

Netcong Elementary School

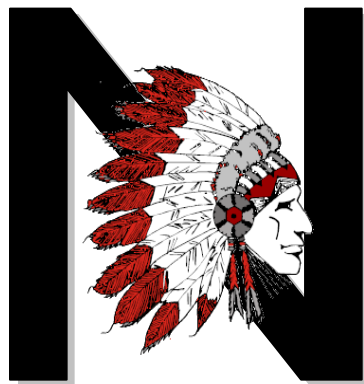
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www.netcongschool.org

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**Parent/Student Handbook
2023-2024**

September 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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January 2024						
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August 2023

30 Staff In-Service; PK & K Orientation 6pm
31 Staff In-Service

September 2023

1 School Closed
4 Labor Day: District Closed
5 First Day of School
14 Back to School Night 6pm-8pm
15 Early Dismissal 12:37 pm

October 2023

9 Staff In Service: School Closed

November 2023

9-10 NJEA Convention: School Closed
16 12:37pm Dismissal
Conferences 1:30pm - 4pm; 6pm - 8pm
17 12:37pm Dismissal
22 12:37pm Dismissal

23-24 Thanksgiving Recess; District Closed

December 2023

22 12:37pm Dismissal
25-31 Winter Recess: School Closed

January 2024

1 New Year's Day; District Closed
2 School Resumes
15 Martin Luther King, Jr. Day; School Closed

February 2024

19 President's Day; District Closed

March 2024

27 12:37pm Dismissal
Conferences 1:30pm-4pm; 6pm-8pm
28 12:37 Dismissal
29 Good Friday; District Closed

April 2024

1-5 Spring Break
8 School Resumes

May 2024

27 Memorial Day; District Closed

June 2024

13, 14, 17 12:37pm Dismissal
17 Last Day of School; Graduation



12:37 pm dismissal



School Closed



• District Closed

February 2024						
S	M	T	W	T	F	S
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
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Five (5) snow days have been built into the calendar. If more are needed, they will be taken in reverse order from spring break starting with the last day of spring break. If any snow days are left over, they will be given back at the end of the year. This calendar, along with any stated provisions for days off at the end of the year, are subject to change due to circumstances at any time with board approval. Individuals are advised to consider special travel insurance regarding recess periods and end of year dates.

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School Colors: Black, Red

School Hashtag: #NES

#weareNetcongschool

A MESSAGE FROM THE PRINCIPAL:

Dear Students:

Welcome to the 2023-2024 school year! I hope you had an amazing summer and are excited to begin this academic year. One of the best things about starting a new school year is the fact that you can have a fresh-start and new beginning. Unlike people in the business world, as a student, you have this luxury every September. With a fresh start, comes great opportunity. I encourage you to seize this opportunity and make the best of it!!! If you were successful last school year, that is awesome! Continue to work hard and achieve success. If you were not as successful as you could have been or would have liked, now is your opportunity to change that and start anew. You are a year older and a year wiser than you were at the beginning of last year. Use this to your advantage. I have never known anyone who did not need help at one time or another. Utilize the staff here to help you reach success. We are here to help!

As your principal, I will do everything in my power to make this the best place possible. With that being said, I expect you to do everything in your power to be the best student and person you can possibly be. If I can help you reach success in any way, please see me. I welcome comments, suggestions, ideas, and/or any questions you may have.

Best wishes!!!

A handwritten signature in black ink, appearing to read "Dr. Ceresnak".

Dr. Ceresnak

NES STRIVES TO BE C.O.R.R.E.C.T.

School-wide Behavioral Expectations	Everywhere/ All the time rules	Classroom Rules	Hallway Rules	Bathroom Rules	Cafeteria Rules	Recess Rules
Courage/ Optimism	Do the right thing even when no one is looking or even when it is unpopular. Bully free zone!!!	Try your best on all assignments even when they are challenging.	(see Everywhere/All the time rules)	(see Everywhere /All the time rules)	(see Everywhere/All the time rules)	(see Everywhere/All the time rules)
Responsibility	Be on time (gr. 5-8). Take responsibility for what goes on around you. Participate appropriately in activities. Ask for help. Keep gum out of school.	Complete assignments on time (homework and class work). Be prepared for classes and ready to learn.	Have planner signed and/or pass visible. Wait patiently and quietly. Keep locker neat and use locker appropriately.	Wash hands with soap and keep soap and water in the sink. Dry hands with paper towel and throw towels in the trash can.	Stay in assigned seat/area. Raise hand for help. Clean up eating area (put trash in proper place).	Share equipment and use it safely. Return equipment when finished.
Respect/Empathy/ Citizenship	Keep hands, feet and objects to self. Ask permission to use others' things. Listen to others' ideas. Use encouraging, polite, and kind words. Treat others with respect and be aware of others' feelings. Keep area around you neat and clean. Show respect for yourself by following the school dress code. Keep cell phones/electronics stored as directed.	Raise hand to speak. Use inside voices. Be a good classmate and volunteer to help others.	Admire displays (look but don't touch – keep hands off walls and banners hanging from ceilings when walking). WALK QUIETLY facing forward on the right side with hands at your side. Keep hallways clean.	Respect others' privacy – stay in your own stall and in your personal space. Wait your turn.	Use good table manners. Eat only your own food. Clean up your eating area. Use inside voices. Include others – no one sits alone.	Share equipment and use it safely. Try to include others.
Trustworthiness	Be honest – (no lying, cheating/stealing).	(see Everywhere/All the time rules)	Go directly to your destination.	Go directly to your destination.	(see Everywhere/All the time rules)	(see Everywhere/All the time rules)

MISSION STATEMENT

The mission of the Netcong School District is: “A tradition to nurture, inspire, empower, and achieve, by all, for all.” We strive to offer a comprehensive and rigorous academic program with extra-curricular opportunities embedded throughout the year. The sense of family and community tie into the mission statement. All are welcome at Netcong.

STAFF DIRECTORY

Please be advised that in most instances, staff e-mails are configured as first initial last name @netcongschool.org. As an example, if you wanted to e-mail Todd Erwin, our technology coordinator, you would direct the e-mail to: terwin@netcongschool.org

ADMINISTRATION

Kathleen Walsh	Superintendent
Paul Stabile	Business Administrator
Kurt Ceresnak	Principal
Jennie Rider	Supervisor of Curriculum, Instruction, & Intervention

TECHNOLOGY COORDINATOR

Todd Erwin

OFFICE STAFF

Kelley Dille	School Secretary
Katrina (Trina) Thompson	District Secretary
Christine McClaughry	Admin Assistant to the BA
MaryAnne Wilcock	CST & Business Office Secretary

SCHOOL NURSE

Susan McCall

SCHOOL COUNSELOR

Taylor Guido

CHILD STUDY TEAM

Amy Henry	Child Study Team Coordinator/Learning Disabilities Teacher Consultant
Mariah Millan	School Psychologist

SCHOOL GROUNDS/CUSTODIAL/MAINTENANCE

Venton Little	Kyle Morales
Dominique Morris	Dennis Pariso
Todd Ruggieri	

FACULTY AND STAFF – (ALPHABETICAL)

LAST NAME	FIRST NAME	SUBJECT/GRADE LEVEL
Barbero	Danielle	Aide/Paraprofessional
Brennan	Gina	Teacher Assistant
Bruseo	Catherine	Pre-K
Cardinale	Charlene	Computers/STEM
Cinotti	Jacqueline	4 th Grade
Clark	Lisa	Kindergarten
Collins	Carolyn	5 th Grade
Costello	Brianna	5 th Grade
Cryan	Shawn	Physical Education/Health
DeTurco	Amy	Occupational Therapist
DeSmet	Lauren	Mandated Programs
DiRenzo	Cie	Mandated Programs
Evans	Ann Marie	Mandated Programs
Ferris	Tana	3 rd Grade
Fleming	Melanie	Master Teacher/Pre-K
Foy	Lisa	Aide/Paraprofessional
Freger	Judith	Mandated Programs
Garcia	Elena	Behaviorist
Garcia	Marilynn	2 nd Grade
Glennon	Laurie	Aide/Paraprofessional
Guido	Taylor	School Counselor
Henry	Amy	CST Coordinator/LDTC
Hernandez	Lisette	Aide/Paraprofessional
Holland	Chelsea	Mathematics
Ivakhiv	Maria	Kindergarten
Kiely	Laura	Aide/Paraprofessional
Koch	Mary Frances	Mathematics
Krasnick	Kristen	Pre-K
Lappe	Kim	Physical Therapist
Luciani	Summer	1 st Grade
Malson	Kayla	School Counselor (leave)
Mayhood	Michelle	Art
McCall	Susan	Nurse
McGrath	Jake	Music
Meudt	Jaclyn	4 th Grade
Miller	Nicole	Interventionist
Moschella	Hayley	3 rd Grade

