, Michelle - Paraprofessional                                       |
| Flasser, Julie - Special Education   | Rubright, Nancy - Duty-Aide   |
| Gonzalez, John - Special Education   | Ruhnke, Tina - Special Education  |
| Gorman, Allison - Math & Science (5 <sup>th</sup> )                          | Sabino, Melissa - Special Education                                       |
| Gross, Rebecca - Social Studies (6 <sup>th</sup> )                           | Salles, Susan – Math & Science (5 <sup>th</sup> )                         |
| Han, Jae - ESL   | Scilingo, Desiree - English Language Arts (6 <sup>th</sup> )              |
| Hollander, Michelle - Special Education                                      | Skubish, Heather - Duty Aide  |
| Horn, Amy – Guidance Counselor   | Smorra, Tracey - Math (6 <sup>th</sup> )                                  |
| Hunt, Bruce - Phys. Ed.-Health   | Spina, Jessica - Duty Aide  |
| Hunt, Chelsea - Special Education  | Stasio, Joan - Music  |
| Jakubik, Michael - Math & Science (5 <sup>th</sup> )                         | Strayhan, Joretta - Student Assistant Counselor (SAC)                     |
| Kirchofer, Michelle - Special Education                                      | Tineo, Christine – School Nurse   |
| Kitchell, Nicole - Math (6 <sup>th</sup> )                                   | Tortora, Jillian - G&T  |
| Laverick, Jenna - Special Education  | Toth, Kathy - Math (6 <sup>th</sup> )                                     |
| Leiman, Jennifer - English Language Arts & Social Studies (5 <sup>th</sup> ) | Tweed, Mark - Music   |
| Loniewski, Andrea - Paraprofessional   | Veiss, Elizabeth - English Language Arts (6 <sup>th</sup> )               |
| Losardo, Stacey - English Language Arts & Social Studies (5 <sup>th</sup> )  | Walsh, Chelsea - Speech   |
| Maddolin, Shannon - Music  | Wells, Amie - Special Education   |
| Massop, Elizabeth - Science (6 <sup>th</sup> )                               | Whalen, Janet - Paraprofessional  |
| Merkler, Ashley - English Language Arts & Social Studies (5 <sup>th</sup> )  | Wieczorek, Steven - Social Studies (6 <sup>th</sup> )                     |
| Minor, Katherine - Special Education   | Yerovi, Ashley - Case Manager   |
| Montany, Julianne - Science (6 <sup>th</sup> )                               |   |



## PROCEDURES FOR STUDENTS' ARRIVAL/DISMISSAL TO SCHOOL

### Arrival:

Teachers' duties begin at 7:30 AM Supervision of the grounds begins at that time. Therefore, students who walk to school or who are transported by car **should not arrive before 7:20 AM and parents must remain to supervise their child.** Once on campus, students are not to leave unless accompanied by a parent or a parent designee. Students riding buses or vans are not to disembark before 7:30 AM **Students purchasing breakfast may enter at 7:20 AM Students that arrive at 7:30 AM may still purchase breakfast.** They need to go to their homeroom first.

**DOORS WILL OPEN AT 7:30 AM – ALL VISITORS MUST SIGN IN THE MAIN OFFICE  
AND SHOW IDENTIFICATION**

Students are to assemble in their designated area and wait at either the Main Entrance or Exit 7. ***Students entering unassigned exits may receive consequences from the teacher or administrators.*** Once in the building, students are to go directly to their lockers and then to homeroom. Students are not to linger at lockers or in the hallways.

### Reminder

**Doors open at 7:30 AM  
Period 1 begins at 7:42 AM  
Students should be in their homeroom before the 7:35 AM bell**

### Grant Student AM Drop Off/Traffic Flow Directions:

- 1. Parking lot drop off**
  - a. Drive through Lot at Stratford and Cromwell.
  - b. Pull up as far as possible.
  - c. Drop children off at the drop off curb.
  - d. Go **one-way** through the parking lot to Lake Street. **NO TURING AROUND** in the lot.
  - e. The gate will remain open until 7:45 AM for **one-way travel.**
  
- 2. Cromwell at Wickford Road drop offs**
  - a. The parking lot at Wickford and Cromwell is still available for student drop-off.
  - b. Drop off your children on the sidewalk. Students are only to cross the street with the crossing guard.
  - c. Students cannot be dropped off in the bus lane.

***There is a map on the website.***

***DRIVE SLOWLY AND CAREFULLY – WATCH FOR OUR CHILDREN***

## PROCEDURES FOR STUDENTS' ARRIVAL/DISMISSAL TO SCHOOL

### Inclement Weather:

When weather is inclement, students will be permitted to enter the building through the Main Entrance or Exit 7 at 7:20 am. From there they will be dismissed in order to move to lockers and homerooms.

**No student is to enter the building without a staff member present.**

### Late Arrival to School – Tardy Policy:

All students are expected to be in their Homeroom before 7:35 AM, if they are not, they will be marked **tardy** by the homeroom teacher. All students are expected to be on time to school. If students **arrive after the end of homeroom, 7:35 AM**, they are to **report to the Main Office** for an admittance pass that will serve as admission to their class. The student must present to the secretary in the Main Office a note signed by the parent/guardian explaining the reason for the tardiness. This note must be presented on the day of the tardy arrival, or on the day immediately following the tardiness. School administrators will meet with parents in cases where students are repeatedly/excessively tardy, in order to eliminate the recurrence of such tardiness. Students arriving late to school due to a verified appointment with a physician/dentist or for another administratively approved reason will be marked tardy for the purposes of this policy as long as the student is present for at least four hours of the school day.

***PROMPTNESS TO SCHOOL IS VERY IMPORTANT AND ALL STUDENTS NEED TO HAVE A FULL DAY OF INSTRUCTION.***

***Unexcused Students*** who are **tardy** five or more times will be assigned office or lunch detention for each succeeding tardy arrival. A letter will be sent home. Legal action may be initiated against the parent or guardian for a disorderly person's offense for habitual tardiness.

***24 HOURS' NOTICE IS NOT NECESSARY FOR DETENTIONS GIVEN DURING A STUDENT'S LUNCH TIME***

### End of Day Procedures for Dismissal:

Students will be dismissed at 2:10 PM. Students are to leave the building promptly when dismissed. Exceptions include extra help, co-curricular activities, detention, etc. In any case, **students serving detention are not eligible to ride the late bus. Students should not be waiting for rides beyond 2:20 PM or beyond 10 minutes after dismissal, if they are not involved in after school activities.** Teacher supervision ends at 2:20 PM or 10 minutes after dismissal and is not available except for designated activities.

***STUDENTS EARLIER OR LATER THEN POSED TIMES RISK INJURY/HARM WITHOUT SUPERVISION. PARENTS MAY BE CONTACTED TO PICK UP THEIR CHILD IMMEDIATELY.***

## STUDENT ATTENDANCE – LATE ARRIVAL/EARLY WITHDRAWAL

### Attendance:

Regular attendance is expected. **EXCESSIVE ABSENCES MAY BE DEFINED AS 18 OR MORE DAYS BY THE END OF THE THIRD MARKING PERIOD.** Inconsistent attendance reduces the chances of optimum learning and discourages healthy habits necessary for future success.

The Board of Education recognizes the importance of regular attendance in an effective instructional program. Toward that end it will observe state laws governing student attendance, and it will establish local rules for attendance procedures.

School attendance is a basic responsibility of students and their parents. Students who avoid responsibility for learning by absenting themselves from classes are clearly impeding and complicating the teaching/learning process. The school curriculum is designed to provide adequately for a limited level of absenteeism by providing students an opportunity to make up the missed instruction.

According to State Regulation (*NJAC 6A:32 – 8.3 School Attendance*) “A student shall be recorded as either present, absent, or excused for religious observance...” “The commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.”

Thus, an absence is considered excused if it occurs for an observance of a religious holiday on the state–approved list (see the end of this handbook). Such excused absences shall not count toward any limitations on student absences that may be imposed by specific school regulations.

The following are considered legitimate reasons, **but not excused**, to remain home from school:

1. Illness (a doctor’s note should be provided for 2 or more days)
2. Family emergencies
3. Death in immediate family
4. Religious holidays on the approved list
5. Medical or dental appointments, which cannot be made after school
6. Court appearances
7. Other reasons approved by the Principal

### **EXCESSIVE ABSENCES (20+) MAY RESULT IN PARENT/GUARDIAN BEING BROUGHT TO COURT TO JUSTIFY REASONS.**

If students are to be absent, **parents must call the attendance line**, or the Main Office, then **send a signed note to the Main Office** upon the student’s return stating the dates and reasons for the proposed absence. This procedure does not necessarily indicate approval of the absence, but it does provide the school with information.

The Board of Education acknowledges the importance of promptness to school. Continued tardiness will be viewed as a very serious matter. Infractions of this policy will be cause for corrective or disciplinary action.

- **18A:38-25. Attendance required of children between six and 16; exceptions.** Every parent, guardian or other person having custody and control of a child between the ages of six and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction

equivalent to the provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

- **18A:38-26. Days when attendance required; exceptions.** Such regular attendance shall be during all the days and hours that the public schools are in session in the district, unless it is shown to the satisfaction of the board of education at the district that the mental condition of the child is such that he cannot benefit from instruction in the school or that the bodily condition of the child is such as to prevent his attendance at school, but nothing herein shall be construed as permitting the temporary or permanent exclusion from school by the board of education at any district and any school between the ages of five and 20, except as explicitly otherwise provided by law.
- **18A:38-31. Violations of article by parents or guardians; penalties.** A parent, guardian or other person having charge and control of a child between the ages of six and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$25.00 for a first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court.
  - In any such proceeding, the summons issuing therein, or in special circumstances a warrant shall be directed to the alleged disorderly person and the child.

### **Reporting Attendance to Parents:**

Reporting pupil absence is a primary responsibility of the school. Procedures will be as follows:

1. Absences will be recorded on Genesis.
2. Tardiness to school/class will also be reported to parents.
3. School officials/teachers will apprise parents periodically of excessive student absences by telephone and/or mail, in addition to this information being indicated on the report cards.

### **Reporting Absences/Tardies - General Provisions/Expectations:**

Parents are expected to notify the school when students are absent/tardy. **The number for reporting an absence is 754-4620, ext. 8902, follow prompts to direct you to attendance call out line.** Please indicate the name of the student, date and reason for absence/tardy. If the absence is to be extensive, please include that information as well. Students are to return from absences or being tardy with a note containing the reason, the date(s) and the signature of a parent or guardian. Individuals who have an extended illness will not be charged as absent, providing they have received home instruction. Students participating in a school-sponsored activity will not be considered absent. Attendance in school is for at least four (4) hours, excluding lunch and recess to be considered a full day. To participate in any extra-curricular activity, the student must be present before 10 AM and remain in school the rest of the day. ***Please always provide a note to the Main Office when the child returns to school for our records!***

### **Homework:**

In case of illness, in which a student will be **absent for 2 days or more**, homework assignments may be requested through the Main Office before 9:00 AM You may pick up the homework by 2:30 PM the second day in the Main Office.

### Make Up Work:

Students who miss class are expected to make up the work. Teachers will provide make up assignments for that purpose. Any student excluded from school for disciplinary reasons will be afforded an opportunity as well. No penalty may be imposed on a student for failure to attend class per se, but given the opportunity to do the work he/she will be graded on performance or non-performance thereof. The rule for time allowed for make-up work missed is equal to the amount of time absent, except that the make-up period is not to exceed ten (10) school days, nor to extend more than ten (10) school days after the end of a marking period. Exceptions to this rule must be appealed to the Principal.

### Early Release/Late Arrival:

There are times when students may have to arrive late and leave early. The following are considered legitimate reasons for release time:

1. Verified medical appointments
2. Death in family
3. Family emergency
4. Court appearance
5. Religious holidays
6. Reasons as approved by the superintendent or Principal

When it is necessary to have your child arrive late or leave early, parents are to go to the Main Office and sign them in/out. If the time allotted is relatively short, parents should follow the same procedure for reentry. Those who have verified appointments will be marked tardy for the purposes of this policy as long as the student is present for at least four (4) hours of the school day.

Students will be marked as follows for tardiness and early dismissal:

1. Arrival after 7:35-10:12 = **TARDY**
2. Arrival at 10:13-10:30 = **1/2 DAY**
3. Arrival at 10:31 = **ABSENT**  
(Must be in school a total of 4 hours to be present)
4. Dismissal between 7:42-11:14 = **ABSENT, IF NOT RETURNING**  
(Must be in school a total of 4 hours to be present)
5. Dismissal between 11:15-11:45 = **1/2 DAY**
6. Students that **leave after 11:45 AM = CONSIDERED ATTENDING FOR A FULL DAY.**

### Tardiness to Classes:

Students arriving late to class are required to have a pass; otherwise they may be assigned teacher detention. Recurring tardiness to class will result in the teacher contacting parents and administrative referral.

### Vacations:

Please inform the Main Office, in writing, if you plan on going on vacation without your child. Please include the name of who is to be contacted in case of emergency, especially if the individual is different from what had already been indicated on the emergency card.

**Class Cuts:**

Any student, who fails to attend an assigned class or activity, including homeroom and lunch, will be referred to the Principal. Penalties for class cuts can be, but not limited to office detention or school suspension, exclusion from school activities and/or school suspension.

**Truancy:**

Any student absents from school for any part of the day without the knowledge and consent of a parent or guardian, or in a public place, or on a public place unaccompanied by a parent is truant. Repeated truancy may result in a police complaint, which in turn, may result in a hearing before a judge.

