

COLTS NECK TOWNSHIP PUBLIC SCHOOLS

OUR MISSION STATEMENT

Our Mission is to empower and inspire students to be confident, creative, self-sufficient learners who maximize their strengths and talents and contribute as responsible participants in their ever expanding world.

OUR VISION STATEMENT

Colts Neck Township School District is a place where learning is engaging, individualized, inspirational and meaningful for all members of the school community at all times.

- ***Community:*** dynamic partnerships with the greater community
- ***Academic:*** curricular and co-curricular programs that are student centered and encourage all participants to question, take risks and innovate
- ***Physical Environment:*** safe, inviting and stimulating
- ***Professional Learning:*** paramount to creating a culture that improves instructional practice
- ***Technology:*** support and enhance the Vision and contribute to the effective and efficient operation of the district

Partners Working Together To Help Children Become Life-Long Learners

2018-19 PARENT HANDBOOK

COLTS NECK TOWNSHIP SCHOOLS BOARD OF EDUCATION

**Dr. Kimberly Raymond, President
Kathryn Gizzo, Vice President**

Danielle Alpaugh	Marian Castner	Jacquelyn Hoagland	Kevin O'Connor	Rebecca Roberts	Michael Taylor	Heather Tormey
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SCHOOL ELECTIONS

P.L. 2011, c. 202, signed into law on January 17, 2012, permits a board of education, a municipal governing body, or voters (by way of petition) to move the April annual school board election to the date of the November general election. The Colts Neck Board of Education voted to move the annual school board election to the November general election where voters will cast ballots to choose members of the Board of Education.

To be eligible to vote, residents must be at least 18 years of age, citizens of the United States, must have been a resident of the County for 30 days, and must have registered 30 days before the election. New voters may register at the Office of the County Clerk in Freehold. Anyone registered to vote in the general elections may also vote in the school election.

Absentee ballots for school elections may be obtained by applying to the Office of the County Clerk in Freehold at least seven (7) days prior to the election. A voter's name, home address, the address to which the ballot should be sent, and the reason a person will not be able to vote at the regular poll must be given. Emergency provisions permit registered voters to apply for the absentee ballots in person at the Office of the County Clerk during the period seven (7) days preceding the election to 3:00 p.m. the day before the election.

Candidates filing a nominating petition for the Board of Education must be:

1. a citizen of the United States of America;

2. at least 18 years of age;
3. able to read and write;
4. a resident of the municipality from which s/he is to be elected for at least one (1) year preceding the date of the election; and
5. not disqualified as a voter pursuant to R.S. 19:4-1; and
6. a registered voter in the district.

In addition, no Board of Education member shall be directly or indirectly involved in any contract with a claim against the Board.

All candidates are required by law to comply with the provisions of "The New Jersey Campaign Contribution and Expenditures Reporting Act." For further information please call the Election Law Enforcement Commission (609) 292-8700.

**The Board of Education generally meets the
first and third Wednesday of the month
at 7:00 p.m. in the Board Room of the
Administration Building, 70 Conover Road.**

**A schedule of meetings is posted
on the district website:**

www.coltsneckschools.org

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Dear Parent/Guardian,

On behalf of the staff at Colts Neck Township Schools, welcome you to the 2018-19 school year. As a parent/guardian, your active and collaborative partnership with us is essential for helping students reach their highest potential. As partners, we share the responsibility for our children's success and ask that you use the 2018-19 *Parent Handbook* as a resource for identifying information about our schools, instructional programs, policies, and overall operations.

In addition to this handbook, the Colts Neck Township Schools' website is specifically designed as a means of communication for our community. We encourage you, as a parent/guardian, to access our website for important announcements, presentations, and documents.

Continuing for the 2018-19 school year is our online *School Volunteer Training*. If you plan to volunteer your time this year in our schools, please access the School Volunteer Training modules, via the district website, under *Parent Information*, prior to any volunteerism.

In our current age of information, you can also follow Colts Neck Township Schools on Twitter @CNSchools and Facebook by simply searching Colts Neck Township Schools.

It is truly my honor to serve the community of Colts Neck as Superintendent of Schools. Together, as we embark upon this school year, I am confident in our ability to raise every child to new levels and to continue to foster a nurturing environment where students' learning, engagement, and creativity thrive.

Educationally yours,

Dr. MaryJane Garibay
Superintendent of Schools

ADMINISTRATIVE OFFICES
70 Conover Road
Colts Neck, New Jersey 07722

DISTRICT TELEPHONE NUMBER
732-946-0055

SUPERINTENDENT'S OFFICE

MaryJane Garibay
Superintendent of Schools
Tel.: 732-946-0055, Ext. 4104
Fax: 732-858-8583

Lori Marino
 Secretary to the Superintendent
 Ext. 4104

Joan Meyer
 Assistant Secretary
 Ext. 4127

BUSINESS OFFICE

Vincent S. Marasco
Business Administrator/Board Secretary
Tel.: 732-946-0055, Ext. 4101
Fax: 732-946-7054

Danielle DeMaio
 Secretary to the Business Administrator/Board Secretary
 Ext. 4101

Kathy Condron
 Bookkeeper/Payroll Accounts Asst.
 Ext. 4102

Laura Toth
 Accounts Payable Assistant
 Ext. 4100

BUILDINGS AND GROUNDS

Thomas Giglio
Facilities Manager
Tel.: 732-946-0055, Ext. 4758

TRANSPORTATION OFFICE
Kathleen Holland
Transportation Coordinator
732-431-0681
 231 Route 34, Suite B
 Colts Neck, NJ