Nardone	Tonia	Aide/Paraprofessional
Nemeth	Phyllis	Aide/Paraprofessional
O'Hagan	Dina	2 nd Grade
Patten	Melissa	Mandated Programs
Payack	Kayla	Speech Therapist
Picallo	Julio	Spanish/ESL
Rasczyk	Amanda	Pre-K
Roe	Jessica	Aide/Paraprofessional
Salerno	Thomas	Social Studies
Sandrue	Darrell	Language Arts
Sarnella	Joelle	1 st Grade
Sayner	Sarah	Mandated Programs
Scarpone	Kelly	Aide/Paraprofessional
Shawgo	Tracy	ESL
Sievers	Michelle	Mandated Programs
Sowell	Kelsey	Aide/Paraprofessional
Ur	Kristi	Science
Valle	Damaris	Aide/Paraprofessional
Vittitow	Cynthia	Mandated Programs
Yeager	Diana	Teacher Assistant
Zacoum	Danielle	Speech Therapist
Zupp	Nicole	4 th Grade (leave)

AFFIRMATIVE ACTION

All students, staff, and community members are reminded that according to Title IX and N.J.A.C. 6:4, the Netcong Elementary School believes that: “No person in the United States shall, on the basis of sex, race, color, economic status, age, and/or physical handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal Financial Assistance.”

Section 504 is the Rehabilitation Act that prohibits discrimination on the basis of physical or mental handicaps.

ASBESTOS REINSPECTION

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), the Netcong Board of Education conducts all required inspections.

Inspection reports are on file in the Board of Education office and may be reviewed upon request during daily business hours.

ACADEMIC INFORMATION

EIGHTH GRADE PROMOTION

Eighth grade promotion is a special time in a student's life. It is a time to honor those who have successfully completed their academic program. Any student failing two or more major courses will not be eligible to participate in the promotion ceremony. A student who is failing one class may participate in the promotion ceremony, but will not receive his or her diploma and graduate until the class is completed with a passing grade during summer school. If the student does not attend summer school, he/she will have to repeat eighth grade the following school year. The student and his/her family are responsible for registering and paying for summer school.

All students who wish to partake in the commencement ceremony will be required to pay a graduation fee. The graduation fee typically includes the cost of the cap, gown, graduation photo, and class t-shirt.

Any disruptive behavior during the school year may result in an eighth grade student having his/her privilege of participating in promotion activities revoked.

EXTRA HELP – MAKE-UP WORK

Teachers are often available for extra help and make-up work before and after school. Your child can make up work, obtain extra help, or work with his/her teachers on new assignments. The school staff stands ready to help your child obtain the optimum benefit from his/her school years.

We strongly recommend that you, as parents, encourage your child to take advantage of this help.

Any student who comes in early to see a teacher *must* sign in at the Main Office. No student is to be in the building unless s/he is signed in.

No morning extra help is available on delayed opening days.

HOMEWORK

Homework is an important part of your child's learning experience. Written assignments should be done completely and accurately if the child expects to derive any benefit from the assignments. If there are no written assignments on a given night, the child will probably have studying, reading, outlining, and/or revision of class notes to complete. Your cooperation and assistance in this regard is essential to your child's academic growth and success.

The following times are suggested guidelines for each grade level:

Kindergarten	Up to 10 minutes twice a week
Grades 1 – 2	10 – 15 minutes per night
Grades 3 – 4	20 – 30 minutes per night
Grade 5	30 – 40 minutes per night
Grades 6 – 8	40 – 50 minutes per night

Note: The above times are for written work and exclude reading assignments.

If your child is absent and you would like to pick up homework, please notify the office **prior to 9:00am** on the day of the absence. Please keep in mind that some teachers do not get the opportunity to check their email during the school day. Thus, it is imperative that you contact the main office to arrange the pickup of homework/assignments. If appropriate staff are contacted prior to 9:00am and we are able, homework will be available to be picked up in the main office after student dismissal.

Pupils absent for any reason must make up assignments, classwork and tests within a reasonable length of time. As noted in board of education policy 2330, a reasonable length of time shall be the same number of school days as the days missed. Pupils being excused for any reason must make arrangements with the teacher of the missed classes in order to make up the work missed. This must be done before the absence from class.

Refer to page 29 (Demerit System) for additional information related to homework policies, including our academic assistance/SEAS program.

HONOR ROLL POLICY

In recognition of outstanding student performance, students will be placed on the honor roll based on their course work in grades 6 through 8.

* **High Honors:** This is achieved when a student earns all 90's and above in all course work.

* **Honors:** All 90's and above with no more than two grades between 80-89.

PARENT – TEACHER CONFERENCES

Grades Pre-K-8 will have Parent – Teacher Conferences twice a year. School will be closed at 12:37 p.m. when Parent-Teacher Conferences are scheduled. See District Calendar on the school's website for Conference Dates.

PHYSICAL EDUCATION

Physical education is mandatory for, and will be provided to, all students in grades K – 8. In grades K – 5, all students should wear sneakers during the period on the days that gym is scheduled.

All students in grades 6 – 8 will wear appropriate attire for physical education class. Sneakers and sweat socks are required. ***The school dress code applies to physical education classes.***

PROGRESS REPORTS

To provide parents with an achievement report on their child, progress reports will be available via Genesis during each trimester to all students in grades 4 – 8 receiving a grade of C or lower in each subject area.

PROMOTION POLICY/SUMMER SCHOOL

In general, children in grades K – 5 will be placed at the grade level to which they are best suited academically, socially, and emotionally. Children will usually progress annually from grade to grade spending one year in each grade. However, some children will benefit by remaining in the same grade for another year. In such cases, we will notify and advise the parents of the school's recommendation to retain a student.

In grades 6 – 8, students must pass a required number of classes to be promoted to the next grade.

Based on the school's belief that students are responsible for their academic success, any 6th, 7th, or 8th grade student who fails a course in which a student must receive a passing grade is required to attend summer school at their parent's expense. Failure to attend and successfully complete summer school will result in automatic retention. Students required to attend summer school twice during their Middle School years may also be subject to retention. The decision to allow a student to attend summer school rests with the school administration.

Students failing three or more subjects (or the equivalent) will be retained without the opportunity of attending summer school.

REPORT CARDS

Report cards are available via Genesis three times a year. Please check the calendar on the school website for dates. Report cards are one of the ways the school informs parents/guardians of their child's progress.

Our grading system is based on the following for grades 4 – 8:

A = 90 – 100	Excellent
B = 80 – 89	Good
C = 70 – 79	Average
D = 60 – 69	Poor
F = 59 and below ***	Failing
I = Incomplete**	

** Incomplete marks on the report card must be made up no later than two (2) weeks after the close of the marking period. If a student fails to do so, the "Incomplete" becomes an "F."

*** During Trimester One ONLY, students will not receive a grade in any subject area lower than 50.

Online elective courses: Online elective course progress and grades will not be reflected in Genesis. Parents/guardians can access progress via the Edmentum parent portal. Parents/Guardians are responsible for monitoring student performance via the Edmentum parent portal. For further clarification or questions regarding elective classes, please reach out to the school counselor.

Report cards for students in Grades K through 3 are standards based, which will reflect progress towards achieving specific learning standards.

4 = The student independently and consistently exceeds marking period benchmark standards and shows evidence of higher-level thinking.

3 = Grade level expectation - The student consistently meets marking period benchmark standards.

2 = The student demonstrates progress toward meeting marking period benchmark standards.

1 = The student demonstrates limited progress toward meeting marking period benchmark standards.
N/A = Not assessed at this time.