## EVENTS AND VISITING SCHOOL

### Evening Activities:

**Students will not be permitted to attend evening activities** (i.e.; concerts, dances, plays, etc.) **without adult supervision**, unless specified. Students must have attended school that day to be eligible. Students who are **absent** from school **cannot** attend any extra-curricular activities. All school rules and dress codes apply, including no hats, ripped or revealing clothing, no foul language, etc. Cell phones off.

### Visitors:

All visitors are to report to the Main Office and will need to show identification in order to sign in and receive a visitor's identification badge.

In our continued efforts to ensure the safety and well-being of our children, we respectfully request that every parent, guardian, and visitor abide by the following guidelines. Your cooperation and compliance will be greatly appreciated.

1. Parent, guardians, and visitors must use the main entrance only when entering the school building.
2. Parents, guardians, and visitors must come directly to the Main Office to sign in when entering the school building.
3. Parents, guardians, and visitors may not escort their children to class in the morning or pick up their children at their classrooms at dismissal unless they have secured a visitor's badge in the Main Office. We respectfully request that all adults remain outside the building before school and at dismissal, even on inclement days.
4. Parents and guardians wishing to deliver lunches, books, etc., will drop them off in the vestibule. A staff member will get the item to the student. Please note that teachers cannot be interrupted or called away from their teaching assignments during the school day.
5. Parents and guardians entering the school building to pick up or deliver their children during the school day for dental appointments, etc., must report to the Main Office and present identification. Children will not be allowed to be taken from school by anyone other than the parent/guardian, or persons listed for emergency contacts, unless a written notice from the parent/guardian is received.

## EMERGENCY CLOSINGS

In the event of an emergency, such as in the case of severe inclement weather, the school will implement the following procedures:

1. Notify parents/guardians using the automated notification system.
2. Dismiss students at 12:12 PM
3. Arrange bus transportation for students who normally take the bus.
4. Make telephones available for students to make arrangements to be picked up, if necessary.
5. Provide a location for students to report if they are unable to contact parents/guardians.

It is suggested that parents/guardians do the following:

1. Discuss with their children emergency closing arrangements such as going home with a neighbor or relative, walking to a store or restaurant, etc.
2. Be sure that children know how to contact them, particularly on days when weather
3. predictions call for severe conditions.

## THE ACADEMIC PROGRAM

### Marking Periods

|                               |                                      |
|-------------------------------|--------------------------------------|
| <b>First Marking Period</b>   | September 2, 2020 - November 9, 2020 |
| <b>Second Marking Period:</b> | November 10, 2020 - January 25, 2021 |
| <b>Third Marking Period:</b>  | January 26, 2021 To April 12, 2021   |
| <b>Fourth Marking Period:</b> | April 13, 2021 To June 18, 2021      |

Parents are advised to monitor their child's academic progress in Genesis throughout each marking period. If there are concerns or questions regarding the academic progress of your child at any time in the school year, you are advised to contact the teacher first, or contact the Guidance Office to schedule a conference with the teacher or your child's Guidance Counselor.

A district wide communication will occur at the mid marking period as a reminder to check your child's academic progress.

#### **Report Cards:**

Report cards will be posted on Genesis approximately one week after the conclusion of each marking period. Students are graded numerically for all academic subjects. Physical Education, Music Lessons, Band, Orchestra, & Chorus are graded P (pass) or N (needs improvement).

#### **Academically Ineligible:**

Any student receiving a 64 or below in any academic subject, will **not be eligible for any extra-curricular activities** (i.e.; jazz band, chorus/band concerts, wrestling, student council, newspaper club, etc.) Students will not be eligible to take individual music lessons



## SCHOOL – PARENT COMPACT

Grant School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year.

### **School Responsibilities:**

#### **Grant School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

Grant School's teachers and paraprofessionals meet state and federal certification stipulations. All teaching staff are highly qualified and certified to teach their assigned courses. Grant School operates under an approved curriculum which is aligned to the New Jersey Learning Standards. Teachers use common planning time to discuss and plan lesson implementation. Staff members participate in collaborative learning throughout the school year and during summer academics.

Grant School teachers will post student information weekly on Genesis.

Students that do not meet the State's student academic achievement standards will be placed in our Basic Skills Instruction (BSI) Program. The BSI program responds to a need to strengthen reading, writing, and mathematical skills of students who are struggling to meet grade level expectations. In this program, students receive additional support to learn skills and strategies to help them achieve success. This supplemental program recognizes individual learning differences and strives to build students' competence and confidence.

Provide an environment that is safe and conducive to learning.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

**Parent teacher conferences will be held on the following dates and at the indicated times:**

**November 18, 2020:                    12:30 to 2:30 PM**

**November 19, 2020:                    12:30 to 2:30 PM and 5:00 to 7:00 PM**

**February 18, 2021:                    12:30 to 2:30 PM and 5:00 to 7:00 PM**

Parents are encouraged to request a conference at any time they deem it necessary.

Report cards for the school year will be posted on Genesis approximately one week after the end of the marking period.

### **Parent Responsibilities:**

We, as parent/guardian, will support our children's learning in the following ways:

1. Ensure that my child attends school daily and arrives to school on time.
2. Encourage my child to follow the rules and regulations of the school.
3. I will visit Genesis to check my child's progress.
4. I will contact my child's teachers (check Grant School website for teacher's extensions/e-mail address) if I do not see visible evidence of homework assignments or completion.
5. Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my child.
6. I will limit the amount of electronic games my child plays on school nights.
7. I will limit and monitor the amount of time my child spends on their cell phone.
8. I will limit the amount of television my child watches on school nights.
9. I will develop a contract with my child aligned with homework completion before watching television.
10. I will ask my child's teacher or Principal how I can assist at the school.
11. I will encourage my child to get involved in a school activity. This could include school clubs. I will encourage my child to select and participate in community service activities.
12. I will stay informed about my child's education and communicate with Grant School by promptly reading all notices from the school or the school district, either received by my child or by mail and responding, as appropriate.
13. I will check the district's and school's website for pertinent notices.

### **Student Responsibilities:**

1. Attend school regularly.
2. Do my classroom and homework assignments every day and turn it in on time.
3. Ask for assistance when I need assistance.
4. Read at least 30 minutes every day outside of school time.
5. Give to my parents or guardians who are responsible for my welfare all notices and information received by me from my school every day.
6. Follow and adhere to the school's code of conduct.
7. Show respect for myself, other people and property.
8. Resolve conflicts peacefully.
9. Accept responsibility for my own actions.

### **Parent – Teacher Conferences:**

Parents/guardians are encouraged to call teachers in order to arrange for conferences. After calling the main number 908-754-4620, listen for the recording and then the extension.

## GRANT SCHOOL TEACHERS EXTENSIONS

### Teacher Extensions:

To contact a teacher's voice mail please dial (908) 754-4620 & then the # for a spell by name directory.

Grant School Main Office: (908) 912-5803  
Grant School Fax: (908) 755-5895  
Grant School Principal: (908) 754-4620 ext. 3610  
Grant School Vice Principal: (908) 754-4620 ext. 3611  
Grant School Nurse: (908) 754-4620 ext. 3620  
Grant School Nurse Fax: (908) 777-7803

## REPORT CARD COMMENT CODES

1. OUTSTANDING ACHIEVEMENT
2. GOOD ATTITUDE & EFFORT
3. GOOD SKILLS
4. SELF-MOTIVATED
5. WORKING TO POTENTIAL
6. IMPROVEMENT SHOWN
7. INCONSISTENT WORK PATTERN
8. UNPREPARED FOR CLASS
9. STUDY HABITS NEED IMPROVING
10. LOW TEST / QUIZ GRADES
11. LACK OF PARTICIPATION
12. EXTRA HELP IS RECOMMENDED
13. MORE EFFORT REQUIRED
14. MISSED CLASSES HAS NEGATIVE IMPACT
15. NEGATIVE ATTITUDE/UNCOOPERATIVE
16. NOT WORKING TO POTENTIAL
17. INATTENTIVE
18. STUDENT UTILIZES EXTRA ASSISTANCE
19. BASIC SKILLS NEEDS IMPROVING
20. CLASSWORK INCOMPLETE
21. HOMEWORK NOT TURNED IN
22. GRADE EARNED BELOW A "55"
23. DISRUPTIVE TO ENVIRONMENT
24. ORGANIZATIONAL SKILLS NEED IMPROVING
25. PLEASE CALL FOR CONFERENCE
26. STUDENT RECENTLY TRANSFERRED INTO CLASS
27. STUDENT NEW TO DISTRICT LITTLE/NO GRADES
28. ACADEMIC WORK MODIFIED TO WORK AT PERSONAL LEVEL

## 2019 - 2020 SCHEDULED PARENT – TEACHER MEETINGS

**Back to School Night: September 10, 2020 6:00 to 8:00 PM**

### **Conferences:**

**November 18, 2020: 12:30 to 2:30 PM**

**November 19, 2020: 12:30 to 2:30 PM and 5:00 to 7:00 PM**

**February 18, 2021: 12:30 to 2:30 PM and 5:00 to 7:00 PM**

### **Course Offerings:**

Academic subjects include the following: reading, English Language Arts, Mathematics, Social studies, and Science.

Expressive Arts are: Art, General Music/Music Exploration through Technology, Physical Education/Health, STEM and World Language.

Students may participate in Band, Orchestra and/or Chorus in addition to the above.

### **Grading Standards:**

Reading, English Language Arts, Mathematics, Science, and Social Studies teachers evaluate student performance according to the following criteria:

Summative assessments certify what the student knows and is able to do after instruction has taken place. These assessments take a variety of forms, including, but not limited to, unit or marking period assessments, extended learning opportunities, finished writing projects (term papers, essays, stories, etc.), projects, District common assessments (when available), presentations, performance-based assessments.

Formative assignments and assessments are tools that are used to provide feedback to a student – in order for the student to determine how they are progressing in acquiring the knowledge and developing the skills to be successful in the particular course. These assignments take a variety of forms, including checked assignments (homework, classwork, etc.) and graded assignments (quizzes, teacher observations with a rubric or checklist, study guide completions, notebook checks, note cards, skills checks, etc.)

It is the District's philosophy that students are active participants in their learning by setting academic goals for themselves, reflecting on feedback and taking responsibility for ongoing improvement in their learning, while being supported through teacher's daily lessons, classroom support and extra assistance if needed.

Expressive Arts teachers will evaluate student progress according to the following standards:

**GENERAL MUSIC/MUSIC EXPLORATION**

1. Class Participation
2. Tests/homework
3. Percentage Grade Given

**ART:**

1. Projects
2. Quizzes, Tests, & Vocabulary Sheets
3. Artist Reports
4. Homework
5. Percentage Grade Given

**STEM:**

1. Projects
2. Quizzes
3. Passing/Improvement Needed grade given

**PHYSICAL EDUCATION**

1. Participation
2. Skill Test & Application Tests
3. Aerobics
4. Tests
5. Passing/Improvement Needed Grade Given

**WORLD LANGUAGE:**

1. Class Participation
2. Homework
3. Class Work
4. Assessments
5. Percentage Grade Given

**Band and Chorus:**

Band will meet on a rotating schedule and Chorus will meet during their lunch periods. Band and Chorus are elected courses. Students are expected to meet all course requirements and will be graded Passing or Needs Improvement on the course requirements. Students must carry passing grades in all their classes to be eligible for participation in band and/or chorus. Any students that end the marking period with a grade less than a 65 will be removed from the activity. At the end of the next marking period the student's grades will be reviewed to determine if they can become eligible.

**Strings:**

Students who participate in the orchestra meet once a week. Schedules are formulated at the beginning of the school year. Orchestra lessons are given in lieu of study skills. The orchestra performs in two concerts. Grade given is Pass and Needs Improvement. Students must carry passing grades in all their classes to be eligible for participation in strings. Any students that end the marking period with a grade less than a 65 will be removed from the activity. At the end of the next marking period the student's grades will be reviewed to determine if they can become eligible.

## **ESL:**

The goal of the ESL program is to assist pupils in achieving fluency in English and to achieve the content described in the New Jersey Student Standards. "Reports of pupil progress shall be made to parents/guardians on the same schedule as reports of pupils in the regular program."

1. The grades of pupils who are at proficiency level three (speech emergence stage: students use more listening comprehension; may be able to speak in short phrases, ask questions and answers simple questions and produce longer sentences) and have been in the district for more than one year should be reported in the standard manner.
2. Pupils who are at proficiency level one (pre-production stage; students do not usually speak; students may respond by pointing, nodding, demonstrating or drawing) or proficiency level two (early production stage; pupils have a limited vocabulary and may be able to speak with one or two-word phrases; pupils can demonstrate comprehension by answering yes/no questions, either/or questions or who/what/where questions) or have been in the district less than one year will use the following modified grade reporting system..

### **ESL Modified Grade Reporting – Grades 5-8:**

Report progress in class using S (Satisfactory) or U (Unsatisfactory). The teachers have the option to report progress in non-ESL classes using S (Satisfactory) or U (Unsatisfactory). The decision about using S/U is made in consultation with the student's other subject matter teachers and the Guidance Counselor. ESL teachers provide narrative comments.

Teachers will continue to modify the assignments for students and in some cases students' academic. The following criteria can be taken into consideration when grading:

1. Students motivation
2. Amount of improvement
3. Attention during class
4. Preparation for class
5. Attendance
6. Attitude toward work
7. Quality of work

## ACADEMICALLY ENRICHED (AE)

### Achieving/Maintaining Academically Enriched Status:

Any student wishing to be considered for the AE program upon entering grade six must have met the following criteria in their current course placement by the end of the grade five school year:

1. Academic Grades
2. Teacher recommendation
3. Benchmark & Assessment Expectations

Students enrolled in our academically enriched courses must maintain an 80% average or above by the end of the first marking period to remain in the program. By the second marking period, a child should have an overall average of 83% or higher to remain in the program.