BUILDING SCHEDULES

REGULAR SESSION			
School	Grades	Start	Dismissal
Primary School	Pre K - AM	9:00 am	12:00 pm
	Pre-K - PM	12:45 pm	3:15 pm
	Full Day Pre K – Gr. 2	9:00 am	3:15 pm
Elementary School	Grades 3 - 5	9:00 am	3:15 pm
Middle School	Grades 6 - 8	7:50 am	2:23 pm
	Late Dismissal		3:50 pm
SHORT SESSION			
School	Grades	Start	Dismissal
Primary School	Pre K - AM	9:00 am	11:00 am
	Pre-K - PM	11:00 am	1:00 pm
	Full Day Pre K – Gr. 2	9:00 am	1:00 pm
Elementary School	Grades 3 - 5	9:00 am	1:00 pm
Middle School	Grades 6 - 8	7:50 am	12:00 pm
DELAYED OPENING			
School	Grades	Start	Dismissal
Primary School	Pre K - AM	11:00 am	1:00 pm
	Pre-K - PM	1:00 pm	3:15 pm
	Grades K - 2	11:00 am	3:15 pm
Elementary School	Grades 3 - 5	11:00 am	3:15 pm
Middle School	Grades 6 - 8	9:50 am	2:23 pm

CURRICULUM AND INSTRUCTION
Erica Reynolds, Director

Danielle Buckley, Secretary Ext. 4107
Terry Piltzer, Communications & Technology Coordinator Ext. 4109
Dominick Petrillo, Network/Computer Technician Ext. 4750

MATHEMATICS

The Colts Neck Township School District believes that all children are mathematical thinkers. Therefore, mathematics instruction should empower children to construct mathematical ideas and apply their knowledge. Our K-8 math program develops a solid foundation in conceptual and procedural knowledge, as well as application and problem solving. The main goals of the program are:

- Focus on computational fluency with whole numbers
- Provide substantive work in rational numbers, geometry, measurement, data, algebra
- Develop connections amongst the different mathematical strands
- Emphasize reasoning
- Engage a range of learners

LITERACY

A quality language arts literacy program provides a solid foundation for success in all curricular areas as students are required to use language and communication skills throughout their school lives. More importantly, an effective language arts literacy program provides students with a repertoire of skills and strategies to make them successful problem solvers and articulate communicators.

Throughout the K-8 school years, literacy units are organized around genre, craft, skills, and strategies. This model expects students to understand that writers write for a variety of purposes and use different styles and techniques to deliver a message. Students also learn that readers use a variety of strategies to gather ideas, build theories about the characters and ideas within books, and apply skills to a variety of texts.

**PHONEMIC AWARENESS, PHONICS, SPELLING,
HANDWRITING, GRAMMAR AND VOCABULARY**

The Colts Neck School District recognizes the importance of foundational skills as they relate to fluent readers and writers. The district curriculum includes both direct and explicit instruction necessary for supporting the mastery of phonics and phonemic awareness, fluency, vocabulary development, and communication and grammar skills. At the middle school level, direct instruction with spelling and word study is given on an as needed basis, for those students who may need more explicit instruction and practice. Vocabulary work is taught through common read-alouds and through independent student reading.

SCIENCE

Given the incredible importance of the energetic pursuit of science, the Colts Neck School District is committed to a program of science education with the following goals:

- To provide our students with a curiosity and a wonderment about the physical and natural world that lead to the regular posing of questions and the pursuit of answers
- To provide our students with the ability to gain and evaluate scientific knowledge through observation, repeated experimentation, and a logical analysis of evidence
- To provide our students with a process of decision-making about the advancement of science that is informed by an understanding of the dependence of all living things on one another and on their environment.
- The implementation of the Innovation Labs has allowed for students to be actively engaged in critical thinking activities focusing on science, technology, engineering, and math.

SOCIAL STUDIES

The world is a complex place – geographically, politically, economically, and culturally. If our students are going to succeed in that world, they need to grasp its complexity. Moreover, if our students are to make the world a better place, they need to be inspired towards service and civic responsibility.

It is the purpose of the Colts Neck social studies curriculum to provide our students with knowledge of the values, events, people and places that have formed our country and shaped our world. In addition, it is the purpose of the curriculum to develop in our young people the ability and the attitude to make informed decisions and take responsible action as citizens of a culturally diverse, democratic society on an interdependent planet.

WORLD LANGUAGE
K-4 Spanish
Grades 5-8 Spanish/Italian

The World Language program focuses on the development of communication in the target language(s) and understanding of the cultures of the people who speak the language. This begins in kindergarten through culture studies, and continues in grades one through eight with instruction on language acquisition.

An important component of language classes is the use of the language within and beyond the school setting. The integration of technology is an important tool in accessing authentic information in the target language.

PHYSICAL EDUCATION AND HEALTH

The Colts Neck Township School District is committed to providing students with a comprehensive health and physical education program that promotes healthy habits and encourages an understanding about lifelong fitness. Our program encompasses all six standards. The elementary program provides the foundation for middle school and is developmentally designed to ensure that the experiences the students receive build on each other throughout the K-8 journey.

VISUAL AND PERFORMING ARTS

An art education curriculum is a developmental program designed to provide students with experiences in art production, art history, art criticism, and aesthetics. Art projects are created around the basic elements of design: color, shape, texture, form, line, space, and balance. The curriculum is designed with specific skills that are woven into the yearlong or cycled program. Experiences are developed to support the understanding of design elements based on the needs of the students.

Our music program incorporates many different experiences for students of all abilities to grow and build upon through the K-8 learning journey. A coordinated general music program scaffolds across grade levels from kindergarten through grade eight. The general music program is aligned to the NJ Core Curriculum Content Standards (“NJCC”) and offers opportunities for students of all ability levels. As students enter the elementary school, they are provided opportunities to participate in more specialized experiences within our choral music program and instrumental band program. These opportunities continue throughout the middle school years. It is our hope that students leave the K-8 learning journey with an appreciation and understanding of the arts.