TEXTBOOKS

Textbooks and other school-issued books are the property of the Netcong Elementary School and are issued to students with the understanding that good care will be taken of them. **Books should be covered at all times.** Students should report a lost or missing book to the teacher who issued the book. Students are responsible for any loss of or damage to books that are issued to them (barring an act of Nature). There will be a charge for books that are damaged or lost. Grades, and in some cases report cards, will be withheld until all fees or fines are satisfied.

YOUR CHILD'S PROGRESS / PARENTAL ASSISTANCE

As noted in Board of Education policy 9200: "The Board of Education believes that the education of children is a joint responsibility that the Board shares with the parent(s) or legal guardian(s) of pupils. The home and school must work together to insure the best chance for educational progress for the students. There are many ways in which the home can help.

- 1) Demonstrate to your child a genuine interest in his/her school activities. Show a positive interest in your child's accomplishments and continually encourage him/her to do his/her best in academic activities.
- 2) Continually log-in and check the Genesis portal to monitor your child's progress. It is expected that parents/guardians log into the parent portal weekly. Middle school parents/guardians should also track his or her child's elective progress via the Edmentum parent portal.
- 3) A growing body needs plenty of rest. Please make sure your child has a daily schedule that provides for sufficient sleep.
- 4) Children need to feel secure. Avoid or minimize friction and other emotional tensions in the home. Your child needs the confidence and understanding that only a stable home can give.
- 5) Your child's school day is his/her working day. Be sure that you do not overload his/her day. Although outside activities are important, they should be balanced to afford your child the opportunity for adequate relaxation and play.
- 6) When your child has schoolwork to do at home, please see that s/he has the proper equipment and a quiet workplace free from distractions.
- 7) The growing child must have nutritious food to supply energy for work and play. His/her health and school progress are influenced by the food s/he eats. Breakfast is the most important meal of the day. Please provide a wholesome and adequate breakfast. Breakfast is available for purchase at school daily starting at 7:45am in the cafeteria.

For information on how to contact any member of our staff, please visit our school website at www.netcongschool.org. The staff directory is under the "parent resources" tab.

To contact a member of the Board of Education, please visit our school website at www.netcongschool.org. Information on how to contact the Board of Education is listed under the Board of Education tab.

STUDENT LIFE

ATHLETIC/EXTRA CURRICULAR ELIGIBILITY

For students to be able to participate in practices, athletic contests, and/or extracurricular activities, the following academic guidelines are in force:

1. A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 10 school days in the school year prior to the student commencing participation in school district sponsored programs of athletic competition.
2. A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day. The student must be in school for at least four hours (not including lunch) to be considered present. Students must be in school no later than 10:05 a.m. and stay until 3:07 p.m. to be considered present for a full day; students who arrive to school on time cannot leave before 1:15 p.m. to be considered present for a full day. For Student Council dances, this rule applies to **ALL** students.
3. A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.
4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs.
5. Any student who is failing a course at the mid-marking period progress report or at the end of the marking period will be placed on probation for a two-week period.
6. During the probationary period, the student will be given an opportunity to bring all failing grades up to passing.
7. During the probationary period, the student will not be permitted to participate in practices, games, or club activities.
8. At the end of the probationary period, if the student's grades have been brought up to passing, s/he will be reinstated to the team or club.
9. At the end of the probationary period, if the student's grades have not been brought up to passing, s/he will not be reinstated to the team or club until the grades are brought up to a passing level.

A student may be prohibited from participation in team or club activities at the discretion of the coach, advisor, or administrator when deemed appropriate. For any school activity, if a student owes schoolwork, s/he may be prevented from attending said activity until his/her schoolwork has been completed.

BICYCLE POLICY/OTHER WHEELED TRANSPORTATION

Per Board of Education Policy 5514, Pupil Use of Vehicles: The Board of Education regards the operation by pupils of any vehicle for transportation to and from school as a matter subject to Board authority because pupil safety is of paramount concern to the Board. The Board prohibits the operation of motor vehicles by pupils for travel to and from school. "Motor vehicle" means all motorized vehicles and includes mini-bikes, hoverboards,

motorcycles, motorized bikes, motorized scooters, and all-terrain vehicles. The Board permits the operation of bicycles, scooters, skateboards, and roller blades by pupils for travel to and from school for students in grades four through eight, to align with Walk & Roll events. The Superintendent shall develop and disseminate regulations for the operation and parking of vehicles on school grounds. Permission to operate a vehicle on school grounds may be revoked for a pupil's failure to observe rules. The Board will not be responsible for any vehicle that is lost, stolen, or damaged.

BREAKFAST PROGRAM

The State approved breakfast program is available to students Monday through Friday mornings. Menus will be included on the school website. **Please note that breakfast is served 180 days and is available from 7:45am-8:15am. Students must purchase/eat breakfast to enter the building between 7:45am-8:00am.**

CHANGING FOR P. E. CLASS

All students in grades 6th, 7th, and 8th are expected to participate in Physical Education class each week. Students should be prepared to participate in class with loose, comfortable clothing and sneakers. All sixth, seventh, and eighth grade students will be assigned a gym locker where they can keep their gym clothes. At the start of the gym period, the students will be permitted to change into their gym clothes in the respective student locker rooms.

Students will be expected to rent a school lock so that they may lock their gym lockers to ensure their belongings do not get misplaced. Upon graduation or withdrawal from the Netcong School District, the student will have the opportunity to return their school lock for a refund equal to the cost of their lock rental.

CHARACTER EDUCATION

“C.O.R.R.E.C.T.”

Core Values

C ourage
O ptimism
R espect
R esponsibility
E mpathy
C itizenship
T rustworthiness

We show these values in our classrooms, in the hallways, in the cafeteria, and on the playground.

According to the Character Education Partnership (CEP), “When students feel safe, engaged, and respected, they can focus on their academic goals. Effective character educators ensure that these needs are met. Character education is the foundation upon which students can reach academic achievement. It’s not just about teaching kids to be good. It’s teaching them to be their best.”

Studies have shown that when students feel safe and can focus on their schoolwork that everything improves in totality: test scores, school safety, school climate and culture, and academic achievement. It is our goal at Netcong Elementary School to provide students with a program that is focused on high levels of academic achievement as well as a solid foundation in character education.

At Netcong Elementary School we are focusing on teaching our CORRECT character education values to make the entire school community a better place for students. We are striving to teach CORRECT values as part of a comprehensive program to improve students’ social and emotional management skills which in turn will benefit their academic performance. These traits are modeled daily and are also discussed during SEL classes using the Second Step SEL program.

CHILD STUDY TEAM SERVICES

In accordance with State law, the Netcong School District stands ready to provide advice, assistance, and information to parents of students from age three to twenty-one. Parents who suspect that their child may have an educational disability should contact their child’s teacher to discuss their concerns. Parents may also contact the child study team directly at any time at 973-347-0020.

Project Child Find is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a delay or disability from birth to twenty-one years of age. For more information call Project Child Find at 1-800-322-8174.

DIVISION OF CHILD PROTECTION & PERMANENCY

In recognition of the responsibility to provide for the welfare of all students, the Netcong Elementary School has developed a policy for the prevention and reporting of child abuse and neglect. Following the dictates of State law or regulations governing such matters, all school personnel are mandated to report suspected child abuse incidents to the Division of Child Protection and Permanency. The burden of proof is not on school personnel but with the Division. They may be contacted at their toll-free number 1-800-392-9518.

END OF YEAR CLASSROOM ACTIVITIES

Besides parent(s)/guardian(s), only the siblings of a child who participates in an end of the year classroom activity (play, poetry reading, etc.) may attend the event – no “family friends” of the student may attend. Please refer to the school calendar for the specific dates of said events.

FIELD TRIPS

Field trips requiring bus transportation are part of the learning activities your child will experience at Netcong Elementary. Such trips are made only if the parent signs a consent form, which will be sent home prior to the

trip. Only Parents/Guardians authorized as chaperones are permitted on the bus if there is room. No children other than the students in the respective classes are allowed on the bus.