## REPORT CARD GRADES

| Grading Criteria | Numerical Range* | Letter Equivalent |
|------------------|------------------|-------------------|
| Excellent        | 90 - 100         | A                 |
| Good             | 80 - 89          | B                 |
| Satisfactory     | 70 - 79          | C                 |
| Poor             | 65 - 69          | D                 |
| Failing          | 64 - Below       | F                 |

***\*NOTE: PERCENTAGE GRADES ARE REPORTED ON REPORT CARDS, NOT LETTERS.***

### Extra Help – After School:

Students should seek extra help from teachers when necessary. The teachers will inform the students when the help is offered. Students should have a pass (in advance). **Students should inform parents/guardians** whenever staying after school is necessary. Students should report to their lockers by 2:15 PM Finally, they must report to the classroom for the extra help sessions by 2:20 PM Upon completion, students are to exit the building immediately. Bus students may wait in the front lobby for the late bus, which arrives between 3:25 - 3:50 PM

### Good Study Habits and Homework:

1. Keep an up-to-date assignment notebook.
2. ***DO NOT STUFF PAPERS IN YOUR TEXTBOOKS.***
3. Complete homework in an area where you will not be disturbed.
4. Before beginning homework, have all necessary materials at hand.
5. Do homework in adequately lighted areas.
6. Have your work organized.
7. Always read your material first and then do written work.



### **Honor Roll:**

Students who achieve high academic achievement have their names placed on the honor roll each marking period. There are two honor rolls: High Honor Roll requires a grade of 90-100 in all subjects; the other is the Honor Roll, with the minimum requirement of 80% or better in all subjects. A student who receives a “N” is not eligible for honor roll.

### **Retention of Students:**

In general, pupils shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of pupils from grade to grade, with pupils spending one year in each grade. A small number of pupils, however, may benefit from staying another year in the same grade. Such retention shall be considered when:

1. The pupil is not achieving minimum proficiency levels in basic communication and computation skills;
2. The pupil is achieving significantly below ability and grade level;
3. Retention would not cause an undue social and emotional adjustment;
4. Retention would have a reasonable chance of benefiting the child’s total development.

Whenever retention of a pupil is being considered, which is no later than the end of the third marking period, the teacher shall confer with the Principal and child study team member(s). The parent(s)/guardian(s) shall be invited to a meeting with the teacher, Principal, and other appropriate staff members for discussion of the matter. This discussion shall consist of an explanation to the parent(s)/guardian(s) of the child’s proficiency level and of the child’s ability to achieve. The Building Principal shall make his/her decision as to whether a pupil will be retained in grade. The decision shall be based upon recommendations of the professional staff.

The district administrator shall assure that the school Principal exercises particular caution in not retaining a child more than once during a child’s elementary school experience and may, when found desirable, provide for promotion on the basis of social and personal needs, rather than academic achievement. No pupil may be promoted to the Middle School without the approval of the elementary school Principal.

## STUDENT SERVICES COUNSELING AND GUIDANCE SERVICES

### Guidance Office:

The Guidance Office serves as an avenue by which students may seek advice, information, or assistance. The Guidance Counselor helps students cope with their concerns, whether they are school-related or personal. The guidance and Main Office staff often quickly and easily answer students' questions. Students are encouraged to use their services.

### Student Assistance Counselor (SAC):

The SAC Office serves as an avenue by which students may seek advice, information, or assistance. The SAC helps students cope with their concerns, whether they are school-related or personal. The SAC often quickly and easily answers students' questions, they will listen, counsel, and/or advise; depending on the students' needs. Students are encouraged to use this service. Student confidentiality is respected and maintained.

### Intervention and Referral Service (I&RS):

I&RS assists students with learning and/or behavioral difficulties. The committee is composed of the following: administrator, teacher, CST member, nurse, student assistance counselor, Guidance Counselor and special education teacher. Students who may be experiencing academic or social problems can be referred to the I&RS for support and guidance.

## HEALTH SERVICES

### Medical Information, Rules and Regulations:

The nurse is available to assist students who have health problems, illness, or injury. Students who become ill during school hours should report to their teacher for a pass to the Health Office.

### Use of Medications:

Medication **cannot be** administered to students **without written doctor's** orders and written **parent's permission**.

Diagnosis and treatment of illness and prescribing of drugs and medication are not the responsibility of the school. Medications for students during school hours will be permitted only when failure to take such medication would jeopardize the student's health or inhibit his/her attendance, should the medicine not be made available during school hours.

Medication will be administered according to the following guidelines:

1. Medication can only be administered by the school nurse with a written statement from the family physician showing the type, dosage, and purpose of the medicine. In addition, a written statement from parents granting permission is required.
2. The school nurse must approve any request from a family physician that medication be given to a student during school.
3. The school nurse should be advised of any drug being taken by a child attending school, particularly those that might cause a change in behavior.
4. Medications should be brought to school in **original containers**, appropriately labeled by the pharmacist or doctor.

5. Prescribed antibiotics must have an order, but none will be given if ordered three times a day. Three x's means before school, after school, and before bed.
6. The school nurse cannot give over-the-counter drugs unless accompanied by a doctor's note stating the name of the medicine, time, dosage, and duration, as well as a written statement from parents granting permission.

### **Inhalers:**

Inhalers used for asthma or other respiratory conditions are a medication and as such, fall under the guidelines of the above medication policy. Besides written consent from the parent/guardian, both specific orders and an asthma treatment plan must be received from the student's physician.

According to Board policy, self-medication for asthma is permitted provided that both the parent/guardian and the physician must sign additional consent forms.

### **Emergency Information:**

Emergency contact information will be completed on the Genesis Parent Portal. ***Please keep information current.***

### **Examinations and Screenings**

In compliance with state mandates and **Board of Education** policies, Grant School will provide the following services this year:

1. **Hearing** screenings will be conducted for new students as needed.
2. **Scoliosis** screening will be conducted for all 5<sup>th</sup> grade students. Scoliosis is defined as a condition of the spine in which the spine may curve to the right or left. It is most commonly found during the time of rapid growth and may progress if not treated. The purpose of the screening program is to recognize scoliosis in its earliest stages. You will be notified if any abnormalities are found, so that you can follow through with an evaluation by your physician.
  - a. You may have your child examined by your own physician, at your expense. If you prefer to use your own physician, at your expense, a note from your physician stating that your child has had a scoliosis examination must be submitted to the school's Health Office by **October 1<sup>st</sup>** of the current school year. Please submit the results of the exam to the Health Office.
3. **Vision** tests will be conducted for all 6<sup>th</sup> grade students
4. The recording of **heights, weights and blood pressure** will be conducted for all students.

### **Immunizations:**

**All incoming SIXTH GRADE** students must have this series completed **BEFORE** school begins.

Effective September 1, 2008, children entering Grade 6 must meet new State of New Jersey immunization requirements. These new mandates relate to Diphtheria/Tetanus/Pertussis vaccine as well as Meningococcal Vaccine.

1. As of September 1, 2008, all children born on or after January 1, 1997 and who are entering Grade 6 on or after September 1, 2008, are required to receive one dose of Tdap (tetanus, diphtheria, acellular pertussis), given no earlier than the 10<sup>th</sup> birthday.
2. As of September 1, 2008, all children born on or after January 1, 1997 and who are entering Grade 6 on or after September 1, 2008, are required to receive one dose of a meningococcal containing vaccine, such as the medically preferred meningococcal conjugate vaccine.

3. New Jersey also requires that every child born on or after January 1, 1990 and entering Grade 6, or a comparable age level Special Education Program, shall have received three doses of Hepatitis B vaccine.

**All pupils are to be in compliance with the New Jersey immunization regulations in order to be admitted to Grade 6**, unless a child meets the criteria for receiving a medical exemption or a religious exemption from school officials.

### **Immunizations:**

Parents should review the personal immunization records of their children or consult their physician or medical provider to ensure that these newly required vaccinations have been given, are in the process of being given, or are scheduled to be administered in the near future. Parents should make the necessary medical appointments with their private physician if their children are not yet fully immunized to ensure children will be in compliance with these new immunization requirements in order to enter Grade 6. As soon as you have documentation of these vaccinations please forward to your school nurse.

### **School Insurance:**

The Board provides student accident insurance beyond the student's family plan through Bill McCloskey Insurance. School insurance applies only after the family plan has been fully exhausted. A form to file beyond the family plan is available in the Health Office.

### **Illnesses and Returning to School:**

**All Viruses;** flu, stomach and viral sore throats are contagious, and the child should remain home until he/she is **symptom free**. This allows your child to recover and will also keep the school healthy. Following these simple guidelines will enhance your child's recovery and attention for learning:

1. A temperature of ***100 degrees or higher***, child should remain at home until they are ***fever free*** for ***24 hours*** without fever reducing medications.
2. Vomiting/diarrhea, child should remain home until they are ***symptom free*** for at least ***24 hours***.
3. Antibiotics, including antibiotic eye drops, child should remain home until completing ***24 hours*** of the medication.

The school nurse is always available should you have any questions regarding your child's illness, or how long they should stay at home.

## PHYSICAL EDUCATION

### Introduction:

The instructional program is designed to fulfill the needs of each student and thus the needs of society. The curriculum is balanced in its approach to physical education. It seeks to provide children with the tools and experience necessary for a lifetime commitment to healthy living. We encourage students to succeed through cooperative and individual participation in sports and physical activities.

### Goal Statement:

The program's basic goal is for every student to develop self-worth, physical growth, and responsibility for maintaining health, respect for others, and an understanding of democratic ideals and practices. We believe that health and fitness are essential to the quality of life.

### Course and Credit:

Students will pass a course in physical education for each year of attendance, for which they receive credits each year according to local policy.

## PHYSICAL EDUCATION RULES AND REGULATIONS

Physical education is a major subject required by state law. **Performance is included in Honor Roll calculations.**

1. Students **must** wear the following in order to participate in class:
  - a. Athletic sneakers (with laces appropriately tied, z strap or Velcro)
  - b. Socks recommended
  - c. Clothing:
    - i. Shirt must have sleeves and cover torso during activity
    - ii. Undergarments must not be visible
    - iii. Skirts/dresses must be accompanied by shorts
2. Upon entering the gym, students are to place their book bags, backpacks, and other personal items in the designated cubby. They are then to go to their assigned spots, sit down, and remain quiet.
3. Students will be considered tardy if they are not in assigned spots when the bell rings. Detention may be assigned in such cases.
4. Chewing gum is not permitted.
5. Students are to remain in their assigned areas, unless the teacher gives permission. Leaving without permission will result in detention.
6. At the conclusion of class, students are to sit at their assigned spots.
7. The teacher signals dismissal, not the bell.
8. Students not taking part in class will be make up the class after school.
9. Jewelry is not to be worn during class, including watches. Valuables should remain in lockers.
10. Physical education excuses:
  - a. A doctor's note is required. Included in the note may be specific recommendations for an alternative activity. Every effort will be made to honor the physician's requests. The note should contain the dates of exclusion from class.
  - b. The doctor's note must contain a date to return to activity otherwise, students will need another note in order to re-enter the class.

## INFORMATION CENTER

The Information Center is housed in the 6<sup>th</sup> Grade wing. Admittance to the Information Center during school hours is by having a pass. Teachers must include students' names, the date, the time issued, and a signature on all passes. Students are encouraged to use library facilities after school, as well as during the day.

### **Care of Library Materials:**

It is expected that borrowed materials will be returned in the same condition as when first procured. It is also expected that students will make every effort to keep the library clean and appropriate so that all students may study in a clean and quiet environment.

### **Magazines:**

The latest issue of a magazine may not be borrowed. Back issues are available for weekly loan. To request a magazine, fill out a request slip at the circulation desk. Leave the slip in the magazine box on the desk. Please check the posted list of available magazines before filling out a request slip. Magazines will be retrieved at the end of the day, if not sooner.

### **Overdue and Lost Books:**

Overdue notices are sent to the students in homeroom. If material is not returned or renewed after several notices, a letter will be sent home. If the material is not returned after such notification, the report card will be withheld. In addition, the student will not be allowed to borrow any more library items until the matter is resolved. No fines are charged for overdue material, but the replacement cost must be paid for lost material.

### **Procedures for Borrowing Books:**

Library books contain bar codes that are read by the computer. Students do not need a card to borrow materials. Simply present the desired books at the circulation desk for check out. Books may be borrowed for two weeks. A book may be renewed if no other student has requested it. If a book that a student desires is out, he/she may request to have it placed on hold. The student will be notified when the book is returned to the library.

### **Reference Books:**

These are to be used on the premises. They are unavailable for borrowing without the librarian's permission.

### **Returning Books and Magazines:**

Please return materials on time. Place them in the book return box on the circulation desk.

## SCHOOL EXPECTATIONS

### General Information:

The school is the learning and working environment for both students and staff. Students, their families and staff members are expected to behave in an orderly, mutually respectful manner at all times. Students, their parents/guardians, and staff members should expect a safe, orderly, positive environment to work and learn in. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students should respect themselves, respect others, respect property, and be responsible for their own actions. Students will be expected to be respectful at all times and follow these simple rules;

1. No one may harm people or property.
2. No one may use inappropriate (foul, abusive, harassing, vulgar) language.
3. Students are to keep hands, feet and objects to themselves.
4. Students are to do what they are told to do the first time they are told.
5. Students may not interfere with learning or teaching.

These simple rules reinforce our major expectations of school:

1. Teachers must be allowed to teach, and students must be allowed to learn.

The basis for this expectation is that:

1. Students will allow the teacher to teach all students.
2. Students will allow all students to learn.
3. Students will encourage all others to feel safe and comfortable.