TARGETED ENRICHMENT PROGRAM (TEP)

The Colts Neck Township School District believes that all students deserve a rigorous and enriching educational program. Our Targeted Enrichment Program (TEP) is designed to support the needs of all students with a concentrated focus on students who show exceptional abilities in the core academic areas of English Language Arts and Mathematics. The district believes that the primary learning environment is the regular classroom setting, supplemented by selected pull-out instruction and enrichment opportunities.

TECHNOLOGY

The Colts Neck Township School District’s plan for using technology supports the initiatives set forth in the Partnership for 21st Century Skills. The district is poised to support 21st Century learning communities because the plan is aligned with district curricula. The district curriculum incorporates life and career skills, learning and innovation skills, and 21st Century Themes. Not only are we preparing the district to be able to access technology, we are preparing our students to perform and use those 21st Century Skills. Furthermore, the Colts Neck Township School District is committed to being prepared for the electronic assessment (PARCC) requirements of the state. For the 2018-19 school year, students in grades 3-8 will be provided with district-issued devices for participation in a 1:1 technology-based learning initiative. More information about your child’s involvement in this initiative can be obtained in the “Student Digital 1:1 Handbook” accessible via the district’s website, under *Parent Information*.

**COLTS NECK PARENT-TEACHER ORGANIZATION
2018-19 EXECUTIVE BOARD**

President	Amy Dimes
Vice President	Stephanie Collura
Treasurer	Kristie Tierney
Assistant Treasurer	Danielle Quigley
Secretary	Michelle Forero
Communications Director	Lena Nicholson
Fundraising/Sponsorship Director	TBD
Student Activities Coordinator	Jennifer Mayrose

Membership information can be found on Colts Neck PTO website, www.coltsneckpto.org. In order to volunteer for a PTO activity you must be a registered member. All registered members will have access to the PTO app which includes the PTO Directory.

COLTS NECK FRIENDS OF DIFFERENT LEARNERS

Colts Neck Friends of Different Learners (“CNFODL”) is a volunteer run organization whose membership includes staff and families from the Colts Neck Township Public Schools community. CNFODL offers families with children who receive special services a place to find support and education. Families with children in general education are welcome and encouraged to join so as to benefit from our offerings as well.

Our primary focus is collaboration between school and home. We provide a forum for parents and staff to network and speakers and programs to enhance student success. We support the practice of differentiated instruction to meet the needs of all kinds of learners.

Please join us to experience the true meaning of community. Together we can enrich our children’s education and make a difference.

Yvette Krupa, CNFODL Chairperson
E-mail: FODLCN@gmail.com

SCHOOL CLOSING ANNOUNCEMENTS

In the event that school has to be closed because of inclement weather or for any other reason, it will be announced on the following radio and television stations:

101.5 FM	92.7, 1160 (WOBM)
104.9 FM	94.3 FM -The Point)
105.7 (Hawk)	96.9 (WFPG)
Channel 2 (CBS)	Channel 7 (ABC)
Channel 4 (NBC)	News 12

All individuals registered with the School Messenger Alert System will be notified of any emergency closing. Notifications will also be posted on the home pages of the district website, www.coltsneckschools.org

DELAYED SCHOOL OPENING

It is the practice of the Colts Neck School District to keep schools open on a regular basis, despite inclement weather. However, severe storms which cause heavy snow accumulations will force the closing of schools. Sometimes we are faced with a light snow or sleet storm which creates hazardous road conditions during the early morning hours. In instances such as this, the district delays the opening of school according to the following schedule and bus runs are adjusted accordingly. The delayed opening allows the safe operation of our transportation system after most commuter traffic has dissipated and the roads have been cleared by the Highway Department.

DELAYED OPENING			
School	Grades	Start	Dismissal
Primary School	Pre K - AM	11:00 am	1:00 pm
	Pre-K - PM	1:00 pm	3:15 pm
	Full Day Pre K – Gr. 2	11:00 am	3:15 pm
Elementary School	Grades 3 - 5	11:00 am	3:15 pm
Middle School	Grades 6 - 8	9:50 am	2:23 pm

EARLY EMERGENCY DISMISSAL

During stormy weather, parents are encouraged to listen to the radio or check the district web site (www.coltsneckschools.org) to keep abreast of any change in the school schedule.

When school is closed early for an emergency, the parents will be contacted through the School Messenger Alert System and bulk e-mail, and the information will be posted on the district web site. Parents should make sure their information is up-to-date on the School Messenger Alert System.

When the schools close early for emergencies, afternoon Preschool, the Colts Club After School Care Program and all after school activities in ALL buildings are cancelled.



REPORTING PUPIL PROGRESS

Marking Periods and Report Cards

Marking Period	Start	End	Report Card Distribution
#1	Sept. 6, 2018	Nov. 16, 2018	Nov. 30, 2018
#2	Nov. 19, 2018	Jan. 31, 2019	Feb. 8, 2019
#3	Feb. 1, 2019	Apr. 5, 2019	Apr. 12, 2019
#4	Apr. 8, 2019	June 19, 2019	June 20, 2018

PARENT TEACHER CONFERENCES

- Monday, October 22, 2018 (Evening)
- Tuesday, October 23, 2018 (Afternoon)
- Wednesday, October 24, 2018 (Afternoon)
- Thursday, October 25, 2018 (Afternoon)
- Tuesday, February 26, 2019 (Evening)
- Wednesday, February 27, 2019 (Afternoon)
- Thursday, February 28, 2019 (Afternoon)

Report cards are available in the Parent Portal four times for Grades 1-8. They are sent home three times for Kindergarten. The two conferences will provide an additional basis for reporting pupil progress. Interim reports, as determined by the teachers based on student's academic progress, will be sent home half-way through each marking period. Other reports may be made depending upon need as recognized by parent or teacher.