LOCKERS

All 6th, 7th, and 8th grade students will have two lockers – a gym locker and a hall locker. Elementary school students in grades K-5 will have lockers and/or cubbies in their homerooms to house their belongings. Malfunction, damaged lockers, and any items missing from a locker must be reported to the main office.

It is imperative that a regulation lock (rented through the school) be placed on each locker. The rented locks can be used until 8th grade graduation. Upon completion of school, the student will receive a refund equal to the cost of their lock rental if the lock is returned in good condition. **Please be advised that all lockers are the property of the school and can be inspected/searched at any time.**

Only locks rented from the main office are allowed on lockers – all other locks will be removed and discarded.

Students will not be allowed to carry their backpacks during the school day. Backpacks may still be carried to school; however, the larger sized lockers can now accommodate backpacks. Backpacks must be stored in lockers.

Students in grades 6, 7, and 8 WILL BE permitted to carry small drawstring bags throughout the day to carry small books, pens, and pencils.

LOST AND FOUND

Lost and found articles are taken to the school office. Parents/guardians are encouraged to check the lost and found on a regular basis. Articles are displayed during various times of the year. Unclaimed articles are given to charitable organizations at the end of each trimester.

LUNCH

A state approved lunch program is available to students Monday through Friday. Families with financial needs may apply for free or reduced breakfast and lunch according to federal guidelines. Menus with pricing and swap out options are available on the school's website. Students who do not purchase lunch may bring their own lunch to school. Students must stay for lunch unless a parent physically signs them out in the main office.

Students in Kindergarten – 8th grade who do not have lunch money should alert the cafeteria staff that they will need to charge a lunch for that day.

MONEY AND VALUABLES

Students frequently forget to lock their lockers and/or become careless with valuable possessions. Please caution your child not to bring personal valuables and large sums of money to school.

The school is not responsible for lost or stolen property. Students should be instructed not to leave money, outdoor clothing, or valuable objects in their desks. Students should report cases of theft immediately to their teacher or to the main office.

PRESCHOOL HANDICAPPED SERVICES

In accordance with the law regarding such matters, the Netcong School District stands ready to provide advice, assistance, and information to parents of pre-school handicapped children (ages birth to 3 years) in need of such service. This same law further requires the district to provide actual pre-school handicapped educational programs for children between the ages of 3 and 5 years. Parents who suspect that their child may have an educational disability should contact the Child Study Team at 973-347-0020.

RESPONSE TO INTERVENTION COMMITTEE

The Response to Intervention Committee is another form of assistance provided by the school district. The committee is a school-based problem-solving group whose purpose is to assist teachers with strategies for students who are having learning/behavior problems. If you feel your child needs the Committee's assistance, please call the principal at 973-347-0020.

ROOM PARENTS/CLASS PARTIES

We ask that parents who act as "room parents" for our elementary homerooms adhere to the following:

- Please submit any correspondence to be sent home to school administration for prior approval;
- If collecting money, please do not ask homeroom teachers to keep track of which students were or were not able to contribute;
- Please do not bring younger children to the class party/activity (siblings, nieces, nephews, etc.);

**** Celebrations involving food are not permitted. Parents and students are forbidden to bring any food or drink to "share" with classmates. This practice is to ensure the safety of all students.**

SCHOOL/COMMUNITY RELATIONS

Citizens are invited to attend board meetings. The public is encouraged to ask questions. Information may be obtained by calling and scheduling an appointment with the district administrative staff at 973-347-0020.

SCHOOL DAY

The school day will begin at 8:18 a.m. Students will be permitted into the building at 8:08 a.m. each day. Please schedule your child's arrival at school as close to the "Door Open" time as possible. For the safety of your child, parents cannot leave children unattended before 8:08 a.m.

Parents/guardians should note the school does not provide supervision until students enter the building at 8:08am. Early arrival exposes your child to the risk of injury and may subject your child to any of a number of unwarranted situations.

Students in grades Pre-K, K and 6th through 8th grade will enter the building through the double doors in the front parking lot. Students in grades 1st – 5th will enter the building through the main office doors via the security vestibule.

The regular school schedule, half day and early dismissal schedule, and delayed opening schedule are attached.

SCHOOL BELL SCHEDULES

REGULAR BELL SCHEDULE	
Locker	8:08 – 8:17
HR/Period 1	8:18 – 9:05
Period 2	9:07 – 9:50
Period 3	9:52 – 10:35
Period 4	10:37 – 11:20
Period 5	11:22 – 12:05
Period 6	12:07 – 12:50
Period 7	12:52 – 1:35
Period 8	1:37 – 2:20
Period 9/Pack up	2:22 – 3:07

HALF DAY & EARLY DISMISSAL SCHEDULE (No Lunch Served)	
Locker	8:08 – 8:17
HR/Period 1	8:18 – 8:53
Period 2	8:54 – 9:25
Period 3	9:26 – 9:57
Period 4	9:58 – 10:29
Period 5/6	10:30 – 11:01
Period 7	11:02 – 11:33
Period 8	11:34 – 12:05
Period 9/Pack up	12:06 – 12:37

DELAYED OPENING SCHEDULE	
Locker	9:50 – 9:59
HR/Period 1	10:00 – 10:33
Period 2	10:34 – 11:07
Period 3	11:08 – 11:41
Period 5	11:42 – 12:16
Period 6	12:17 – 12:51
Period 4	12:52 – 1:25
Period 7	1:26 – 1:59
Period 8	2:00 – 2:33
Period 9/Pack up	2:34 – 3:07

Breakfast is served daily from 7:45am – 8:15am

Breakfast is served on delayed opening days from 9:20am – 9:50am

Students in Pre-K – 8th grade who are not eating breakfast will be permitted into the building daily at 8:08am

SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)

The Netcong Board of Education affirms that no qualified person shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the district. Contact Person: Principal at 973-347-0020.

STUDENT RECORDS AND FILES

According to the Family Education and Privacy Act of 1974, parents have the right to review all files and records pertaining to their child. This act covers all official records and all contents contained therein. A reasonable amount of time for scheduling and/or copying the records is also required.

The Board of Education designates the name of the student, address, and phone number as “directory information” which may be released.

If you do not wish this information released, you must send a letter to the superintendent indicating your desire not to have directory information about your child released.

TITLE I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state.

Once a State's EFIG allocation is determined, funds are provided (using a weighted count formula that is similar to Targeted Grants) to LEAs in which the number of children from low-income families is at least 10 and at least 5 percent of the LEA's school-age population.

An LEA's Title I allocation is the sum of the amount that the LEA receives under each formula. LEAs target the Title I funds they receive to schools with the highest percentages of children from low-income families. If a Title I school is operating a targeted assistance program, the school provides Title I services to children who are failing, or most at risk of failing, to meet challenging State academic standards. Schools in which children from low-income families make up at least 40 percent of enrollment are eligible to use Title I funds to operate schoolwide programs that serve all children in the school in order to raise the achievement of the lowest-achieving students. LEAs also must use Title I funds to provide Title I services to eligible children enrolled in private schools. More information about Title I and other ESEA programs is available at: <https://www2.ed.gov/policy/elsec/leg/essa/index.html>.

SCHOOL POLICIES, PROCEDURES, RULES, AND REGULATIONS

ATTENDANCE POLICY

The compulsory education law (*N.J.S.A. 18A:38-25*) requires that every parent, guardian or other person having custody and control of a child between six and 16 to ensure that such child regularly attends school. **It is very important that all students arrive at school on time and ready to begin the day. Students are considered late/tardy if they arrive to class after 8:18 a.m. Students who arrive tardy during period 1 should report to the main office. Their teacher will mark them tardy. For three or more tardies, disciplinary action will take place in the form of a detention. All unexcused tardies thereafter will result in detention.**

***Continued tardiness could lead to more serious punishments.**

WHENEVER POSSIBLE, PARENTS ARE REQUESTED TO MAKE MEDICAL, DENTAL, AND OTHER IMPORTANT BUSINESS APPOINTMENTS AT TIMES OTHER THAN WHEN SCHOOL IS IN SESSION.