Students who are unable to meet our high behavioral expectation will receive appropriate consequences for choosing inappropriate behaviors. Students referred to the administration for inappropriate behavior will have the opportunity to discuss and write their version of the situation. Administration will investigate and make a decision on the situation and the consequences that will be assigned.

Teachers will explain their expectations for behavior in their classrooms. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions on individual classroom behavioral plans, they should speak with the classroom teacher for clarification. Rules are established to maintain a safe, orderly environment. If students demonstrate severe or repeated inappropriate behaviors, they will be referred to the administration.

### Assemblies:

These may be held at Grant School in the gym or cafeteria, or they may be held at the high school or middle school. Students are expected to enter and leave assembly sites in an orderly manner. Moreover, they are expected to respect others by paying attention to the program, by applauding at appropriate times, and by avoiding any form of discourtesy. **(Note: Students having to be removed from an assembly may be denied the privilege of attending future programs. They will be sent to the office during the assembly and parents may be notified).**

## Bicycles:

The school assumes no responsibility for theft or damage to bicycles. Students are permitted to ride bicycles to school, but the privilege may be withdrawn if there is failure to comply with rules of safety and courtesy. Bicycles are to be secured by locking them to the bicycle rack in the front of the building. As pursuant to *New Jersey Statute 39:4-10.1*, all students under the age of 18 are **required to wear helmets** when riding bicycles. Students who fail to wear a helmet may not ride their bicycle to school. If a student arrives to school on a bicycle without a helmet, the student may be required to leave their bicycle at school until a helmet is obtained or a parent transports the bicycle home. The school and all its employees are not responsible for lost, stolen or damaged bicycles or helmets.

## Care of School Property:

The Board of Education believes that the school should help students learn to respect property and to develop a feeling of pride in the community. Therefore, each student is responsible for the proper care of school property, supplies, and equipment entrusted to his/her use. Writing on desks, lockers, walls, and lavatory stalls is vandalism. If caught, students will be required to clean the vandalized area, and may be subject to other disciplinary measures as well. Parents/guardians will be notified.

## Care of Textbooks – Fines:

When students are issued textbooks, teachers will record the condition of the book, the identification number, and the date of issue. Allowing for wear resulting from normal use, texts are to be returned in the same condition at the time of issuance. Students are held accountable for all textbooks entrusted in their care, and they are to reimburse the school for any text that is lost or damaged, including library books. **Report cards will be withheld until financial obligations are fulfilled.**

Texts are to be covered at all times. Damage beyond normal wear is to be assessed in the following manner:

### New Book

|                    |                               |
|--------------------|-------------------------------|
| Lost               | Full price                    |
| Slightly damaged   | 20% of purchase price or less |
| Moderately damaged | 40% of purchase price or less |
| Badly damaged      | 60% of purchase price or less |
| Severely damaged   | 80% of purchase price         |

### Book in Good Condition

|                    |                               |
|--------------------|-------------------------------|
| Lost               | 80% of purchase price or less |
| Slightly damaged   | 20% of purchase price or less |
| Moderately damaged | 40% of purchase price or less |
| Badly damaged      | 60% of purchase price or less |
| Severely damaged   | 80% of purchase price or less |

### Book in Fair Condition

|                  |                               |
|------------------|-------------------------------|
| Lost             | 60% of purchase price or less |
| Slightly damaged | 20% of purchase price or less |
| Badly damaged    | 40% of purchase price or less |



### Definitions of terms:

1. **Lost:** Books not available to be used or returned.
2. **Slightly Damaged:** Books with ink stains, graffiti, pencil marks, rips, and other damage not easily repaired.
3. **Moderately Damaged:** Books that have been abused but can be used for one or two more years.
4. **Badly Damaged:** Books that must be sent to the factory for rebinding.
5. **Severely Damaged:** Books that are beyond repair.

### Buses:

Transportation for eligible students is provided. Students must present their bus pass every time. The driver is in charge of the bus. Students are to obey the driver at all times. Those who disregard the rules may be referred to the administration for disciplinary action, which may include loss of privileges. Parents will be notified in each case. Inquiries about bus eligibility or other transportation questions should be directed to the office of **transportation**.

### Buses (Late Bus):

The late bus arrives at Grant School at approximately 3:25 PM – 3:50 PM Only eligible students may ride and must be in possession of their white bus pass and a late bus pass. **Students who have remained after school for disciplinary reasons, such as detention, are not eligible for late bus transportation.** Any bus inquiries should be made directly to transportation (908) 754-4620.

### Buses – Student Responsibility:

1. **Before the bus arrives:**
  - a. Be at your bus stop at least ten minutes before bus arrival time. The bus cannot wait for for students; students should be waiting for the bus.
  - a. Remain on the curb at least three (3) feet back. **NEVER** stand in or move into the road as the bus approaches.
  - b. Wait until the bus comes to a complete stop before moving toward the door.
  - c. Form an orderly line for boarding the bus. Don't push or shove.
  - d. Wait for flashing red lights to appear, traffic to stop, and driver to give the okay before crossing the street or road to board the bus.
  - e. Student must carry bus pass at all times.
  - f. Student will be required to show bus pass to the driver upon request.
  - g. Do not destroy or damage resident's property at a bus stop.
  - h. Students are responsible for any damage to the bus or bus seats, or damage caused to property while at a bus stop.

2. **While riding the bus:**

- a. Move quickly to your assigned seat.
- b. Do not stand or move from your seat while bus is in motion.
- c. Driver or school administrator may assign seats. Sit in your assigned seat to and from school.
- d. Use seat belts on the bus. **IT'S THE LAW.**
- e. Never throw anything out of the bus window.
- f. Keep hands, arms and other parts of the body inside the bus at all times.
- g. Keep feet, legs and other objects out of the aisles.
- h. Book bags, etc. must be small enough to be kept on lap. **No suitcases on wheels allowed.**
- i. Do not eat, drink or smoke on the bus. Help keep the bus clean. Throw trash in garbage can, not on the floor.
- j. Conversation should take place in a normal tone of voice while on the bus so as not to distract the driver.
- k. Do not deface in any way. All students are responsible for any damage they cause to the bus. Report any damage to the bus driver.
- l. In case of emergency; remain calm, leave items on seat, follow drivers' instructions, and follow bus evacuation procedure.

3. **After leaving the bus:**

- a. Move quickly away from the side of the bus to the curb or off the roadway.
- b. When necessary to cross the street or road, move 10 feet in front of the bus, wait for the driver's signal to cross – then move rapidly to the other side. **NEVER GO TO THE REAR OF THE BUS AND CROSS THE STREET OR ROAD.**
- c. Do not stop to pick up papers or books that drop by wheels of bus or in roadway while crossing in front of the bus or cars. Go quickly to the other side of the street and wait for a parent or driver to signal that it is okay to pick up dropped items.

**Buses – Student Discipline:**

*N.J.S.A. 18A:25-2* provides that the driver shall be in charge of the school bus at all times and shall be responsible for order. The driver shall never exclude a student from the bus, but if unable to manage any student, shall report the matter to the Principal of the school the student attends.

A student may be excluded from the bus for disciplinary reasons by the Principal and the student's parents shall provide transportation to and from school during the period of such exclusion. The bus driver will forward all written referral to the Building Principal.

- First Offense:** Discussion with the Principal or Assistant Principal with notification sent to parents.
- Second Offense:** Discussion with Principal or Assistant Principal with notification sent to parents.
- Third Offense:** Discussion with Principal or Assistant Principal with notification sent to parents. Exclusion from the bus for one day.
- Fourth Offense:** Discussion with Principal or Assistant Principal with notification sent to parents. Exclusion from the bus for five days.

***SERIOUS VIOLATIONS MAY REQUIRE SKIPPING STEPS AND IMPOSING IMMEDIATE EXTENDED EXCLUSION FROM THE BUS.***

**Buying/Selling/Trading of Items:**

Students are not to engage in this type of behavior with other students. This includes, but not limited to, food, gum, candy, video games, electronic equipment (i.e.; I-Pods, I-Pads, headphones, cell phones, PSP's, etc.) action figures, toys, books, baseball cards, Pokémon Cards, Magic Cards, or other playing/trading cards, games, etc.

### Cafeteria:

The cafeteria serves breakfast and lunch daily. Lunch is served during periods 5, 6 and 7 for 40 minutes. There will be lunch service during early dismissals. Hot and cold lunches are available, or students may bring their own lunches. Menus are posted on the bulletin board in the cafeteria each week. **Students are not to change tables without permission.**

1. Proceed to lockers before lunch and after lunch. If students expect to go outdoors for recess, then they are expected to bring coat/jackets with them to the cafeteria.
2. Food is to be consumed while seated at the tables. No food or drinks are to leave the cafeteria.
3. Students are responsible for the disposal of his/her garbage, and for seeing that the tables and floor are clean.
4. Repeated unacceptable conduct, such as disrespect, throwing of food, cutting in line, stealing, disobedience, leaving seat without permission, inappropriate language, fighting, etc. may result in lunch detention or more severe consequences, including loss of cafeteria privileges and/or suspension.
5. Disciplinary action is at the discretion of the Principal and/or Assistant Principal.

### **“Grab & Go”:**

Breakfast is also available daily in the cafeteria for a small charge. Students may report to the cafeteria at 7:20 AM or report to homeroom and then pick up the Grab & Go. Students who are eligible for free & reduced lunch also qualify for the same on breakfast.

### **Cell Phones/Electronic Communication Devices:**

Students are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons are present. Students are not permitted to use cellular telephones/watches while school is in session. **Cellular telephones/watches must be turned off and kept in the student’s locker while school is in session.** Students may, *after school has been concluded for the day*, use their cell phones/watches. *There is never a time a cell phone is permissible in the restrooms.* This includes when the school is not in session or during other events. (Board of Education Policy 5516)

### **Changing Classes:**

Passage through the halls in an orderly manner is essential. Students are to walk on the right if there are no obstructions, not run, speak in moderate tones, move quickly, (**do not use the lavatories**), and arrive to their destinations on time.

## **DRESS CODE** (South Plainfield School District Regulation #5511)

### **Grant School Pupil Dress and Grooming Practices**

The following pupil dress and grooming practices have been developed as a guideline to establish an educational environment, which is conducive to learning, self-respect, professionalism and a sense of responsibility.

- Pupils are not to wear head covering in the buildings, e.g., hats, scarves, bandannas, do-rags, headbands (except for religious reasons), sweatbands, wave caps, hoods, etc. Pupils with medical reasons must obtain a note from the school nurse.
- Shoes or sandals must be worn at all times on school grounds and in school buildings. Because of the layout of the schools, students are cautioned about wearing shoes, which may pose a safety hazard; i.e., flip-flops or stiletto heels.
- See-through blouses, halters, bare midriffs, spaghetti-strings, tank tops, and sleeveless undergarments, muscle or basketball shirts without undershirts, blouses tied at the midriff, and/or any shirt/skirt/pants/shorts which display excessive nudity such as cleavage, skin above/below the waist are not acceptable. Tops must have straps wide enough to cover the straps of undergarments.
- Micro-miniskirts and short shorts are not acceptable. Outfits are to be tailored in such a manner not to over-expose the body while standing, sitting, or participating in routine school activities (e.g., raising the hand). Belts must be worn with overlarge shorts or pants.
- No pupil shall be allowed to wear clothing or other apparel which can be used as a weapon. These include chains (attached to wallets and studded neck and wrist bands), tinted glasses or sunglasses (except if they have prescription lenses) and goggles.
- Tee shirts cannot be worn to display offensive language or comments.
- Torn, ripped or slashed pants/clothing, tights, and/or revealing clothing (Spandex, bike pants, etc.) will not be permitted. Pants worn below the hips exposing undergarments are also not acceptable.
- Articles of clothing and/or buttons, etc., which have indecent, provocative, inflammatory, or profane writing, pictures, or slogans are not acceptable. Any clothing promoting or depicting substance use/abuse or weapons is inappropriate.
- Wearing of multiple fingered or oversized rings is not acceptable.
- Gang-like attire is not permitted.
- No pajamas or beach attire are to be worn at any time. This includes "loungewear."
- No slippers are to be worn at any time.
- No underwear can be worn as outerwear. Undergarments should not be exposed.

### **Enforcement**

- Teaching staff members will report perceived violations of the dress code to the Building Principal/Assistant Principal/Counselors/Nurse, who will interpret and apply the code.
- Pupils who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.

### **Additional Guidelines Regarding Students' Attire**

1. Shorts are appropriate as long as they are not overly tight and of the proper length.
2. Shirts and /or blouses should exclude exposure of bare midriffs and low cut designs. Straps on blouses should not be thin, "spaghetti" types. Tank top shirts are not allowed.
3. Sleeveless t-shirts and basketball tank tops are inappropriate; however, basketball tops may be worn if a traditional t-shirt is worn underneath.
4. Biker shorts and/or spandex shorts are not allowed.
5. Leggings and tights may be worn if a mid- thigh shirt or dress covers them.
6. Coats and jackets are not to be worn in class.
7. Studded chains and necklaces are not allowed.
8. Sunglasses, hats, bandanas or other headgear are not allowed unless religious, medical or granted prior

### **Fighting/Horseplay:**

**Students who fight or participate in horseplay will be suspended.** Every means should be used to prevent a fight and get away from the situation. Self-defense is not an excuse or reason to remain in a fight situation. Rumors of an impending fight should be reported to the Principal immediately. Horseplay includes, but not limited to, **any form of physical contact**, whether consensual or nonconsensual.

### **Fire Drills:**

**State law requires that at least one (1) fire drill be conducted monthly. The following are procedures for fire drill:**

1. At the sound of the alarm, walk to the assigned exit quietly and in single file. Follow the directions of the teacher.
2. If the assigned exit should be blocked, proceed to the next exit.
3. Do not break into lines ahead of you. Follow behind the end of the line as soon as it passes.
4. Walk away from the building **silently** as directed. Wait in line **silently**. Return to the building **silently** when the all-clear signal is given.