We are most anxious to have every parent present at Fall conference time. When properly implemented, it provides the best means of reporting pupil progress. We also heartily encourage both parent and teacher to make arrangements for other conferences whenever the need arises. The value of parent-teacher communication cannot be over-estimated. We are anxious to discuss your child's progress as well as areas in need of improvement.

The February parent-teacher conferences are held following the issuance of the second report card and at the specific request of either the teacher or the parent.

ACCIDENT INSURANCE

The Board of Education has purchased an accident insurance policy covering all Colts Neck students when they are present at school or attending any Board approved function/activity off school premises. This policy is excess coverage with the family insurance being the primary insurance. Parents and guardians may purchase extended accident insurance providing 24 hour per day/7 days per week coverage at their own expense. Flyers with information on how to apply on line are distributed in September and are also located on the district website under "Parent Information". Purchase of this extended insurance is at the sole discretion of the parents/guardians.

ATTENDANCE PROCEDURES

(Reference: Board of Education Policy and Regulation 5200)

In the event your child is going to be absent from school or tardy to school for any reason, it is necessary for you to call 732-946-0055. Follow the prompts to report your child's absence. State your child's name, grade level, homeroom and reason for absence. If your child is ill, report symptoms of student illness clearly so that trends in student illness may be reported to the Monmouth County Health Department.

Each time a student is absent, parents will receive an automated phone call via the School Messenger System. School Messenger does not have the ability to override this system so that phone calls are issued only to those families that have not informed the appropriate school of a student's absence. Therefore, phone calls will be issued to the parents of all absent students. Please continue to call our student absence line in the event your child will be absent from school, and disregard the automated message that you will receive later in the day.

Upon your child's return to school, please send in a note verifying your child's absence from the physician or from the parent. A standardized "Student Absence Form" for each school can be accessed under the "Health Office" section of each school building's website. A note from a parent or physician is required so that your child's absence may be changed from "unexcused" to "excused". All absences for a noncommunicable illness for a period of more than five (5) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school. Your assistance and cooperation is essential in making this process effective.



CAFETERIA

The Pomptonian, Inc. will be providing the school lunch program. A full lunch program is available to students at all schools. Lunch and Student Milk prices are as follows:

Conover Road Primary School Conover Road Elementary School	
Student Lunch	\$3.70
Village Fresh Student Lunch	\$4.50
Reduced Price Lunch	\$0.50
Student Milk	\$0.75

Cedar Drive Middle School	
Student Lunch	\$3.70
Village Fresh Student Lunch	\$4.50
Reduced Price Lunch	\$0.50
Student Milk	\$0.75

Free and Reduced Price lunches are available throughout the school year for children of families whose income level falls within established State guidelines. Notice of availability of this program is posted on the district website under "Parent Information" and paper copies are available at each school building. Application may be made at any time during the school year, if there should be a change in income level.

A Computerized Register System is in place at each of the district's three schools. Each student is assigned a student ID card that use as they go through the lunch line. Should modifications to the program be implemented in the future, parents will be kept up-to-date as changes are made. Each cashier will have each student's account information in front of them when the child arrives at the register. Once the student's picture is taken for ID cards, their picture will be added to their account information thus insuring that only your child is expending the monies you have placed on account. All student information will be stored in a secured site on the computer. Once the photograph is entered into the system, the cashier will be able to identify the child using each account. Pictures WILL NOT be shared with any other media. The program has the ability to alert the cashier should the district have received information from the parent of a child's food allergies, thus preventing the purchase of harmful foods. Parents also have the ability, should they choose to do so, to monitor their child's nutrition through an on-line program by viewing their child's food choices.

COLTS CLUB BEFORE AND AFTER SCHOOL CARE PROGRAM

The Colts Club Before and After School Care Program is available to children in preschool through fifth grade. This program provides time for homework completion, indoor and outdoor games, free play, arts and crafts, movies and more. For information and registration forms, please contact Danielle Buckley at (732) 946-0044, Ext. 4107 or via email at buckley@coltsneckschools.org

STUDENT DISCIPLINE/CODE OF CONDUCT

(Reference: Board of Education Policy and Regulation 5600)

Principals are expected to enforce a discipline code routinely and consistently. While the Principals seek to consider specific circumstances in applying the code, it should be understood that the code is applicable district-wide and that it will be effected conscientiously and reasonably. When a student is given detention after school, parents will be advised in advance so that transportation home can be provided for or arranged by the parent. For a detailed explanation of the district's code of conduct, please see Colts Neck Board of Education Policy and Regulation 5600.

EARLY RELEASE OF STUDENTS FROM SCHOOL DAY

(Reference: Policy 5230.Late Arrival and Early Dismissal)

Colts Neck Township Board of Education Policy 5230 addresses the "Late Arrival and Early Dismissal" of pupils in the following manner:

"The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, and court appearances."

The parent(s) or legal guardian(s) shall submit a written request for approval of an early dismissal to the Principal. The request must include the reason for the pupil's early dismissal and a statement of why it is necessary to excuse the pupil before the end of the pupil's school day."

Students who are excused early must present a written request from the parent/guardian stating the reason for early dismissal and indicating what time the student is to be picked up. The note will be given to the teacher, who will forward it to the main office. In order to maintain continuity of instruction, students must be picked up 30

minutes prior to dismissal. Please make every effort to schedule extracurricular activities and doctor's appointments at times that do not conflict with regular school hours. Official verification of these appointments may be requested of parents who repeatedly sign their children out of school early.