A. PROCEDURES FOR REPORTING AN ABSENCE

1. A parent/guardian must call the school nurse on the day of the absence stating the reason for the absence.

B. STUDENTS LEAVING SCHOOL EARLY

1. We know that you want the school to be as concerned about your child's safety and welfare as you are. Therefore, students are not permitted to leave school before regular dismissal time unless a note is brought from home or a parent/guardian contacts the school. A parent/guardian must sign their children out in the main office whenever they are leaving during the school day. This must occur each time a child leaves the school. We recommend that you provide as much notice to the school as possible. Students who are being picked up early will not be sent to the office until the parent arrives (even if the parent requests the child be in the office when they arrive).

C. EXCUSED/UNEXCUSED ABSENCES

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level in accordance with the policies of this Board. Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C 6A:16-7-8(a) 4 and Regulation 5200.

The district attendance policy limits a student to a maximum of eighteen (18) unexcused absences. The district considers cumulative absences of 10 or more excessive. Please note that pursuant to N.J.S.A. 18A:38-25, **if a student acquires 10 or more absences, the school district can make a court referral for truancy.**

1. The State of New Jersey recognizes the following as excused absences:
 - * A religious holiday and
 - * Take your child to work day
2. Besides the above reasons, the district has recognized the following as an excused absence:
 - * Personal Illness (with medical documentation provided)

- * Court ordered appearance
- * Death in family
- * Family emergency and/or illness
- * Authorized school field trips or athletic events
- * Suspension – in school or out of school

All other absences besides those indicate above are considered unexcused.

For an absence to be excused for any of the above reasons, a parent/guardian must call the school nurse on the day of the absence and provide written documentation.

A student who has been absent for 18 or more school days may be retained.

D. COMPLETION OF WORK WHEN ABSENT

Pupils absent from schools for any reason are responsible for the completion of assignments missed because of their absence. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. Students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.

E. ADDITIONAL SCHOOL ATTENDANCE PROCEDURES

School staff responses for unexcused absences:

1. For up to four cumulative unexcused absences, the school district shall:
 - (a) Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - (b) Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
 - (c) Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - (d) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11 if a potential missing or abused child situation is detected; and
 - (e) Cooperate with law enforcement and other authorities and agencies, as appropriate;
2. For between five and nine cumulative unexcused absences, the school district shall:
 - (a) Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - (b) Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
 - (c) Evaluate the appropriateness of action taken pursuant to (a)4i(3) above;
 - (d) Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (i) Refer or consult with the building's intervention and referral services team, pursuant to N.J.A.C. 6A:16-8;
 - (ii) Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
 - (iii) Consider an alternate educational placement;

- (iv) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (v) Refer to a court or court program pursuant to (a)4iv below;
 - (vi) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10 if a potential missing or abused child situation is detected; and
 - (vii) Engage the student's family.
 - (e) Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of 10 or more, a student between the ages of six and 16 is truant, pursuant to N.J.S.A. 18A:38-25, and the school district shall:
- (a) Make a determination regarding the need for a court referral for the truancy, per 4(a) below;
 - (b) Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - (c) Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - (d) Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
4. A court referral may be made as follows:
- (a) When unexcused absences are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the district board of education's policies, in accordance with (a) above, the parent may be referred to municipal court;
 - (i) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the municipal court; or
 - (b) When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;
 - (i) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the juvenile-family crisis intervention unit.
 - (ii) For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's individualized education program, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§ 794 and 705(20); and individualized healthcare 93 plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16- 2.3(b)3xii.
 - (iii) All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with (1a through 1e) above for each student with up to four cumulative unexcused absences.
 - 1. For each student attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending school district.
 - (a) The sending school district shall proceed in accordance with the district board of education policies and procedures pursuant to (A) above and the provisions of (E) 1a through 3d above, as appropriate.

C. If your child is going to be absent for the day, please notify the school prior to the start of the school day. If the school does not hear from an absent child's parent/guardian, the school will contact him/her by phone. Students are not permitted to call themselves out.

**As a last resort and for the safety/security of your children,
we will contact the local police if parental contact cannot be made.**

Our attendance procedures can only be effective with the full cooperation of both home and school. If parents are negligent in reporting absences, school personnel could assume that a child's absence is valid because of the

parent's failure to report. The effects of such an attitude could be detrimental to the entire security system. Since this procedure is primarily one of student security, we will still require written notice or a parent/guardian phone call for our health and attendance records.

We request the full cooperation of all parents/guardians on this matter so that together we can provide the best possible security for all children.

CELL PHONE/SMARTWATCH PROCEDURE

The Netcong Elementary School staff acknowledges the fact that, in today's day and age, many children have cell phones and/or smartwatches. Whereas the use of cell phones and smartwatches have become vital in many situations, during the school day children who bring a cell phone and/or smartwatch to school must adhere to the following guidelines:

**Please note that in an emergency circumstance,
be it a school, community, regional, state, or national emergency,
students will be allowed to use cell phones and smartwatches
as long as it is permissible by school or law enforcement officials.**

1. All students' cell phones and smartwatches must be turned off and remain off once they have entered the school building. **Wireless earbuds and/or air pods are forbidden.**
 - a. Phones and smartwatches are to be turned off when students enter the building and they should remain off until 3:07pm.
 - b. If a parent or guardian receives a call or text message from his/her child's cell phone or smartwatch during the school day, that child is in direct violation of this policy.
 - c. Should a parent or guardian need to speak to his/her child during the school day, s/he should contact the main office. Additionally, should a child need to contact his/her parent or guardian during the school day, s/he will be allowed to use one of the school phones.
2. Cell phones and smartwatches must be turned off and should be stored in a student's securely locked locker. Cell phones and smartwatches are not to be visible **at all** during the school day.
3. Students may only have their cell phones and smartwatches on inside the school building for two reasons:
 - a. They have been authorized by a school employee to turn the cell phone and smartwatch on for a specific purpose, or,
 - b. They have been commanded by a school employee to turn it on for a specific reason (crisis, critical incident, etc.).

Unauthorized activation of and/or use of cell phones and smartwatches by students will result in confiscation and may result in a search of the cell phone and/or smartwatch, as such action is a direct violation of school policy. Please remember that cell phones and smartwatches, like all other personal items brought into school by a student, may be subject to search. The outcome of this search may result in school sanction and/or a criminal investigation by the Netcong Police Department or appropriate law enforcement agency.

As with other personal property brought into our school, the Netcong Elementary School is not responsible for any lost, stolen, or damaged cell phones or smartwatches.

Should a student violate the guidelines listed above, the following steps will occur:

First offense – The phone or smartwatch will be confiscated by a school employee, placed in a clear baggie, labeled, and brought to the main office. The phone or smartwatch will be returned to the student at the end of the day, at which time it will be the student’s responsibility to call his/her parent and explain that this is his/her first cell phone offense. Additionally, the student will be given an afterschool detention.

Second offense – The phone or smartwatch will be confiscated by a school employee, placed in a clear baggie, labeled, and brought to the main office. A parent or guardian will be required to pick up the phone or smartwatch. It will be the student’s responsibility to contact his/her parent after school hours to notify him/her of the violation. Additionally, the student will be given two afterschool detentions.

Third offense – The phone or smartwatch will be confiscated by a school employee, placed in a clear baggie, labeled, and brought to the main office. The student’s parent or guardian will be notified that this is the third offense and the parent or guardian will be required to pick up the phone or smartwatch. Additionally, the student will be given three afterschool detentions.

Fourth and final offense – The phone or smartwatch will be confiscated by a school employee, placed in a clear baggie, labeled, and brought to the main office. The student’s parent or guardian will be notified that this is the fourth and final offense and that the student **will no longer be allowed to bring the phone or smartwatch in question or any other cell phone to school for the remainder of the year.** The parent or guardian will be required to pick up the phone. Additionally, the student will receive an in-school suspension for his/her continued disregard for these guidelines.

DETENTION

To maintain a safe environment that is conducive to educational growth, the District has established a student code of conduct. The code provides for detention or suspension processes designed to modify inappropriate behavior as well as penalize students who violate school rules.

Parents of children who will be detained will receive notification of the discipline infraction and the date(s) and time of the issued detention. Students who receive a discipline form/slip must have their parent/guardian sign them. The signed forms must be returned to the assigning or issuing teacher the next school day.

Detention must be served on the assigned day(s). If a child is absent on any assigned day, the missed day(s) will be made up upon the student’s return to school.