### **Security Drill:**

**State law required that at least one (1) security drill be conducted monthly.**

1. For Security Drill simply remain calm, quiet and follow the instructions made by the announcement and follow directions given by the teacher.

### **Emergency Management / Parent Information:**

It is our primary goal to run safe schools. The New Jersey State Department of Education requires public schools to hold monthly fire drills and to run emergency management drills. All our schools run efficient drills which ensure the safety of your children.

If it is determined that an actual emergency management situation arises, we have a list of expectations for parents to follow indicated below. These expectations have been discussed with local Office of Emergency Management, the local police and the administrators of the South Plainfield Schools. Please read them over. If you have any questions, please contact your Principal.

1. School Messenger (electronic phone and email notification system) will provide information regularly and accurately.
2. Students are not permitted to use any electronic communication device for safety reasons.
3. Parents are discouraged to communicate with or contact their children using any electronic device.
4. The school phones will be locked down and unavailable.
5. If a decision is made to evacuate a school, police will not allow any civilians near or at the evacuation site.
6. Once a meeting place has been determined for parents to gather, School Messenger will broadcast that information. As soon as accurate information is available, an administrator will share information with the parents at the designated place.
7. Local groups such as PAL staff may not have information regarding the incident, so please do not call them.

The administration will make every effort to make effective use of School Messenger during an emergency. As indicated, our primary goal is the safety of your children.

### **Gum & Food:**

Gum is **not permitted at any time or anywhere in school**. This includes lunch, recess and after school! Gum, food, candy, etc. should not be given away, bought, sold or traded. Food should only be eaten in the cafeteria, except for the “Grab & Go” breakfast. Students should not ask for food, give away any type of food, or take food from other students. Consequences can be issued for failure to comply.

### **Guns, Bullets, Firecrackers, Knives, Weapons, Etc.:**

No type of exploding or popping device or toy (with gun powder or without) is allowed in school or on school property. No type of gun (real, fake, water, etc.), bullet, bullet casing, knife, sharp instrument or any item which could be used as a weapon will be allowed in school or on school property.

### **Hall Lockers:**

Homeroom teachers assign lockers. Students will be given as much time as they need to learn how to use the combinations. **COMBINATIONS SHOULD NOT BE GIVEN TO OTHER STUDENTS.** Lockers are not to be shared, nor are students to use any locker other than the one assigned to him/her. Defacing lockers and/or sharing information may result in disciplinary action. Students are responsible for keeping their lockers clean. Students are discouraged from bringing valuables to school, especially electronic devices. **The school and all of the employees are not liable for stolen and/or lost/missing items.**

Other procedures for using lockers include the following:

1. If a locker does not work, then students are to inform the homeroom teacher and the office immediately.
2. Keeping expensive personal property in lockers is not a good idea. Students are responsible for personal property left in lockers.
3. Although there are periodic “locker cleanouts” throughout the year, students are required to empty lockers completely at the end of the year, or in the event of withdrawal before the end of the year, at that time as well.
4. **Lockers may be searched if there is reason to believe that there may be dangerous, illegal, or any other material that poses a hazard to the safety and order of the school.**
5. Lockers are the property of the Board of Education.

**NOTE: THE BOARD OF EDUCATION DOES NOT GUARANTEE LOCKER SECURITY. THE STUDENT TO WHOM IT IS ASSIGNED MUST PAY FOR SCHOOL PROPERTY LOST OR STOLEN.**

### **Hall Passes:**

Students in the corridors during class periods should possess a hall pass. A pass is required for pupils to move throughout the building at times other than during the regular changing of classes. Students who enter the building before the start of the day as well as after dismissal are to have a signed and dated hall pass.

### **Lost and Found:**

Items lost may be in the lost and found box in the cafeteria. Lost glasses will be in the nurse’s office. Report losses promptly. Be sure that lockers are always closed.

### Picture Taking and Video Taping:

Students should not be taking any pictures or videos of themselves, other students or staff members anywhere on school property. It is not allowed. This includes outside the building and on the way home from school.

### Radios/Speakers/i-Pods/Video Games/Handheld Video Games, etc./Laser Pointers:

These are **not permitted**. If brought to school, the items will be confiscated, and the parent/guardian may have to come in to get the item. The school is not responsible for these items if lost or stolen, even items left in a locker.

### Skateboards/Roller Blades/Scooters/Heelys/Hoverboards:

These are **not permitted in school or on school grounds**. South Plainfield Ordinance §367-1 to -4, restricts the riding of skateboards on streets, public buildings/grounds, and/or sidewalks. Students not abiding by this directive will have the item held in the office, to be released to a parent or guardian. Parents who choose to allow their child to use such things at home should reinforce and review proper helmet & pad safety guidelines, along with general safety rules with their children.

### Suspensions:

Students who are suspended from school are excluded from after school activities for the days of suspension. Students who are suspended multiple times may be excluded from school trips, end of year activities, such as; pool parties, yearbook signings, etc.

### Smoking:

**There is zero tolerance for smoking in Grant School. Students who possess a lighted cigarette, including e-cigarettes, on school property, within the building itself, on field trips, or during any school activity will be suspended. Cigarettes and e-cigarettes are not to be brought into the building. They will be confiscated, and parents will be telephoned. Refer to Policy #5512**

### **USE OF TOBACCO PRODUCT, E-CIGARETTE, OR VAPORIZER, OR OTHER ELECTRONIC SMOKING DEVICE, OR COMPONENT**

1. Any student in **possession and/or use** of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device, or component will receive a ***Three (3) Day Out of School Suspension for a 1<sup>st</sup> offense*** (subsequent offenses will be subject to progressive discipline).
2. Due to the fact that the contents of an electronic smoking device cannot be determined through casual observation, students in **possession and/or use** of any electronic smoking device or component will be considered under suspicion of being under the influence of drugs and as such will be ***sent out for a drug screening*** in accordance with the District's Substance Abuse Policy.
3. If a positive drug screening is returned, the student will be subject to disciplinary consequences set forth in the District's Substance Abuse Policy, including medical clearance, meeting with our Student Assistance Counselor and other counseling as necessary. Students cannot participate in any extra-curricular activities (including clubs, athletics, proms, etc.) while suspended.
4. All suspensions count towards the loss of extra-curricular participation as set forth in this Student Handbook.

**MOREOVER, WHEN STATUTORILY APPROPRIATE, PURSUANT TO THE "NEW JERSEY SMOKE-FREE AIR ACT," A COMPLAINT WILL BE FILED WITH THE HEALTH DEPARTMENT AND VIOLATORS WILL BE SUBJECT TO "A FINE OF NOT LESS THAN \$250 FOR THE FIRST"**

***OFFENSE, \$500 FOR THE SECOND OFFENSE AND \$1,000 FOR EACH SUBSEQUENT OFFENSE.” N.J.S.A. 26:3D-62(B).***

**School Telephones:**

A telephone for student use is available in the Main Office. Students using the phones should be using them for emergencies, not for convenience. Students should not make arrangements to go to friends' houses, to walk home, etc. that day. Students should clear all plans with parents/guardians the night before to avoid any necessary lines for the office phone. Please do not call the Main Office and ask students to be called out of class to take a call unless the matter is urgent.

**Toys:**

Items such as water pistols, slingshots, cap guns, dice, golf balls, etc. do not belong in school. They will be confiscated, and parents will be telephoned.

**Weapons and Dangerous Objects:**

Implements potentially harmful: knives, guns, water guns, studded belts, wristbands, matches, lighters, firecrackers, etc. are forbidden. Possession may result in suspension. If brought to school these items will be confiscated, parents will be notified. **If the item is a knife, gun, or other illegal device, the police will be notified, and the student will be suspended indefinitely.**



# STUDENT CONDUCT

## DISCIPLINE POLICIES AND PROCEDURES

The right to an education has been made subject to certain restrictions. Students must submit to the authority of their teachers; they must pursue their prescribed courses of study; they must comply with the rules that have been established by law. Further, Title 18A states that students who do not obey the school system are subject to disciplinary action.

### Infractions/Consequences

It would not be possible to list every possible infraction and every possible consequence. It is appropriate that the consequences “fit” the misbehavior. However, consequences will increase in severity when the infractions become consistent even if they don’t increase in their severity.

Such disciplinary action can involve one or a combination of the following:

1. **Lunch Detention:** A student must remain in a supervised area during lunch and recess time. Lunch detention does not require twenty-four-hour notice.
2. **Teacher Detention:** A student must remain after school for a specified time. Twenty-four-hour notice will be given.
3. **Office Detention:** A student must remain after school for a specified time. Twenty-four-hour notice will be given. AM detention will begin at 7:00 AM
4. **In-School Suspension:** A student is denied the privilege of attending classes for a specified time. Suspended students are required to remain in the in-school suspension room for the entire school day. They may not attend extra-curricular activities.
5. **Out of School Suspension:** Students are excluded from school and confined to the home for a specified period of time. They may not attend extra-curricular activities.
6. **Expulsion by the Board of Education:** Students are dropped from the rolls and not permitted to attend school.

### Infractions Which May Result in Suspension or Expulsion:

1. Fighting on school grounds or in the building
2. Exhibiting fragrant disrespect or disobeying or defying teachers, custodians, secretaries, aides, etc. (anyone who works in or visits our school)
3. Using profanity or obscene language towards any person
4. Cutting teacher detention or office detention
5. Throwing snowballs on school property or on the way to and from school
6. Throwing food
7. Throwing dangerous objects (pencils, pens, etc.)
8. Possessing/using water guns or the like
9. Cutting class, cafeteria or other assigned activity
10. Continued misbehavior in ISS
11. Excessive tardiness and absenteeism
12. Leaving school grounds without permission
13. Smoking/Vaping on school grounds
14. Stealing, gambling, forgery, extortion
15. Defacing of school property

### Suspension or Expulsion with Notification to the Proper Authorities:

Because these behaviors are illegal:

1. Possession of or use of illicit drugs or alcohol on school property
2. Selling or distributing drugs or alcohol on school property
3. Assaulting a teacher, administrator, or other employee of the South Plainfield Board of Education
4. Smoking or in the possession of a lighted cigarette in the building or within 1,000 feet of the building
5. Stealing or possessing stolen property
6. Gambling in school or on school property
7. Destroying, defacing, or vandalizing school property
8. Possessing/using firecrackers or any other explosives
9. Truancy

### Office Detention:

Twenty-four-hour notice will be given. Students who violate the rules in areas other than the classroom, e.g., in the hallways, in the lavatories, during recess, before or after school, etc. may be assigned Principal's detention. **Students who receive detention are not eligible to ride the late bus.**

### Teacher Detention:

Students who do not comply with class rules may be given detention. Twenty-four-hour notice will be given. **Students who receive detention are not eligible to ride the late bus.** Teachers and parents should work together to avoid the need for detention.

### Lunch Detention:

The consequences for misbehavior in the cafeteria may result in lunch detention. Students who are unable to follow the rules may be assigned lunch detention in place of recess. Moreover, they may be excluded from the cafeteria for a specific time, consuming lunch in a supervised area devoid of other students. 24 hours notice is not necessary for Lunch Detention.

### **Plagiarism:**

Plagiarism is considered a form of stealing as well as cheating; therefore, plagiarism is an unlawful act requiring disciplinary action. The penalty for plagiarism is a grade of zero on that particular assignment and the reporting of the incident to school administrators and the student's parents or guardians. A parental conference with school officials may also be required.

### **Fight Policy:**

**Students who fight will be suspended.** Every means should be used to prevent a fight and to get away from the situation. Rumors of an impending fight should be reported to the Principal immediately.

### **Avoiding Fights:**

1. Take three steps back from the situation.
2. Make certain to share with the person that you don't want to fight.
3. You may want to say "Stop, I don't want to fight you," loud enough to draw the attention of an adult.

### **Eligibility for Student Council Sponsored Activities:**

Any student who receives an ISS or OSS assignment is excluded from student council sponsored activities within 20 school days of the event.

***NOTE: THE DATE OF THE ISS/OSS ASSIGNMENT WILL BE THE DATE THE STUDENT SERVED THE SUSPENSION, NOT THE DATE THE INFRACTION WAS REPORTED.***

### **Bullying:**

Bullying in schools is a worldwide problem that can have negative consequences for the general school climate and for the right of students to learn in a safe environment without fear. Bullying can also have negative lifelong consequences—both for students who bully and for their victims. Bullying is comprised of direct behaviors such as teasing, taunting, threatening, hitting, and stealing that are initiated by one or more students against a victim. In addition to direct attacks, bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion. While some bullies typically engage in direct bullying methods, others who bully are more apt to utilize these subtler indirect strategies, such as spreading rumors and enforcing social isolation. Whether the bullying is direct or indirect, it is a serious problem that can dramatically affect the ability of students to progress academically and socially.

#### **If you are being bullied:**

1. Try to stay calm and look as confident as you can
2. Be firm and clear – look them in the eye and tell them to stop
3. Get away from the situation as quickly as possible
4. Tell an adult what has happened immediately

#### **After you have been bullied:**

1. Tell a teacher or another adult in your school
2. Tell your family
3. If you are scared to tell a teacher or an adult on your own, ask a friend to go with you
4. Keep on speaking until someone listens and does something to stop the bullying

**When you are talking to an adult about bullying be clear about:**

1. What has happened to you
2. How often it has happened
3. Who was involved
4. Who saw what was happening
5. Where it happened
6. What you have done about it already

## CO-CURRICULAR ACTIVITIES

### After School Activity Program:

Many after school activities are provided for students at Grant School. Information about clubs and activities will be provided at the beginning of the school year.