FINES FOR DAMAGE OR LOSS

(Reference: Policy & Regulation 5513. Care of School Property)

In the event of the loss of or damage to school property (including books), parents are advised that the school reserves the right to assess partial or total cost of the material in question (depending upon its condition) against the parent. In order to enforce this rule, the building Principal may withhold a report card, class assignment or the like until the financial obligation is met. In the case of eighth grade students, diplomas may be withheld until the account is settled.



HEALTH

(Reference: Policy and Regulation 5330. Administration of Medication)

A School Nurse is employed full-time in each school.

It is the policy of the school that no medication will be given to any student during the course of a school day except in emergencies at which time the school must have written permission from the physician authorizing designated school personnel or the student to dispense the medication. All medication (including aspirin) is to be administered by the school nurse or under her direction, only upon the prescription of a doctor. (Policy and Regulation #5330)

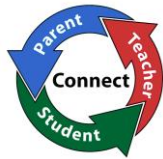
Please do not send your child to school if he/she has a slight temperature, a severe cold, or any other sign of illness. If he/she is recovering from a disease or illness, please do not let him/her return to school until he/she is able to participate in the regular activities of

the school day, except in case of long convalescence. If your child becomes ill at school, you will be notified immediately.

It is imperative that all pupil injuries related in any way to school activities or operation be reported to school authorities at once.

Communicable Diseases - Please notify the school immediately if your child has a communicable disease. In certain cases, at the nurse's discretion, a doctor's certificate may be required upon the child's return to school.

Neither the nurse nor any school personnel is allowed to diagnose illness or injury.



PARENT CONCERNS
(Reference: Policy 9200.Cooperation Between Parents and Schools)

Despite the genuine effort of all school personnel to maintain good rapport with parents, there are times when concerns arise. Concerns must be heard and deserve a sincere response. It is the policy of the Board of Education that concerns should be resolved informally, if possible, and through prescribed channels. Parents should direct concerns first to the teacher. If the concern is not satisfactorily addressed, the principal should be contacted. The Superintendent is always available to discuss parent concerns which remain unresolved. Concerns not resolved at any of the three levels described here may be presented to the Board as outlined in Policy #9130, Public Complaints and Procedures. This policy may be reviewed on our district website (www.coltsneckschools.org) and copies may be obtained from the Superintendent or the School Board Secretary.

PUPIL RECORDS

(Reference: Policy & Regulation 8330.Student Records)

The Colts Neck Board of Education shall conform in all respects to the requirements of state and federal law regarding the gathering, maintaining, securing, disclosing, allowing access to and destroying of student records. Policy and Regulation #8330 provides detailed information to parents and pupils interested in accessing pupil records and shall assure that access to such records is limited to authorized persons.

PUPIL VACATIONS DURING THE SCHOOL YEAR

The Superintendent and other school administrators discourage pupil vacations when school is in session. Parents should be aware that staff members and administrators agree that such vacations are detrimental to the child's school experience and we urge that they not be taken.

The following rules govern vacations when schools are open:

1. The student bears the responsibility for making up missed work.
2. No specific assignments will be given by the staff.
3. Except for the losses incurred as a result of absence from class, or the failure to make up missed work, the school will not impose any penalty on the child as a consequence of the absence.
4. Absences due to vacations will be marked as "unexcused."

REGISTRATION REQUIREMENTS/INFORMATION

(Reference: Policy 5112.Entrance Age)

Children entering the Preschool program class must be three (3) years of age. Children entering kindergarten must be five (5) years of age on or before October 1 and children entering first grade must be six (6) years of age on or before October 1. A child who transfers during the school year from another public school Kindergarten or a private school Kindergarten will be admitted to Kindergarten in this district only if his or her fifth birthday occurs on or before October 1.

For specific immunization requirements and other documentation required for registration of children in the school district, please go to the homepage of our website to view the New Student Information

Packet. The packet can be accessed under the “Parent Information” section on the gray navigation bar on our homepage or under “Site Shortcuts” located on the right side of the district home page. Please contact our Registrar, Susan Gill, at 732-946-0055, Ext. 4114 to set up an appointment between 9:00 a.m. and 3:00 p.m. in the Administration Building and answer any questions regarding student registration.

RELIGIOUS HOLIDAYS
(Reference: Policy 8810.Religious Holidays)

New Jersey statute regarding pupil absence from school due to a religious holiday provides that:

- Any student absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence;
- Students who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination;
- To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent or person standing in place of a parent;
- Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence;
- Such absence must not be recorded on any transcript or application or employment form or on any similar form.

A list of approved religious holidays for the 2018-19 school year can be found on the homepage of the district website.

REPORTS ON THE SCHOOL DISTRICT

Annually, information about our schools is presented to the Board of Education and State Department of Education. These reports provide insight into the district’s curriculum, technology program, facility needs, as well as a comprehensive overview of district activities.

Information is provided to the State Department of Education for the New Jersey School Performance Report. The Performance Report is

produced by the New Jersey State Department of Education and can be accessed on their website at www.state.nj.us/education.

Board goals are developed each year for the following school year and a report on the attainment of goals is presented. Copies of all reports are available in the Office of the Superintendent.

SCHOOL ATTIRE
(Reference: Policy 5511.Dress and Grooming)

Both boys and girls are expected to dress neatly and appropriately for school. Styles of dress and grooming are expected to be in good taste and in accordance with the guidelines specified in Policy #5551.