Students will not be excused from detention to participate in co-curricular, extra-curricular, or interscholastic school activities.

Students excused from detention for a valid reason will be required to make up the day(s) missed.

Students who receive more than one detention on a given day must talk with both staff members and re-arrange their detention schedule. **It is not the responsibility of the office to work out the conflicts.**

Students who do not return a signed detention form on the next school day may receive another detention. Furthermore, students who do not attend a scheduled detention (without a valid reason/excuse) will receive an additional detention. Continued infractions will result in more serious consequences.

DISCIPLINE

PHILOSOPHY:

The Netcong School District's Board of Education and Administration believe that every student deserves to be safe while in school. The safety and security of all children, including their emotional and physical well-being, is paramount. Every student deserves to learn without interference from or fear of others.

Each day as part of the school's overall philosophy, the staff subscribes to the premise that each person has the ability to choose his/her own behavior. Each student is taught that s/he must act responsibly and be responsible for this behavior. There are times when inappropriate behavior does occur. In those circumstances, the student is held responsible for both the behavior and its consequence(s).

Discipline is designed to reinforce the positive behaviors we expect of all students. Discipline alone is not intended to change behaviors. Behaviors change when the student, parent/guardian, and schoolwork cooperatively to reinforce and encourage proper/acceptable behavior.

Students make mistakes. Hopefully, outlining our rules and regulations will guide them in the appropriate direction. Our hope is that students learn to behave more positively and live more productively when given appropriate guidance, direction, and consistency.

RULES AND REGULATIONS:

CODE OF CONDUCT

The following underlying principles dictate the Netcong School District's discipline policy and procedures:

The Netcong School District, its administration, and staff expect the following from all students:

General Rules:

1. All students have the right to an education that is conducted in a non-disruptive learning environment. Students should not be allowed to leave the classroom during instruction or be permitted to go to their locker during passing periods. For students who wish to use the bathroom facilities during class, they must use the sign out sheet in the classroom.
2. All students should BE PROUD OF THEIR SCHOOL. Therefore, all students should help keep it clean by taking care of the property of the school. This includes, but is not limited to, the following:
 - a. All food and drink are restricted to the cafeteria during breakfast/lunchtime except at district-approved parties.
 - b. All papers/wrappers are to be placed in appropriate containers.
 - c. All plastic, aluminum cans, and other recycled material should be placed in the appropriate recycling containers.
3. Profanity, abusive or offensive language, and non-verbal gesturing are strictly forbidden.
4. A school district free of all drugs, alcohol, tobacco, and weapons must be maintained.

Classroom Rules:

1. Students must exhibit proper respect for adults, other students, and school property.
2. Students need to arrive to class promptly, prepared, and ready to learn.

3. Students need to actively participate in their own learning experiences.
4. To receive the full benefit of their education, students must complete their class work, homework, projects, etc. Students who do not complete work within the teacher specified time limit will receive detention and be assigned demerits via our demerit system.

Hall Rules:

1. Students should walk and not run in the halls. Students must walk on the right side of the hallway and on the right side of the stairways when moving from one area to another.
2. Although students may occasionally need to be in the hall during class time, they are expected to remain silent and not disturb instruction.
3. Students are not to hug, touch, etc. their classmates or pull on backpacks.
4. Students should not touch anything displayed in the halls.

Cafeteria Rules:

1. Students need to be prepared for lunch, know whether they are going outside for the day, and observe good behavior in the cafeteria. Students are expected to exhibit good manners.
2. To have a quality lunch program, students need to keep their talking to a minimum, refrain from loud talking and shouting, and observe good table manners.
3. Students are to remain seated until dismissed by the lunchroom supervisor.

Playground Rules:

1. Students must observe all safety rules by respecting and obeying lunchroom supervisors and playing in appropriately assigned areas.
2. Students may participate in games that are appropriately organized and/or supervised.
3. Students should re-enter the building in an appropriate and safe manner at the direction of the lunchroom supervisors and sixth or seventh period teachers. Building safety requirements must be consistently followed and observed.
4. Dangerous play/rough housing is strictly prohibited.
5. At no time are students to leave school property during recess.
6. Students are not permitted to RUN on the pavement.

Serious Violations:

The following are considered serious violations, which greatly affect the ability of children to learn in a safe/healthy environment:

1. Continued and willful disobedience – this can be with multiple persons, include multiple incidents, or with a single person during a single incident.
2. Open defiance of any adult staff member or person having authority over the student at the time of the incident.
3. Conduct which constitutes a threat, danger of a threat, or continuing danger to the physical well-being of others. Pushing, shoving, and horseplay which might result in potential injury are included in this offense.

4. Taking or attempting to take personal property, money, or articles of clothing from another student. This would constitute both threatening (intimidation) and theft.
5. Willfully causing or attempting to cause damage to District property.
6. Participation in any unauthorized occupancy by any group or individual student. This violation could include, but is not limited to, the following:
 - a. Unlawful entry,
 - b. Breaking and entering,
 - c. Being in an area without permission,
 - d. Occupancy of the building or portion thereof without permission, and/or
 - e. Failure to leave said area when directed.
7. Inciting to riot or to cause a riot.
8. Truancy or to incite/promote truancy.
9. Possession, sale, or use of illegal substances as per N.J.A.C. Code or Federal/State statute.
10. Use of tobacco and/or vaping products on school property or at events where students might be present.
11. All rules covered and applied to minors found in the Local, State, or Federal statutes.
12. Possession or use of a weapon.

Consequences will be imposed as outlined in the Netcong Board of Education Policy and Regulation 5600, Code of Conduct and the Netcong Board of Education Policy 8467, Weapons.

DEMERIT SYSTEM

Our discipline policy provides for rewards and consequences based upon classroom and building rules and regulations. Students who continually misbehave may be deprived of privileges such as attending school-sponsored activities. The demerit system is as follows:

• Each detention	1 demerit
• Failure to attend an assigned SEAS	1 demerit
• Each one day In-School Suspension/Out-of-School Suspension	2 demerits
• Each two day In-School Suspension/Out-of-School Suspension	4 demerits
• Each three day In-School Suspension/Out-of-School Suspension	6 demerits
• Each four day In-School Suspension/Out-of-School Suspension	8 demerits
• Each five day In-School Suspension/Out of School Suspension	10 demerits

A staff member may assign a demerit for not following a school or classroom rule without issuing a detention.

A total of fifteen (15) demerits may result in exclusion from the class trip and other extra-curricular activities. The demerit system takes effect the first day of school. On a case-by-case basis, students who accumulate seven or more demerits may be eligible to participate in the [recovery demerit initiative](#).

When a student in grades 5-8 does not complete homework as assigned, the student will be assigned to attend mandatory academic assistance to complete the assignment. If the assignment is done in academic assistance, the student will submit the assignment to the classroom teacher for reduced credit. If the assignment is not completed in academic assistance, the student will be able to complete the assignment for homework and submit the assignment in class the next day for reduced credit. For each day an assignment is late, a student's grade will be reduced by **20%**. SEAS notification emails will no longer be sent. Parents should be checking the Genesis portal regularly.

DISMISSAL

To allow the office staff to ensure the safety of your child and to maximize instructional time in the classroom, **NO STUDENTS will be called from their classrooms from 2:40 – 3:07.** This will help us eliminate distractions to the classroom teachers and will allow your child to get the most out of school. We thank you for your cooperation.

DRESS CODE

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils and parent(s) or legal guardian(s) only when a pupil's dress and grooming affect the educational program of the schools.