### Co-Curricular Activities (Board of Education Policy):

The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school.

The purpose of such co-curricular activities shall be to:

1. Develop student initiative and provide for the exercise of responsibility.
2. Develop leadership capacities and good organizational skills.
3. Aid in the socialization of students.
4. Enable students to pursue a goal of self-realization.
5. Enable students to explore a wider range of individual interest than might be available in the regular curricular program.

For the purpose of this policy, “co-curricular activities” shall be those activities which are sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall ordinarily be conducted wholly or partly outside the regular school day, available to students who voluntarily elect to participate, and marked by student participation in the processes of initiation, planning, organizing and executing.

The Board shall make school facilities available and assign staff members for the support of a program of co-curricular activities.

No co-curricular activity shall be considered to be under the sponsorship of this Board unless it has been approved by the superintendent and reported to the Board for their information and review.

The Board shall maintain a program of co-curricular activities at no cost to participating students except that students may assume all or part of the cost of travel and attendance at co-curricular events and trips.

**The Board of Education believes that the primary purpose of public education is academic achievement. Therefore, students shall display mastery in subject matter areas required for promotion in order to qualify for participating in co-curricular activities.**

### **'ACADEMICS FIRST' ELIGIBILITY FOR ALL EXTRACURRICULAR ACTIVITIES**

In order to participate in any one or more of the Grant School extracurricular activities students must meet a set of standards in the areas of academics, behavior, and attendance.

Extracurricular activities that are addressed:

1. All clubs
2. All music programs (band, orchestra and chorus)
3. Student Council

### **Statement of Purpose:**

Students at Grant School are encouraged to participate in one or more of the extracurricular activities available. However, to ensure that students and others keep their focus on the primary purpose of school -- academic preparation -- a set of "minimum standards" regulating eligibility for participation are hereby set forth.

An important part of eligibility should include a student's behavior and attendance. Behavior in school classrooms, in school facilities, and at school sponsored activities will be used to determine eligibility for extracurricular participation. Furthermore, attendance in classes and school, as well as punctuality, will be used as part of the eligibility regulations.

### **The Academic Rules for Eligibility:**

Students participating in extracurricular activities must carry passing grades in all of their classes to be eligible for participation. Any students that end the marking period with a grade less than a 65 will be removed from the extracurricular activity. At the end of the next marking period, the student's grades will be reviewed to determine if they can become eligible.

## GRANT SCHOOL PARENT TEACHER ORGANIZATION (PTO)

### **PTO Contact:**

Mindy Gerber, Co-President  
Diana Rosenkratz, Co-President  
Scott Miller, Treasurer  
Allie Ronzo, Corresponding Secretary  
Jennifer Zignauskas, Recording Secretary

[GrantSPPTO@gmail.com](mailto:GrantSPPTO@gmail.com)

### **PTO Sponsored Clubs/Activities:**

The PTO may organize clubs or activities. These will be announced at the time of organization. Details as to eligibility requirements, fees, etc. will be announced at the time of organization by means of intercom to students and letters to parents.

## INTERNET ACCEPTABLE USE POLICY

Internet access in the South Plainfield Public Schools offers vast, diverse, and unique resources to both students and staff. The goal in providing this service to staff and students is to promote educational excellence in schools by facilitating and promoting resource sharing, innovation, and improved communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Therefore, students and staff may have access to:

1. Restricted electronic mail (e-mail) communication with people globally for specific class related activities.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a plethora of topics, ranging from Chinese culture to politics and the environment, so long as they are related to the educational purpose for which the Internet is provided in the District.
5. Access to many university libraries catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students.
6. Access to INFOLINK, the Eastern Regional Library Cooperative.
7. Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

With global access to people and computers also comes the availability of material that may not be considered to be of educational value in the context of the school setting. **Access by all users is restricted to activities directly related to the curriculum adopted by the Board of Education.** The South Plainfield School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. The School District firmly believes that the benefit of the valuable information and interaction available on this worldwide network far outweighs the negative aspect of the possibility that users may procure material that is not consistent with the educational goals of the School District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities that they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If users in the School District violate any of these provisions, they will be disciplined according to board policy. By signing the Acceptable Use Agreement parties are bound legally to the Terms and Conditions of the Acceptable Use Policy.



## TERMS AND CONDITIONS OF USE OF THE INTERNET

1. **Acceptable Use:** The purpose of the network backbone making up the Internet is to support research and education in and among academic institutions by providing access to unique resources as well as the opportunity for collaborative work. The use of an individual's account must be in support of education and research and consistent with the educational objectives of the South Plainfield Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
2. **Privileges:** The use of the Internet is a privilege and not a right. Inappropriate use will result in a cancellation of those privileges as well as subjecting the user to disciplinary action, up to and including expulsion or termination. Each student or teacher who receives an account will receive specific instructions from a school district staff member pertaining to the proper use of the network. The system administrators will determine the occurrence of what is inappropriate use. Their decision is final. They may close an account at any time as deemed necessary. The administration, faculty, and staff of the South Plainfield Public Schools may request the system administrators to deny, revoke, or suspend specific user accounts whenever inappropriate use occurs. Access will be closely monitored to ensure that use of the Internet is only for **limited educational purposes**.
3. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite and use respectful language. Do not use vulgarities or any other profane, abusive, or threatening language.
  - b. Do not engage in any illegal activity or inappropriate use of technology, as set forth in this policy and regulation.
  - c. ***Do not reveal any personally identifiable information about yourself or others.*** Specifically, do not reveal your name(s), personal address, or phone number(s), or name(s), address(es), phone number(s) of other students, friends, relatives, or colleagues.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
  - e. Network users should have no expectation of privacy in the contents of their personnel files, e-mails, computer data, or any other information which is stored, maintained, and transmitted on the District's computer system. The District reserves the right to search these files/data at anytime, with or without cause or suspicion.
  - f. All communication and information accessible via the network should be assumed to be private property, even though privacy is not guaranteed.
  - g. All information obtained from the Internet for research purposes must be cited correctly, using MLA format.

4. **Inappropriate Uses of Technology**: The following list includes a broad range of categories of misuse. These examples are not meant to be all inclusive, but they are widely recognized by legal and computer experts as inappropriate or illegal functions:
- a. Placing copyrighted material on a network or stand-alone computer without the author's permission or proper license.
  - b. Using defamatory, abusive, obscene, profane, sexually oriented, or racially/ethnically offensive language.
  - c. Up or downloading pornographic material.
  - d. Vandalizing any parts of the system.
  - e. Unauthorized access into another person's account, data, school record or systems operation.
  - f. Downloading software from the system network or any stand-alone computer.
  - g. Creating, deleting, or altering any parts of the system or desktop, such as icons, background, wallpaper, program files, screen savers, etc.
  - h. Installing personal software to any network or stand-alone computer.
  - i. Using any school computer for commercial or for-profit purposes.
  - j. Using any school computer for personal and private business, including chat rooms.
  - k. Installing a computer virus.
  - l. Receiving, sending, or creating material that is sexist, racist, pornographic, obscene, or threatening.
  - m. The use of a diskette or CD ROM without the approval or direct supervision of a system administrator.
5. The South Plainfield School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The South Plainfield Public Schools will not be responsible for any damages suffered by users. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the users' own negligence or errors or omissions. Use of any information obtained via the Internet is at the users' own risk. The South Plainfield School District specifically declines any responsibility for the accuracy or quality of information obtained through its services. All documents, photographs, spreadsheets, illustrations and any other content placed on the Network by students becomes the property of the District. There is no right to privacy to any document placed on the District Network.

## SEXUAL HARASSMENT

### **Definition:**

Unwelcome sexual advances, requests for sexual favors, and other inappropriate VERBAL, WRITTEN, or PHYSICAL CONDUCT of a sexual nature when made by any member of the school staff to a pupil, when made by any member of the school staff to another staff member, or when made by any pupil to another pupil or pupil to a staff member when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or education, or when:
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidation, hostile, or offensive employment or education environment.

### **Typical Forms of Sexual Harassment:**

Forms may include, but not limited to the following:

1. Verbal harassment or abuse such as derogatory comments, jokes, slurs, etc.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual implication, double meanings, etc.
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, grades, etc.
5. Visual or written harassment, such as notes, posters, cards, cartoons, graffiti, drawings, etc.

## AFFIRMATIVE ACTION GRIEVANCE PROCEDURES

In keeping with federal and state anti-discrimination legislation, the South Plainfield Board of Education has adopted and hereby publishes this grievance procedure provided for the resolution of student, employee, and parent complaints.

The purpose of this procedure is to provide students, employees, and parents with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, sexual orientation, marital status, ancestry, national origin, or social or economic status. This procedure may also be used to seek a remedy for alleged sexual harassment by an employee or a student. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

### **Step A:**

A resident or student may present a complaint to the Building Principal or affirmative action officer. An employee may report the complaint to his/her immediate supervisor or the affirmative action officer. In either case, the Principal or supervisor shall report the matter to the affirmative action officer. All complaints will be handled in a confidential manner as possible. The person receiving the complaint will immediately investigate the charges, gather all relevant facts and respond to the grievant within five (5) working days.

**Step B:**

If the grievant is not satisfied with the resolution obtained at Step A, the grievant may appeal, in writing, within ten (10) days to the superintendent. The superintendent may reply to the appeal (1) based upon the record; or (2) appoint a designee(s) to investigate the facts related to the appeal and report his/her findings to the superintendent; or (3) appoint a committee to convene a closed hearing on the appeal. At any such hearing, the parties shall be accorded due process. The committee shall thereafter submit a report to the superintendent. The superintendent shall render a written decision to the grievant within ten (10) days of the submission of the report or the conclusion of his/her review of the record.

**Step C:**

If the grievant is not satisfied with the decision rendered at Step B, an appeal may be made, in writing, to the Board of Education within ten (10) days of receiving the Step B decision. The Board may delegate authority to a committee of the Board, or it may, as its sole option, sit as a Board of the Whole to review the grievance. Any hearing held to investigate the facts shall be conducted in closed session, and the parties accorded due process rights.

The Board shall render a written decision to the grievant within thirty (30) days after review of the grievance or a hearing held to investigate the matter.

**Step D – By Pass Rights:**

The grievant may, as he or she desires, by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:

**The Commissioner of Education  
Bureau of Controversies and Disputes  
New Jersey State Department of Education  
100 Riverview Plaza, 4<sup>th</sup> Floor, P.O. Box 500  
Trenton, NJ 08625-0500  
Phone (609) 292-5706**

**Equal Employment Opportunity Commission  
Employment Discrimination Complaints  
One Newark Center  
Newark, NJ 07102-5235  
Phone (973) 645-6383**

**U.S. Office of Civil Rights  
U.S. Department of Education  
75 Park Place, 14<sup>th</sup> Floor  
New York, NY 10007  
Phone (212) 637-6466**

**State of New Jersey  
Division of Civil Rights  
31 Clinton Street  
Newark, NJ 07102  
Phone (973) 648-2700**

***ALL GRIEVANCE DATA WILL BE KEPT ON FILE IN THE OFFICE OF THE AFFIRMATIVE ACTION OFFICER.***

**SOUTH PLAINFIELD BOARD OF EDUCATION**  
**AFFIRMATIVE ACTION OFFICERS**

1. The Board of Education approved the appointment/reappointment of Affirmative Action Officers for the 2019/2020 school year. The **Affirmative Action Officer** duties will be shared by Ms. Mary Malyska, Assistant Superintendent, who will be in charge of **Equity in Educational Programs** and; Mr. Alex Benanti, Business Administrator, who will be in charge of **Equity in Employment Practices**.
2. Ms. Mary Malyska may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4620, Ext. 8210.
3. Mr. Alex Benanti, may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4620, Ext. 8260.
4. The Board of Education has also approved the appointment of Mr. Samuel Fierra as the **Section 504 Compliance Officer** for the 2019/2020 school year. She may be contacted at South Plainfield High School, 200 Lake Street, (908) 754-4620, Ext. 1630.
5. The Board of Education has also approved the appointment of Mr. Alex Benanti as the **Public Agency Compliance Officer** (P.A.C.O.) for the 2019/2020 school year. He may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4620, Ext. 8260.
6. Ms. Mary Malyska, Assistant Superintendent – District-Wide Anti-Bullying Coordinator. They may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4520 Ext. 8210.

## **Section 504 Compliance/Americans with Disabilities Act:**

### **Section 1 – The Policies:**

The South Plainfield Board of Education declares as policy the equal opportunity for all students to succeed through the programs, use of facilities, and practices of the district regardless of gender, race, creed, color, ancestry, national origin, place of residence, social or economic status, or handicap. Furthermore, the Board declares as policy that safeguards are provided to ensure that all students have equal access to facilities, academic opportunities, vocational programs, scholarships, and co-curricular activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with disabilities Act.

### **Section 504 Policy and Procedures:**

#### **Referral Process Intervention and Referral Services (I&RS):**

Referrals can be made by a teacher, parent, or any involved individual who suspects an impairment that falls under Section 504. Initial referrals will be directed to the I&RS and 504 coordinators and will first be brought to I&RS. The I&RS will recommend evaluation for 504 for those referrals that require greater intervention and in which there is a suspected impairment under the law.

#### **Evaluation:**

The evaluation team is individualized for each child and is made up of individuals having expertise in one of three areas: the child, the meaning of the evaluation data, and the accommodation and placement options. There will be at least one individual with expertise in each area. The evaluation process is also individualized for each child and always includes multiple sources of information. Possible evaluation sources include but are not limited to: teacher interviews, parent interviews, review of records, classroom observations, achievement or aptitude tests and outside evaluations. All information is considered by the team in making a decision with regard to whether an impairment exists and whether that impairment substantially limits a major life activity when compared to the “average” student in the general population. Evaluation and eligibility will be documented and for those who are eligible an evaluation plan will be written.