Please send your child to school dressed appropriately for the weather and the playground. Young children should wear outer clothing and boots that are easily removed. We believe that students should have an opportunity to be outdoors, if weather permits.

SCHOOL PICTURES

Individual pictures of all students are taken by a private photographer in the fall of each school year. Information about prices and procedures will be disseminated to parents/guardians by the photographer. The purchase of any photograph is strictly voluntary.



SCHOOL VISITORS
(Reference: Policy 9150.School Visitors)

A camera/buzzer system has been installed for security purposes in all buildings. It is necessary that anyone visiting the school during the course of the school day use the buzzer to gain admittance.

All visitors are required to report to the school security monitor with photo identification. Drivers licenses will be scanned so that visitors

may obtain a visitor pass when they enter a school building. The maintenance of safety and security in our schools necessitates this re

SEXUAL HARASSMENT

(Reference: Policy & Regulation 5751.Sexual Harassment)

Students in Colts Neck Township are expected to treat one another and staff members with respect regardless of gender, race, color, creed, disability, religion, national origin, or sexual orientation. Inappropriate contact of a sexual nature, gender based or ethnic comments and/or jokes, and name-calling of any kind by students are not permitted on the way to and from school or on school property. All instances of such harassment are to be reported to the building administrator. Parents will be contacted, and appropriate action will be taken. Actions include, but are not limited to, interventions by the Affirmative Action Officer, supportive counseling, detentions, suspensions, and/or contacting district and local authorities.

TRANSPORTATION

(Reference: Policy 8600.Transportation)

It is the policy of the Board of Education not to allow a child to ride on any bus other than his/her own, **EXCEPT IN THE CASE OF AN EMERGENCY OR SERIOUS ILLNESS IN THE FAMILY.** Permitting students to switch from one bus to another would overcrowd our buses. Any deviation from this policy must have the approval of the district's Transportation Coordinator.

Students misbehaving on school buses may face suspension from the bus or from school as a consequence.

All students residing in Colts Neck are transported to and from school. The routes and stops are planned for safety, efficiency, and to meet time constraints in accordance with the Board of Education policies. Bus stops are assigned to accommodate the majority of the students in a designated area. For flexibility, routes and stops may be changed at any time. Parents shall be informed prior to a change.

Complaints about transportation should be brought to the attention of the Transportation Coordinator (732-431-0681 or 732-431-3066). If the complainant disagrees with the verbal decision, a written communication with details of the complaint shall be sent to the

Business Administrator for review or possible forwarding to the Safety Committee for review and further action.

The School Bus Safety Booklet is available on the district web site. It is requested that parents familiarize their children with the contents of this booklet. School bus safety is a matter of teamwork that requires constant support of the administration, the pupil and the parent.

During inclement weather **it is recommended that parents not drive students to school.** Increased traffic creates additional hazards for the students. Although there may be delay on bus routes, a student is considered safer in a school bus than in a car. If you wish to keep your child out of the weather, wait at the bus stop. Any changes to school schedules will be announced on the radio and posted on the Web sites listed under the School Closing Announcements section of this Handbook.

All school buses meet Federal and State regulations and are equipped with the following safety devices: stop arms, crossing arms, seat belts and the Apollo Video System, which monitors bus activities.

All bus drivers (district and contracted) meet Federal and State regulations, including criminal background checks and random drug testing.

PUPIL TRANSPORTATION BY PRIVATE AUTOMOBILE

Cedar Drive Middle School

Parents transporting students to and from the Cedar Drive Middle School at bus arrival and departure times must use the **parking lot** adjacent to the library for drop off and pick up.

NO CARS ARE TO STOP OR PARK ALONG THE FRONT OF THE BUILDING AT ANY TIME.

Conover Road Primary and Elementary Schools

Parents transporting students to and from the Conover Road Primary or Elementary Schools should follow procedures listed below:

Student Drop-Off at Regular Arrival Time

- Children may only exit the car at the front of the car lane where teachers are stationed. Please do not allow children to exit the vehicle at any other point in the drop-off lane.
- **Remain in line at all times.** Do not pull away from the drop off lane in advance of the cars in front of you as this interferes with the orderly flow of traffic and presents a significant safety issue.
- As soon as your child exits the car, please follow the exit flow of traffic. Do not wait for your child to enter the building, as you will be holding up the cars waiting behind you.
- Should you need to assist your young child(ren) with seatbelts or doors, you must park your vehicle in a designated parking spot in the lot and personally escort your child to the entrance area.
- Please remember that our school day officially begins at 9:00 a.m. Teachers on bus duty must then leave their posts to begin classes. **If you are delayed and arrive after 9:00 a.m., please park in the lot, escort your child into the building, and sign your child in at the office. Parents are not permitted to escort children to their classrooms.**

Parent/Guardian Pick-Up at Regular Dismissal Time

The Colts Neck Board of Education, at its September 3, 2014 Regular Meeting adopted Policy 8601 – Pupil Supervision After School Dismissal which established new guidelines for parent/guardian pick-up of students. Policy 8601 states:

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke.

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of this Policy for the supervision of younger pupils at dismissal. The supervision provisions of this Policy Guide are applicable to parent(s) or legal guardian(s) of pupils attending district-operated schools or programs in grades

Kindergarten through 5, both those who use district-provided transportation and those who elect not to use district-provided transportation after dismissal and to each district administrator, teacher and staff who have pupil(s) in their custody prior to turning pupil(s) over to parent(s), legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s).