Pupils must abide by the following guidelines:

1. Hats, hoods, and other head coverings are prohibited inside the school. On days designated specifically as spirit hat days, pupils will be permitted to wear hats, which conform to predetermined themes.
2. No “spaghetti strap” tank tops, baby tees, crop tops, or racer-back tops may be worn. Shirts must cover the body without exposing any portion of the abdomen and/or without showing cleavage. Sleeveless tops, cut-out shirts, and/or sleeveless athletic jerseys are unacceptable. Also, neither bras nor bra straps should be visible.
3. Any article of clothing containing words, phrases, or pictures which may be deemed inappropriate or offensive (suggesting violence; profanity; sexual connotations; tobacco, alcohol, or drug use; etc.) is forbidden.
4. On days when the weather necessitates the wearing of shorts, skirts, skorts, etc., an appropriate length (to the longest fingertip when measured with the arm flat against the body) must be maintained.
5. Skirts, skorts and/or dresses deemed to be suggestive or inappropriate based on length or design (slits) will be prohibited. Even when skirts, skorts, shorts, etc., are worn with leggings, they must be of an acceptable length (to the longest fingertip as stated in #4 above).
6. Pants, which are worn to expose undergarments, are strictly banned. Pants must be waist fitted and worn to prevent slipping to hip level. They must be worn so the entire waistband is above the top of the hip.
7. No link chains, bicycle chains, spike collars, or spike bracelets may be worn in the building.
8. Pajamas are not permitted to be worn in school except on designated spirit days.
9. No bathing suit attire can be worn in school.

While flip flops are not banned, we encourage that all shoes have straps and proper support.

Students are expected to wear proper footwear for Physical Education class.

Students who are unsuitably attired for school will be asked to change or remove the offending item. Should a student not be able to change, s/he will be detained in the office until the appropriate clothing can be secured. If

appropriate clothing cannot be secured, a parent/guardian will be required to pick up the student from school. Frequent dress code violations may result in disciplinary action.

DRUG POLICY

The Netcong Board of Education has adopted a substance abuse policy. The District has also implemented a substance abuse prevention program for its students that, at a minimum, provides:

- 1) age-appropriate, developmentally based education and prevention programs for all students;
- 2) a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong, harmful, and will not be tolerated;
- 3) standards of conduct that are applicable to students and that clearly prohibit the unlawful possession of, use, or distribution of illicit drugs or alcohol on school premises or as part of any of the school's activities;
- 4) a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on those who violate the standards of conduct.

***At no time are illegal drugs, imitation drugs, alcohol, or tobacco products
allowed on school property.***

FIRE DRILLS/SECURITY DRILLS

Fire drills will be conducted at least once a month during the school year. The signal for a fire drill is the ringing of the fire alarm. It is extremely important that fire drills receive serious consideration by the students.

Everyone is to leave the building during a fire drill. Instructions for exiting rooms are posted in each classroom. Students are expected to leave the building in a silent, orderly manner and remain quiet throughout the drill and upon their return into the building. Students should assist teachers in seeing that all windows and doors are closed. Students who are out of the classroom at the time of a fire drill should join the nearest teacher and exit the building with that teacher's class.

Security drills will also be conducted during the school year. When these drills occur, students are to immediately follow their teacher's instructions and remain silent until the drill has concluded. Several types of security drills will be held each year including but not limited to active shooter drill, non-fire evacuation, bomb threat, and lockdown.

INTERNET SAFETY/PROTECTION

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are following the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

Consent Requirement:

A parent/guardian and student are responsible to complete a user agreement form at the beginning of each school year. A pupil may not be allowed to use the computer network and the Internet unless they shall have filed with the Technology Coordinator a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations:

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

N.J.S.A. 2A:38A-3 Federal Communications Commission: Children's Internet Protection Act.

KNIVES, WEAPONS, and/or DANGEROUS INSTRUMENTS

Knives, weapons, and/or dangerous instruments are not allowed in school, including toy or replica weapons. Having such articles on one's person or stored in one's school locker will result in police involvement.

LEAVING SCHOOL

Students are not permitted to leave school during the school day unless permission has been secured from home and approved by the principal. Unless it is an emergency, permission must be in writing. Parents or their designated messenger are required to sign students out in the main office when leaving school before the end of the day. Students who are being picked up early will not be sent to the office until the parent arrives.

NO SMOKING POLICY

The Netcong Board of Education has enacted a no-smoking policy for both students AND adults. Smoking is strictly prohibited in the building and on school grounds.

Students are subject to both school discipline and those penalties outlined in the municipal ordinance. Adults are subject to penalties outlined in the municipal ordinance, P.L. 2001, C.226.

PLAGIARISM/CHEATING

Dishonesty/plagiarism shall include cheating in any form. It includes, but is not limited to:

1. Giving and/or receiving answers in testing situations (including, but not limited to; orally, in writing, or by signals).
2. Copying or taking the work of others and claiming it as your own.
3. Submitting non-original work, reports, projects, oral presentations, homework, written papers/essays, etc.
4. Forgery including, but not limited to, a parent's/guardian's signature.

Whether the individual gives or receives information, s/he is guilty of a dishonest act and has put both his/her reputation and academic standing in jeopardy. The severity of the incident will determine the magnitude of the consequence (teacher-imposed consequence and/or administration imposed consequence).

PROFESSIONALISM

Just as we encourage and expect our staff and students to speak and act in a professional and appropriate manner, we encourage and expect the same from parents and visitors to our school.

PROHIBITED ITEMS

Due to students and staff members who suffer from allergies and asthma, body sprays, spray deodorant, perfumes, etc. are strictly prohibited in school.

Additional prohibited items include Clear Eyes, Visine, and/or any type of eye drops, laser pointers, toy weapons, MP3 players, CD players, handheld video games, and all other electronic devices. Unless approved by a classroom teacher for instructional purposes, earbuds, headphones, iPods, iPads, Kindles, Smartwatches, and any other electronic reading devices are also prohibited. **Only wired earbuds are permitted in the**

building. Wireless earbuds and/or air pods are forbidden. Students who are in possession of prohibited items will receive disciplinary consequences, including but not limited to detention.

PUPIL SUPERVISION AFTER SCHOOL DISMISSAL

In accordance with policy #5230 Late Arrival and Early Dismissal, all parents and guardians must be made aware of the following:

Upon dismissal from school parents/guardians may request that the school not release the pupil to walk home after dismissal unless said pupil is released to the parent(s), or legal guardian(s), or escort(s) designated by the parent or legal guardian. Keep in mind that all students in grades Pre-K through 4th will be released to a parent/guardian or escort designated by the parent or legal guardian.

All parties should be made aware that the school does not provide outside supervision once a student is dismissed from school. This includes on the playground. Parents/guardians are responsible for supervising their children upon dismissal from school.

RECYCLING

In accordance with all local ordinances and the Netcong Department of Public Works, the Netcong School District recycles bottles, cans, and paper.

REGISTRATION

Pre-Kindergarten and Kindergarten:

Registration of kindergarten students in the Netcong School District is held in the February prior to a student's entry to school.

Only children who have attained the age of three or four years on or before October 1st may register in the Pre-K class for the present school year. Those registering for Kindergarten class must be five on or before October 1st.

Registration Material – New Entrants / Grades K – 8:

Parents must present the following documents and immunization records:

Documents:

1. Original Birth Certificate or Valid Passport
2. Two Proofs of Residency

Choose any **TWO** of the following from the list below. If you are unable to provide these documents, you will be required to do so after 30 days.

- a. Property tax bills, deeds, contracts of sale, leases, mortgages, signed letters from landlords and other evidence of property ownership, tenancy, or residency;

- b. Voter registrations, licenses, permits, financial account information, utility bills, delivery receipts, and other evidence of personal attachment to a particular location;
- c. Court orders, State agency agreements and other evidence of court or agency placements or directives;
- d. Receipts, bills, cancelled checks, insurance claims or payments, and other evidence of expenditures demonstrating personal attachment to a particular location, or, where applicable, to support of the pupil;
- e. Medical reports, counselor or social worker assessments, employment documents, unemployment claims, benefit statements, and other evidence of circumstances demonstrating, where applicable, family, or economic hardship, or temporary residency;
- f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit pupil," adult pupil, person(s) with whom a family is living, or others as appropriate;
- g. Documents pertaining to military status and assignment; and
- h. Any other business record or document issued by a governmental entity.

- 3. Up to date immunization records as required by the New Jersey Department of Health
- 4. Proof of a physical examination via a universal health form completed by a physician

Transfer Students:

- 1. Proof of Immunizations – See above
- 2. Proof of Residency
- 3. Original Birth Certificate or Valid Passport

SAFETY/TRAFFIC – COLLEGE ROAD

The front parking lot (nearest the main office entrance) is only for the Netcong School staff.