#### **Reevaluation:**

All 504 plans will be reviewed annually and reevaluated every three years at minimum. Reviews and reevaluations may be conducted more frequently as needed and when there is a change in placement.

#### **Child Abuse or Neglect:**

The Board of Education believes that the physical and mental well being of all children in its charge must be maintained. School district personnel will cooperate with the New Jersey Division of Child Protect Services & Permanency (DCP&P) in identifying, immediately reporting, and in the investigation of all suspected cases of child abuse or neglect in service training. As a result of that training, all school employees who have a reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse will report the information to DCP&P immediately as stipulated in New Jersey Statute 9:6-8.10. In addition, the schools will cooperate with DCP&P in the early identification, reporting, and investigation of suspected child abuse cases, whether or not corroborative evidence is available.

Copies of the South Plainfield Board of Education policy regarding child neglect are available in all school buildings in the district.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

### **Model Notification of Rights under FERPA for Elementary and Secondary Schools:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents 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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent 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 without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant 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 20202-4605

**POLICIES—MAY BE FOUND ON DISTRICT WEBSITE [WWW.SPBOE.ORG](http://WWW.SPBOE.ORG)**

| <b><u>Number</u></b> | <b><u>Title</u></b>  |
|----------------------|--|
| <b>2000</b>          | <b>PROGRAM</b>   |
| 2110                 | Philosophy of Education/District Mission Statement                                 |
| 2132                 | School District Goals and Objectives   |
| 2200                 | Curriculum Content   |
| 2210                 | Curriculum Development   |
| 2220                 | Adoption of Courses  |
| 2230                 | Curriculum Guides  |
| 2240                 | Controversial Issues   |
| 2260                 | Affirmative Action Program for Schools and Classroom Practices                     |
| 2270                 | Religion in the Schools  |
| 2310                 | Pupil Grouping   |
| 2312                 | Class Size   |
| 2330                 | Homework   |
| 2340                 | Field Trips  |
| 2360                 | Use of Technology  |
| 2361                 | Acceptable Use of Computer Networks/Computers and Resources                        |
| 2363                 | Pupil Use of Privately-Owned Technology  |
| 2411                 | Guidance Counseling  |
| 2412                 | Home Instruction Due to Health Condition   |
| 2414                 | Programs and Services for Pupils in High Poverty and in High Need School Districts |
| 2415                 | No Child Left Behind Programs  |
| 2415.01              | Academic Standards, Academic Assessments and Accountability                        |
| 2415.02              | Title I – Fiscal Responsibilities  |
| 2415.3               | Title I – Educational Stability for Children in Foster Care                        |
| 2415.03              | High Qualified Teachers  |
| 2415.04              | Title I – Parental Involvement   |
| 2415.05              | Pupil Surveys, Analysis and/or Evaluations   |
| 2415.06              | Unsafe School Choice Option  |
| 2415.20              | No Child Left Behind Complaints  |
| 2416                 | Programs for Pregnant Pupils   |
| 2417                 | Student Intervention and Referral Services   |
| 2418                 | Section 504 of the Rehabilitation Act of 1973 Students                             |
| 2422                 | Health & Physical Education  |
| 2423                 | Bilingual and ESL Education  |
| 2428.1               | Standards-Based Instructional Priorities   |
| 2430                 | Co-Curricular Activities   |
| 2431                 | Athletic Competition   |
| 2431.3               | Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics             |
| 2431.4               | Prevention and Treatment of Sports-Related Concussions and Head Injuries           |
| 2432                 | School Sponsored Publications  |
| 2435                 | NJSIAA Random Testing for Interscholastic Athletes                                 |
| 2440                 | Summer Session   |
| 2451                 | Adult High School  |
| 2452                 | Community Education  |
| 2460                 | Special Education  |
| 2464                 | Gifted & Talented Students   |
| 2466                 | Needless Public Labeling of Pupils with Disabilities                               |



| <b>Number</b> | <b>Title</b>   |
|---------------|--|
| 2467          | Surrogate Parents and Foster Parents   |
| 2468          | Independent Educational Evaluations  |
| 2481          | Home or Out-of-School Instruction for General Education Student for Reasons Other Than a Temporary or Chronic Health Condition |
| 2510          | Adoption of Textbooks  |
| 2520          | Instructional Supplies   |
| 2530          | Resource Materials   |
| 2531          | Use of Copyrighted Materials   |
| 2551          | Musical Instruments  |
| 2560          | Live Animals in School   |
| 2610          | Educational Program Evaluation   |
| 2622          | Student Assessment   |
| 2624          | Grading System   |
| 2631          | New Jersey Quality Single Accountability Continuum   |
| 2700          | Services to Nonpublic School Pupils  |

| <b>5000</b> | <b>PUPILS</b>                                       |
|-------------|---|
| 5111        | Eligibility of Resident/Nonresident Pupils          |
| 5112        | Entrance Age  |
| 5114        | Children Displaced by Domestic Violence             |
| 5116        | Education of Homeless Children                      |
| 5120        | Assignment of Pupils                                |
| 5130        | Withdrawal from School                              |
| 5200        | Attendance  |
| 5230        | Late Arrival and Early Dismissal                    |
| 5240        | Tardiness   |
| 5250        | Excusal from Class or Program                       |
| 5300        | Automated External Defibrillators (AEDS)            |
| 5305        | Health Services Personnel                           |
| 5306        | Health Services to Nonpublic Schools                |
| 5307        | Nursing Services Plan                               |
| 5308        | Student Health Records                              |
| 5310        | Health Services                                     |
| 5320        | Immunization  |
| 5330        | Administration of Medication                        |
| 5330.01     | Administration of Medical Marijuana                 |
| 5331        | Management of Life-Threatening Allergies in Schools |
| 5332        | Do Not Resuscitate Orders                           |
| 5335        | Treatment of Asthma                                 |
| 5337        | Service Animals                                     |
| 5338        | Diabetes Management                                 |
| 5339        | Screening for Dyslexia                              |
| 5350        | Student Suicide Prevention                          |
| 5410        | Promotion and Retention                             |
| 5411        | Promotion from Eighth Grade                         |
| 5420        | Reporting Pupil Progress                            |
| 5430        | Class Rank  |
| 5431        | “Good Pupil” Status                                 |

| <b><u>Number</u></b> | <b><u>Title</u></b>  |
|----------------------|--|
| 5440                 | Honoring Pupil Achievement                                   |
| 5460                 | High School Graduation                                       |
| 5466                 | Graduation and Yearbook Fees                                 |
| 5500                 | Expectations for Pupil Conduct                               |
| 5511                 | Dress and Grooming   |
| 5512                 | Harassment, Intimidation, and Bullying                       |
| 5513                 | Care of School Property                                      |
| 5514                 | Pupil Use of Vehicles  |
| 5516                 | Use of Electronic Communication and Recording Devices (ECRD) |
| 5517                 | Pupil Identification Cards                                   |
| 5519                 | Dating Violence at School                                    |
| 5520                 | Disorder and Demonstration                                   |
| 5530                 | Substance Abuse  |
| 5533                 | Pupil Smoking  |
| 5535                 | Breath Alcohol Sensor Device                                 |
| 5536                 | Random Student Substance Testing                             |
| 5550                 | Disaffected Pupils   |
| 5560                 | Disruptive Pupils  |
| 5561                 | Use of Physical Restraint                                    |
| 5570                 | Sportsmanship  |
| 5600                 | Student Discipline/Code of Conduct                           |
| 5610                 | Suspension   |
| 5611                 | Removal of Students for Firearms Offenses                    |
| 5612                 | Assaults on District Board of Education Members or Employees |
| 5613                 | Removal of Students for Assaults with Weapons Offenses       |
| 5615                 | Suspected Gang Activity                                      |
| 5620                 | Expulsion  |
| 5700                 | Pupil Rights   |
| 5701                 | Plagiarism   |
| 5710                 | Pupil Grievance  |
| 5721                 | Independent Publications                                     |
| 5750                 | Equal Educational Opportunity                                |
| 5751                 | Sexual Harassment  |
| 5752                 | Marital Status and Pregnancy                                 |
| 5755                 | Equity in Educational Programs and Services                  |
| 5756                 | Transgender Students   |
| 5770                 | Pupil Right of Privacy                                       |
| 5820                 | Student Government   |
| 5830                 | Pupil Fund Raising   |
| 5841                 | Secret Societies   |
| 5842                 | Equal Access of Pupil Organizations                          |
| 5843                 | Before and After School Programs                             |
| 5850                 | Social Events and Class Trips                                |
| 5860                 | Safety Patrol  |
| 5880                 | Public Performances by Pupils                                |

|             |   |
|-------------|---|
| <b>7000</b> | <b>PROPERTY</b>   |
| 7100        | Long-Range Facilities Planning                                    |
| 7101        | Educational Adequacy of Capital Projects                          |
| 7102        | Site Selection and Acquisition                                    |
| 7130        | School Closing  |
| 7230        | Gifts, Grants, and Donations                                      |
| 7243        | Supervision of Construction                                       |
| 7250        | School and Facility Names   |
| 7300        | Disposition of Property   |
| 7410        | Maintenance and Repair  |
| 7420        | Hygienic Management   |
| 7421        | Indoor Air Quality Standards                                      |
| 7422        | School Integrated Pest Management Plan                            |
| 7430        | School Safety   |
| 7432        | Eye Protection  |
| 7433        | Hazardous Substances  |
| 7434        | Smoking on School Grounds   |
| 7435        | Alcoholic Beverages on School Premises                            |
| 7436        | Drug Free Workplace   |
| 7440        | Security of School Premises                                       |
| 7441        | Electronic Surveillance in School Buildings and On School Grounds |
| 7444        | Use of Metal Detectors  |
| 7446        | School Security Program   |
| 7450        | Property Inventory  |
| 7460        | Energy Conservation   |
| 7480        | Motor Vehicles on School Property                                 |
| 7490        | Animals on School Property  |
| 7510        | Use of School Facilities  |
| 7513        | Recreational Use of Playgrounds                                   |
| 7520        | Loan of School Equipment  |
| 7520.1      | Assignment of School Equipment                                    |
| 7523        | Use of School District Computer Equipment                         |
| 7610        | Vandalism   |
| 7620        | Trespassing on School Property                                    |
| 7650        | Staff Member's Use of School Vehicles                             |

|             |   |
|-------------|---|
| <b>8000</b> | <b>OPERATIONS</b>   |
| 8110        | Attendance Areas  |
| 8130        | School Organization   |
| 8140        | Pupil Enrollments   |
| 8210        | School Year   |
| 8220        | School Day  |
| 8310        | Public Records  |
| 8320        | Personnel Records   |
| 8330        | Students Records  |
| 8335        | Family Educational Rights and Privacy Act   |
| 8350        | Records Retention   |
| 8420        | Emergency and Crisis Situations   |
| 8431        | Preparedness for Toxic Hazard   |
| 8441        | Care of Injured and Ill Persons   |
| 8442        | Reporting Accidents   |
| 8451        | Control of Communicable Disease   |
| 8453        | HIV/AIDS  |
| 8454        | Management of Pediculosis   |
| 8461        | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying,<br>Alcohol, and other Drug Abuse |
| 8462        | Reporting Potentially Missing or Abused Children  |
| 8465        | Hate Crimes and Bias-Related Acts   |
| 8467        | Weapons   |
| 8468        | Crisis Response   |
| 8500        | Food Services   |
| 8505        | Wellness Policy/Nutrient Standards for Meals and other Foods  |
| 8506        | School Lunch Program Biosecurity Plan   |
| 8507        | Breakfast Offer Versus Serve (OVS)  |
| 8508        | Lunch Offer Versus Serve (OVS)  |
| 8540        | School Nutrition Programs   |
| 8550        | Outstanding Food Service Charges  |
| 8600        | Transportation  |
| 8601        | Pupil Supervision After School Dismissal  |
| 8630        | Bus Driver/Bus Aide Responsibility  |
| 8635        | Pupil Transportation Vehicles and School Buses  |
| 8651        | Community Use of Transportation   |
| 8660        | Transportation by Private Vehicle   |
| 8670        | Transportation by Disabled Pupils   |
| 8690        | Monitoring Devices on School Vehicles   |
| 8710        | Property Insurance  |
| 8740        | Bonding   |
| 8750        | Employee Indemnification  |
| 8760        | Pupil Accident Insurance  |
| 8770        | School Board Insurance Group  |
| 8810        | Religious Holidays  |
| 8820        | Opening Exercises/Ceremonies  |
| 8860        | Memorials   |

|             |  |
|-------------|--|
| <b>9000</b> | <b>COMMUNITY</b>   |
| 9100        | Public Relations   |
| 9120        | Public Information Program   |
| 9130        | Public Complaints and Grievances   |
| 9140        | Citizens Advisory Committees   |
| 9150        | School Visitors  |
| 9160        | Public Attendance at School Events   |
| 9161        | Crowd Control  |
| 9162        | Parent Conduct/Discipline  |
| 9180        | School Volunteers  |
| 9181        | Volunteer Athletic Coaches and Co-Curricular Activity<br>Advisors/Assistants |
| 9190        | Community Organizations/Resources  |
| 9191        | Booster Clubs  |
| 9200        | Cooperation Between Parents and School                                       |
| 9210        | Parent Organizations   |
| 9230        | Parental Responsibilities  |
| 9240        | Rights of Parents  |
| 9260        | Parental Liability for Vandalism   |
| 9270        | Home Schooling and Equivalent Education Outside the Schools                  |
| 9280        | Parent Conferences   |
| 9320        | Cooperation with Law Enforcement Agencies                                    |
| 9323        | Notification of Juvenile Offender Case Disposition                           |
| 9324        | Sex Offender Registration and Notification                                   |
| 9340        | Cooperation with Public Library  |
| 9400        | News Media Relations   |
| 9500        | Cooperation with Educational Agencies  |
| 9541        | Student Teachers/Interns/Observers   |
| 9550        | Educational Research Projects  |
| 9560        | Administration of School Surveys   |
| 9700        | Special Interest Groups  |
| 9713        | Recruitment by Special Interest Groups                                       |
| 9720        | Solicitations by Vendors   |

If your child is having a problem, you need to speak with his/her teacher. If you feel that the situation has not been resolved than you must speak with the Principal. After speaking with the Principal and you feel there are still some issues you need to discuss, you should then speak with the Assistant Superintendent.