Parent(s) or legal guardian(s) must fill out an "Annual Transportation Dismissal Authorization", found in the genesis parent portal, prior to the start of the school year. Any parent(s) or legal guardian(s) who wish to allow their child(ren) to be released at the bus stop without a parent, guardian or designated escort present must affirmatively indicate that preference to the district in the Annual Transportation Dismissal Authorization. Failure to affirmatively indicate that preference will result, in the event of no parent, guardian or designated escort at the bus stop, in the pupil(s) being returned to the school and to the care and custody of the building administrator until such time as a parent, guardian and/or designated escort takes custody of the pupil. Any parent(s) or guardian(s) who plan to pick-up their child(ren) every day must so indicate that instruction to the district on the Annual Transportation Dismissal Authorization. Such students will be placed on a permanent pick-up list. Any parent(s) and/or guardian(s) who desire to remove their child(ren) from the permanent pick-up list must inform the district via the Genesis parent portal by 12 noon each day that the change is requested. Building supervisors must check any changes to dismissal instructions on a daily basis to ensure that all parent(s) and/or legal guardian(s) changes and/or instructions regarding dismissal are consistent with all known to the district custody orders. Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten through 5, where the parent(s) or legal guardian(s) elect not to use district-provided transportation after dismissal must request the school or program not release the pupil to be transported home on the bus after dismissal and request instead that the pupil be released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) or designated escort(s) must be at least eighteen (18) years old. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s)' or legal guardian(s)' designated escort after dismissal must

submit, by 12 noon, a completed Request Form (“Daily Pickup Release”) to the Principal or designee, or program administrator.

The Form shall be made available in the Genesis parent portal and be opened by privacy code. Only those parents or legal guardians who elect not to use district-provided transportation after school dismissal and who didn’t place their student on a permanent pick-up list need to complete this Daily Pickup Release Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort(s), the parental request shall be applicable for each school day and shall apply for a duration period of one day. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a new request via the genesis parent portal, privacy code, to the Principal or program administrator indicating that the prior change in dismissal procedure is rescinded. This rescission must be received by 1:00 pm. The child(ren) will then be dismissed in accordance with standard district dismissal protocol. In the event that an after school program is cancelled during the day that it is scheduled, parent(s) or legal guardian(s) will be notified by the Program Coordinator and pupils will be placed on the bus in accordance with standard district dismissal protocol.

The Principal or designee, or program administrator, upon receiving the Request via the Daily Pickup Release Form, shall notify the appropriate school staff member(s) who have supervision of the pupil at dismissal time at the end of the school day of the parent’s or legal guardian’s request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day. In the event there is any question about who is to take custody of the child(ren), the appropriate school staff member(s) who has supervision of the pupil(s), will retain the pupil(s) in their care and custody, or turn the pupil(s) over to the building administrator’s direct care and custody. Under no circumstances should pupil(s) with unclear, conflicting, or non-compliant dismissal instructions be placed on the bus, or placed anywhere other than the building administrator’s care and custody until such time at the parent(s) or legal guardian(s) or the designated escort(s) take over care and custody. In the event of any question regarding a change in standard dismissal procedures, the pupil(s)

shall remain in the care and custody of the appropriate school staff member[s], or be turned over to the direct care and custody of the building administrator. In the event of an emergent notification that a pupil is not at an appointed dismissal location, all dismissal locales, and district property, will be immediately searched by all available district personal. All buses will be stopped and searched, seat by seat, according to the seating chart. Seating charts shall be updated as appropriate and all changes will be provided to the Supervisor of Transportation and the building administrators.

At each bus stop, a parent(s) or legal guardian(s) or escort designated by a parent(s) or legal guardian(s) must be present to receive all grades Kindergarten through to 5 students from the bus. Parent(s) or legal guardian(s) may opt out of this requirement by so indicating that preference on the Annual Transportation Dismissal Authorization form on the genesis parent portal, privacy code protected. The opt out will remain in place until parent(s) or legal guardian(s) rescind the opt out form by filling out the rescission form on the genesis parent portal, privacy protected. In the event that there is no opt out form, pupil(s) will be returned via bus to the care and custody of the building administrator in the absence of parent(s), legal guardian(s) or designated escort(s). Pupil(s) will remain in the care and custody of building administrators until parent(s), legal guardian(s) or designated escort(s) take over care and custody of pupil(s). Parent(s) and/or guardian(s) of Kindergarten students may not opt out of the requirement that students be met at the bus stop by a parent, guardian and/or designated escort.

Each Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location, subject to Board approval. This Plan shall include the school building’s or program’s supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school’s or program’s ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school’s or program’s Pupil Supervision After School Dismissal Plan shall be provided to all

parent(s) or legal guardian(s) or designated escort that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures. Emergency contacts will be deemed designated escorts. At least two (2) attempts to contact at least three (3) emergency contacts provided by the parent(s) or legal guardian(s) will be made. Failure to reach an emergency contact will result in the pupil(s) remaining in the care and custody of appropriate school staff member or building administrator until such time as the parent(s) or legal guardian(s) take over care and custody.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will remain in the same location supervised by school staff in the school building until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school, or be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main

Office staff, and supervised by the building administrator, until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

Pupils shall be supervised by school staff after school dismissal at the location of Board-approved after-school programs. The staff member(s) of the after-school program will assume supervision of the pupil and will only release the pupil when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program and signs the pupil out of school.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

In the event of any breach of, and/or substantial deviation from, this policy, immediate notice is to be provided to the Superintendent and the Board of Education. Further, in the event of any breach and/or substantial deviation from this policy, a full investigation is to be conducted by the Superintendent and/or his designees with a full disclosure report including a corrective action plan provided to the Board of Education at the conclusion of the investigation.

It is the responsibility of parent(s) or legal guardian(s) to keep the district up to date with any and all court orders regarding custody arrangements for their child(ren).