Parents may use the parking area to the right of the building as a drop-off area (refer to video on YouTube). Parents are not permitted to park on campus as parking spaces are assigned to staff. Parents may park along College Road and Prospect Street. Only allow your child to get in and out of your car when you are up at the opening of the gate.

Those parents who are legally parked on the far side of College Road should have their child cross at the crosswalk as directed by the crossing guard. **PLEASE DO NOT BLOCK THE DRIVEWAYS OF OUR NEIGHBORS ON COLLEGE ROAD.**

The Netcong Police Department would like to remind you of the following regulations:

*** Pedestrians shall cross the roadway within a crosswalk (39:4-34).** Thus, everyone is reminded to utilize the crosswalk when crossing College Road.

- * Do not stop for any reason on the school side of College Road as this is a no stopping or standing zone. Consequently, dropping off or picking up children on the school side of College Road is strictly prohibited.
- * Do not double park to discharge passengers. Pull completely over to the curb so as not to block traffic.
- * Do not park on the crosswalk lines.
- * If the crossing guard stops your vehicle to allow children to cross, do not allow your child to exit your vehicle. You MUST still park for this purpose.
- * You must make a complete stop at posted stop signs.
- * Do not pass vehicles that are in the process of parking.
- * Do not improperly park or discharge passengers from a No Parking Zone.

Police officers will be in marked and unmarked police vehicles as well as on foot patrol and will be issuing summonses for any motor vehicle infractions.

SUSPICIOUS SUBSTANCES

Protocol to be followed in the event that drugs or other dangerous substances are found on school grounds:

1. The School Administrator and School Nurse will be notified immediately that there is a substance in question on the premises. The area where the substance is located will be secured immediately. Securing the area in question will help prevent the item from being removed or accidentally ingested. The item in question should not be moved unless it presents the potential to harm a person.
2. The person who discovers the substance should provide the School Administrator and School Nurse with as much information regarding the circumstances as possible.
3. The School Nurse will use appropriate resources to attempt to identify the substance in question. These resources may include, but will not be limited to PDR, online search, contacting Poison Control, and consulting with a local pharmacist.
4. After assessing the substance and situation, the Superintendent will be notified. It will be his/her discretion if the police and/or parents are notified.
5. Should a substance be found after school hours and the School Administrator and/or School Nurse cannot be found, the person who found the substance should immediately contact the Netcong Police Department at 973-347-7700. Additionally, this person should follow the information in item #1 above – except for the first sentence.

TARDINESS POLICY

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified. All other incidents of tardiness will be considered unexcused.

For three or more tardies, disciplinary action will take place in the form of a detention. Five instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on promotion.

TELEPHONE CALLS

ONLY in cases of an emergency will phone messages from parents be delivered to students. Students may use the office phones to call home during the lunch periods and after school.

Students will be allowed to use the office phone for emergencies. In order to do so, they must have permission from the sending teacher and the Administration.

Cell phones must be turned off during the school day and may not be visible. Please refer to the section in this handbook regarding cell phone procedures.

TRANSFERS

If you plan to transfer your child to another school district, please notify the Main Office two days before your departure date. Parents must fill out withdrawal forms in the main office. Students must return all school materials, i.e., books, textbooks, Chromebooks, hotspots, calculators, etc. Once all materials and forms are submitted complete, a transfer card will then be issued to the new school.

VISITORS

Visitors must have an appointment scheduled with a staff member prior to coming to the main office. Staff members will not be able to accommodate drop-in appointments. Please consult Board of Education Policy and Regulation 9150 for more information.

Visitors and parents who schedule an appointment are always welcome at our school. All persons entering the building are required to report to the office first and receive a visitor's badge. This is for the safety and security of all persons in the building. The door on the north side of the building (closest to the office) should be the only door used to enter the school. All visitors must bring a drivers license or other official ID to enter the school.

Staff members have been instructed not to admit anyone to their room who does not possess a visitor's pass issued by the office. All parents should wait outside the building during arrival and dismissal of the students.

WEATHER EMERGENCIES

On inclement weather days, Netcong School will utilize School Messenger, a phone/e-mail notification system to notify families of school closings, delayed openings, and early dismissals.

At the beginning of each school year, parents are required to provide the school with updated personal and emergency contact information. Besides providing updated contact information, parents/guardians can configure their notification settings via the SchoolMessenger app or website (go.schoolmessenger.com). In order to receive text message notifications, the user must opt-in by texting the letter Y to 67587. Users are required to have at least one emergency phone number.

In the event of an early dismissal or an emergency situation (evacuation, lockdown, relocation) during the day, **parent/guardians will be contacted through our School Messenger system with the contact information that was provided to the school.**

Please notify the office immediately of any changes in telephone numbers or e-mail addresses. If you have any questions or comments regarding the School Messenger system, do not hesitate to call the main office.

The following are other avenues to gain information regarding school closings:
www.netcongschool.org

If there is a question concerning the opening or closing of school, call the school. **DO NOT CALL THE POLICE.**

WeTip's School Safety Program

WeTip's School Safety Program offers the WeTip anonymous hotline to students and their families. WeTip's hotline is a way for people to get involved in establishing a safer community. WeTip gives students and their families and opportunity to give information without fear.

- Instances of Bullying can be reported anonymously to WeTip at 1-855-86 BULLY.
- Information regarding any allegations of abuse can be reported anonymously to WeTip at 1-800-78-CRIME.
- Information about weapons or crime in the school can be reported anonymously to WeTip at 1-800-78-CRIME.

For more information on the WeTip programs, visit www.wetip.com.

HEALTH SERVICES

A full-time nurse will be on duty during the school day. By State law only she can administer first aid. In case of a serious accident, you will be notified immediately. If it is necessary for your child to go home because of illness or injury, you should make provisions to pick up your son/daughter.

Medications may only be dispensed by the school nurse, physician, parent, or legal guardian. If the school nurse is not present, parents must decide to dispense the medication. All medication must be in original prescription bottles.

As a rule, all medications must be brought to the School Nurse at the start of the school day; students should not have medications in their possession, except for students with self-carry doctor orders for EpiPens and inhalers. Forms are available on the school website and must be submitted for students to self-carry.

HEAD LICE

Per Board Policy 8454, Management of Pediculosis, the Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

SCHOOL INSURANCE

The District does not carry accident insurance for students. Parents are financially responsible for any medical expenses resulting from injury incurred due to participation in a school-related activity including interscholastic athletics.

NJ Family Care is a health insurance program for children from families who are uninsured. If you are a family who does not have health insurance, you may contact NJ Family Care for further information at 1-800-701-0710 or visit their website at www.njfamilycare.org.

SCHOOL NUTRITION POLICY

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on pupils' health and their ability and motivation to learn. The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk, and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After-School Snack Program shall meet the standards as outlined within this Policy.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. Federal labeling of trans fats on all food products is required by January 1, 2006.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, or served in the reimbursable After School Snack Program, shall meet the following standards:

1. Based on manufacturers' nutritional data or nutrient facts' labels:
 - a. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
 - b. No more than two grams of saturated fat per serving.
2. All beverages shall not exceed 12 ounces with the following exceptions:
 - a. Water
 - b. Milk containing 2% or less fat.
3. Whole milk shall not exceed 8 ounces.

In elementary schools, 100% of all beverages offered shall be milk, water, or 100% fruit or vegetable juices.

In middle and high schools, at least 60% of all beverages offered, other than milk and water, shall be 100% fruit or vegetable juices. No more than 40% of all ice cream/frozen desserts shall be allowed to exceed the standards in this Policy for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, except for foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual pupils; or special needs pupils whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for pupil meal service and consumption. The school district shall provide a pleasant dining environment for pupils, and schools shall attempt to schedule physical education or recess before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The Board of Education is committed to promoting this School Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff so they have the skills needed to implement this Policy and promote healthy eating practices. The Board will work toward expanding awareness about this Policy among pupils, parent(s) or legal guardian(s), teachers, and the community at large.

N.J.A.C. 2:36-1.7(a);2:36-1.7(b).

Please note that due to their caffeine and sugar content, students should not bring

“energy drinks” (Monster, Red Bull, etc.) or soda to school.

2ND FLOOR® NEW JERSEY’S YOUTH HELPLINE

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous, and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.