## LIST OF RELIGIOUS HOLIDAYS – CALENDAR FOR 2019-2020

### The List of Religious Holidays Permitting Student Absence from School

**WHEREAS**, according to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.3(j), regarding student absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education, is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law; and

**WHEREAS**, the law provides that:

1. Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;
2. Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;
3. To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;
5. Such absence must not be recorded on any transcript or application or employment form or on any similar form; and
6. The Commissioner, with the approval of the State Board of Education, is required to:

(a) prescribe such rules and regulations as may be necessary to carry out the purposes of this act; and  
(b) prepare a list of religious holidays on which it shall be mandatory to excuse a student. The list, however, is to be a minimum list. Boards of education, at their discretion, may add other days to the list for the schools of their districts; and

**WHEREAS**, although the New Jersey Department of Education makes every attempt to ensure the accuracy of the dates using the lunar, Gregorian and Julian calendars; and

**WHEREAS**, dates within this resolution may not be fixed before the State Board adopts the annual calendar and may require additional revision; now therefore be it

**RESOLVED**, the State Board of Education permits the Commissioner of Education, after annual adoption by the State Board of Education, to revise the dates provided in list of religious holidays.

**WHEREAS**, the district board of education has the right to add any bona fide religious holiday to the list for its own schools; now therefore be it,

**RESOLVED** that the State Board of Education adopts the following list of religious holidays for the 2019-2020 school year:

## 2019 – 2020 SCHOOL YEAR OBSERVANCES

| DATES                  | OBSERVANCE   |
|------------------------|--|
| September 1-9          | Ashara Mubarak (Islam Dawoodi Bohra)*  |
| September 1-15         | Onam (Hindu)*  |
| September 2            | Ganesh Chaturthi (Hindu)*  |
| September 7            | His Holiness Sakya Trizin's Birthday (Buddhist)  |
| September 8            | Nativity of Mary (Christian)<br>Nativity of the Theotokos (Eastern Orthodox Christian)         |
| September 10           | Yawm Aashura (Islam Dawoodi Bohra)*  |
| September 21-29        | Mabon (Wicca/Pagan)  |
| September 27           | The Elevation of the Holy Cross (Eastern Orthodox Christian)                                   |
| September 29-October 1 | Rosh Hashanah (Jewish)   |
| September 29-October 8 | Navaratri (Hindu)*   |
| September 30           | Feast of Trumpets (Church of God, Philadelphia Church of God)                                  |
| October 9              | Yom Kippur (Jewish)<br>Day of Atonement (Christian, Church of God, Philadelphia Church of God) |
| October 13-20          | Sukkot (Jewish)  |
| October 14-20          | Feast of Tabernacles (Church of God, Philadelphia Church of God)                               |
| October 19             | Chehlum Imam Husain (Islam Dawoodi Bohra)*   |
| October 20             | Installation of the Scriptures as Guru Granth (Sikh)   |
| October 20-22          | Sh'mini Atzeret (Jewish)   |
| October 21             | Last Great Day (Church of God, Philadelphia Church of God)                                     |
| October 22             | Simchat Torah (Jewish)   |
| October 24-29          | Diwali (Puja, Deepavali)*  |
| October 27             | Diwali (Hindu, Jain and Sikh)*   |
| October 28             | Goverdhan Puja (Hindu)*  |
| October 29             | Birth of B'ab (Baha'i)   |
| October 30             | Birth of Baha'u'llah (Baha'i)  |
| November 1             | All Saints' Day (Christian)<br>Samhain-Beltane (Wicca)   |
| November 2             | All Souls' Day (Christian)   |
| November 9             | Maulid al-Nabi (Islam and Islam Dawoodi Bohra)*  |
| November 12            | Guru Nanak Dev Sahib Birthday (Sikh)   |
| November 13            | Urus-Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*  |
| November 21            | The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)                   |
| November 24            | Guru Tegh Bahadur Martyrdom (Sikh)   |
| November 26            | Day of Covenant (Baha'i)   |
| November 23            | Guru Nanak Dev Sahib Birthday (Sikh)   |

| <b>DATES</b>        | <b>OBSERVANCE</b>  |
|---------------------|--|
| November 24         | Nativity Fast begins (Eastern Orthodox Christian)<br>Ascension of 'Abdu'l Baha (Baha'i)  |
| December 1          | First Sunday of Advent (Christian)<br>Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)*<br>Ecclesiastical Year begins (Eastern Orthodox Christian) |
| December 8          | Immaculate Conception (Christian)  |
| December 17         | Milad Syedna Mohammed Burhanuddin (Islam Dawoodi Bohra)*   |
| December 22         | Yule (Wicca and Christian)   |
| December 22-30      | Hanukkah (Jewish)  |
| December 25         | Christmas (Christian)<br>The Nativity of Christ (Eastern Orthodox Christian)   |
| December 26         | Zarathosht Diso (Zoroastrian)  |
| January 1           | Gantan-sai (Shinto)<br>Mary, Mother of God – Catholic Christian)   |
| January 1-7         | Holy Convocation (Church of God and Saints of Christ)  |
| January 2           | Bodhi Day (Buddhist)   |
| January 5           | Birthday of Guru Gobind Singh Sahib (Sikh)   |
| January 6           | Feast of Epiphany (Christian)<br>Feast of Theophany (Eastern Orthodox Christian)<br>Nativity of Christ (Armenian Orthodox)                   |
| January 7           | Feast of the Nativity (Eastern Orthodox Christian)   |
| January 14          | Maghi (Sikh)   |
| January 15          | Makar Sankranti and Pongal (Hindu)*  |
| January 19          | World Religion Day (Baha'i)  |
| January 25          | Chinese/Lunar New Year (Confucian, Daoist, Buddhist)   |
| January 29          | Vasant Panchami (Hindu)*   |
| February 1          | Imbolic-Candlemas (Wicca and Christian)  |
| February 2          | The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)  |
| February 8          | Nirvana Day (Buddhist)   |
| February 10         | Tu B'shvat (Jewish)  |
| February 13         | Jonah's Passover (Eastern Orthodox Church)   |
| February 15         | Nirvana Day (Jain)   |
| February 21         | Maha Shivaratri (Hindu)*   |
| February 25         | Shrove Tuesday (Christian)   |
| February 26         | Ash Wednesday (Christian)  |
| February 26-March 1 | Intercalary Days (Baha'i)  |
| March 2             | Clean Monday (Eastern Orthodox Christian)  |
| March 9             | Ayyam al Beez (Islam Dawoodi Bohra)*   |



| <b>DATES</b> | <b>OBSERVANCE</b>  |
|--------------|--|
| March 9-10   | Holi (Hindu)*  |
| March 10     | Purim (Jewish)   |
| March 10-12  | Hola Mohalla (Sikh)*   |
| March 13     | L. Ron Hubbard's Birthday (Church of Scientology)<br>Milad Imam-uz-Zamaan (Islam Dawoodi Bohra)*   |
| March 20     | Ostara (Wicca)<br>Mabon (Wicca/Pagan Northern and Southern Hemispheres)<br>Nowruz (Zoroastrian)  |
| March 21     | Yawm al-Mab'ath (Islam Dawoodi Bohra)*   |
| March 22     | Lailat al Miraj (Islam)*   |
| March 24     | Souramana Yugadi (Hindu)*  |
| March 25     | The Annunciation of the Theotokos (Eastern Orthodox Christian)<br>The Annunciation of the Virgin Mary (Christian)<br>Chandramana Yugadi (Hindu)* |
| March 28     | Khordad Sal (Zoroastrian)  |
| April 2      | Ramnavami (Hindu)*   |
| April 5      | Palm Sunday  |
| April 6      | Mahavir Jayanti (Jain)   |
| April 7      | Lord's Evening Meal (Christian, Jehovah's Witness)   |
| April 7      | Theravadin New Year (Buddhist)<br>Memorial of the Feast of the Lord's Passover (Church of God and Saints of Christ)                              |
| April 8      | Hanuman Jayanti (Hindu)*<br>Passover (United Church of God)<br>Buddha's Birthday/Buddha Day-Buddha Day*  |
| April 8-16   | Passover (Jewish)  |
| April 9      | Holy Thursday (Christian)<br>Lailat al Bara'ah (Islam)*<br>Passover/Days of Unleavened Bread (Church of God and Saints of Christ)                |
| April 9-15   | Days of Unleavened Bread (Philadelphia Church of God)  |
| April 10     | Holy Friday (Christian)  |
| April 11     | Lazarus Saturday (Eastern Orthodox Christian)  |
| April 12     | Easter (Christian)<br>Palm Sunday (Eastern Orthodox Christian)   |
| April 13     | Easter Monday (Christian)  |
| April 15     | Last Day of Unleavened Bread (Church of God)   |
| April 16     | Holy Thursday (Eastern Orthodox Christian)   |
| April 17     | Holy Friday (Eastern Orthodox Christian)   |
| April 19     | Easter (Eastern Orthodox Christian)  |

| DATES           | OBSERVANCE   |
|-----------------|--|
| April 20        | First Day of Ridvan (Baha'i)<br>Bright Monday (Eastern Orthodox Christian) |
| April 24-May 23 | Ramadan (Islam)  |
| April 25        | The 11 <sup>th</sup> Panchen Lama's Birthday (Buddhist)                    |
| April 26        | The Last Friday of The Great Lent (Eastern Orthodox Christian)             |
| April 28        | Ninth Day of Ridvan (Baha'i)   |
| April 29        | Yom Ha'Azmaut (Jewish)   |
| May 1           | Beltane (Wicca)<br>Twelfth Day of Ridvan (Baha'i)                          |
| May 7           | Visakha Puja (Buddhist)  |
| May 11          | Shahadat – Amirul Mumineen (Islam Dawoodi Bohra)*                          |
| May 12          | Lab B'Omer (Jewish)  |
| May 14-15       | Laylatul Qadr (Islam and Islam Dawoodi Bohra)*                             |
| May 15          | Milad Syedna Mufaddal Saifuddin (Islam Dawoodi Bohra)*                     |
| May 26-27       | Laylatul Qadr (Islam Dawoodi Bohra)*                                       |
| May 19          | Laylatul Qadr (Islam Dawoodi Bohra)*<br>Laylat as-Qadr (Islam)*            |
| May 21          | Ascension of Our Lord (Christian)  |
| May 22          | Aakhir Jumo'a (Islam Dawoodi Bohra)*                                       |
| May 23          | Declaration of the Bab (Baha'i)<br>Eid al-Fitr (Islam Dawoodi Bohra)*      |
| May 24          | Eid al Fitr (Islam)*   |
| May 28          | Ascension of Baha'u'llah (Baha'i)  |
| May 29-30       | Shavuot (Jewish)   |
| May 31          | Pentecost (Christian)  |
| June 7          | Pentecost (Eastern Orthodox Christian)                                     |
| June 15         | Fast of the Holy Apostles (Eastern Orthodox Christian)                     |
| June 16         | Martyrdom of Guru Arjan Dev Sahib (Sikh)                                   |
| June 24         | Litha (Wicca)  |

*\* Disclaimer: New Jersey Department of Education has made every attempt to ensure the accuracy of the dates. The information has been verified through the use of various sources and some dates may vary due to the lunar, Gregorian and Julian calendars.*

Lamont O. Repollet, Ed. D., Commissioner  
Secretary, N.J. State Board of Education

Kathy A. Goldenberg, Vice President  
N.J. State Board of Education



## South Plainfield Public Schools

125 Jackson Ave  
South Plainfield, NJ 07080  
908-754-4620  
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Mrs. Mary Malyska  
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[mmalyska@spboe.org](mailto:mmalyska@spboe.org)

Dr. Noreen Lishak  
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Mr. Alex Benanti  
Board Secretary/Business Admin.  
[abenanti@spboe.org](mailto:abenanti@spboe.org)

July, 2020

Dear Parent, Guardian, Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. South Plainfield has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for South Plainfield High School is:

**Name of IPM Coordinator:** Thomas Wiggins  
**Business Phone Number:** 908-754-4620 extension 8270  
**Business Address:** 125 Jackson Ave South Plainfield, N.J.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by parent, guardian, staff member or student attending the school. Also, the IPM Coordinator is available to parents, guardians and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan South Plainfield High School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Sincerely,

Thomas Wiggins,  
Supervisor of Buildings and Grounds



## South Plainfield Board of Education

Administration Building  
125 Jackson Avenue  
South Plainfield, NJ 07080  
Telephone: 908.754.4620  
Website: [spboe.org](http://spboe.org)

September 2020

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, South Plainfield School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted in June 2016 all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. South Plainfield School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

During the past year, bulk sampling activities and various inspections to comply with the management plan requirements were completed.

It is the intention of South Plainfield School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of the school during regular business hours. Mr. Thomas Wiggins, Supervisor of Building and Grounds, is our Designated Asbestos Program Coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 908-754-4620, extension 8270.

Sincerely,

Thomas Wiggins  
Supervisor of Buildings and Grounds