Upon the adoption of this policy, the Superintendent will formulate and submit for Board approval a plan to train all District Employees on the requirements of the this dismissal policy. Training is to be completed within sixty (60) days after the policy is adopted.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes

to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

The Board of Education is concerned for the safety of all students. Therefore, all K-8 students are transported due to the following conditions existing in the Township: no sidewalks, no shoulders on the sides of the roads for pedestrian traffic, and traffic lights only on County Roads, and not on main or secondary roads near school buildings. Bus routes are developed that provide safe, economical and reasonably expeditious transportation for the students. Bus stops are established as safely and economically as possible, and placed in the most convenient area to most of the children in a location. All requests for bus stop changes and concerns about bus transportation shall be referred to Mrs. Kathy Holland, Transportation Coordinator (732-431-0681 or 732-431-3066). Requests for changes may be made by telephone, in writing, or in person. The appeal process is outlined in Policy #8600.

1. Students with Disabilities – When a pupil's IEP outlines transportation as a related service, permissible modes of transportation may include privately owned vehicles and commercial carriers. The mode of transportation utilized will be based on transporting the pupil in the most expeditious manner and at the lowest cost consistent with the IEP. (Policy 8670. Transportation Of Disabled Students
2. Bus Conduct – Good pupil conduct contributes to safety and helps to avoid accidents which may result from the distraction of the driver. It also reduces the number of accidents in which pupils injure themselves or each other. The driver is in full charge of the school bus at all times and shall be responsible for order and safety. The driver does not exclude children from the bus; however, the driver shall report unmanageable pupils to the building Principal who has the authority to remove the pupil from bus and/or suspend transportation service for the pupil. (Policy.8630.Bus Driver/Bus Aide Responsibility)

BOARD OF EDUCATION POLICY AND REGULATION OVERVIEW

Parents, guardians and residents may review any and all Board Policies and Regulations, which can be accessed on the district

website at www.coltsneckschools.org via the "BOE" tab located on navigation bar at the top of the page. Please choose "District Policies and Regulations" from the drop down list under "BOE"

The following provides a brief overview of some existing Board Policies. All interested parties are encouraged to view the policies and regulations in their entirety in order that their questions may be answered.

Affirmative Action

(Reference: Policy & Regulation 1140.Affirmative Action

Any student/parent/guardian or Board employee seeking information, assistance or redress regarding equality of opportunity in all employment and educational policies, practices and procedures, should contact the Affirmative Action Officer, Dr. Richard Beck at 732-946-0055, Ext. 4124 (Policy and Regulation #1140, #1550, #2260 and #5750).

Asbestos Hazard Emergency Response Act

(Reference: Regulation 8431.Preparedness for Toxic Hazard)

Each year the Colts Neck Township School District is required by the Asbestos Hazard Emergency Response Act ("AHERA") to notify each building occupant about the Asbestos Containing Building Materials ("ACBM") in the district's buildings. To assure that all buildings are safe and in compliance with the requirements of AHERA, the district has retained the services of Rullo & Julliett Associates, a company certified by the NJ Department of Health, to inspect each building for ACBM and develop a plan for the management of these materials.

Each school has a copy of the Management Plan and it is available for your inspection in the Principal's office of each school. Copies of the Management Plans for all school buildings are on file in the Administration Building at 70 Conover Road.

Every six months, all potentially friable ABCM are inspected for possible deterioration. If any are found, the area is repaired and cleaned by trained and certified personnel. Asbestos remediation and

maintenance is conducted with the guidelines of Asbestos Containing Materials in Schools: Final Rule and Notice (40 CFR, Part 763).

Drugs, Alcohol, Tobacco (Substance Abuse)
(Reference: Policy & Regulation 5530.Substance Abuse)

The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers. Drug, alcohol, tobacco and steroid education, appropriate for pupils given their age, maturity and grade level, shall continue to be incorporated into the curriculum.

Staff and law enforcement authorities will ensure continuing cooperation in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property.

The Principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by the designated school staff shall comply with the standards prescribed by the United States Court in New Jersey. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential (Policy and Regulation #5530 and #5600, Policy #5533)

Extracurricular Activities
(Reference: Policy & Regulation 2430.Co-Curricular Activities)
(Reference: Board of Education Policy and Regulation 2431. Athletic Competition)

The purpose of extracurricular activities shall be to:

1. Develop useful new capabilities in pupils;
2. Develop pupil initiative and provide for the exercise of responsibility;
3. Develop leadership capabilities and good organizational skills;

4. Aid pupils in the social skills; and
5. Enable pupils to explore a wider range of individual interests than might be available in the regular program.

These activities are supervised by properly certified personnel.

Student participation in extracurricular activities is a privilege. All students are eligible to participate in all extracurricular activities. Parental consent is required. Students are expected to adhere to the class rules established by the activity advisor and are expected to conduct themselves properly at all times. Students who receive a detention and/or suspension will have their cases reviewed by the Principal, who may suspend them from further participation. The activity advisor has the prerogative to request that the Principal remove a student from an activity for any violation of behavioral and/or safety rules. (Policy and Regulation# 2430)

NOTE: For the 2018-19 school year, students will not be charged a fee to participate in extracurricular activities. Participation in extra-curricular activities at Cedar Drive Middle School is based on eligibility. The guidelines for eligibility will be communicated through the school in the beginning of the school year.

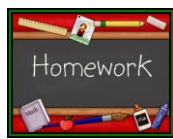


Harassment, Intimidation and Bullying
(Reference: Policy 5512. Harassment, Intimidation and Bullying)

The Board of Education has adopted a new policy prohibiting acts of harassment, intimidation and bullying of any pupil (Policy #5512), which can be found on the homepage of the district website. Parents and students are encouraged to become acquainted with the policy and reporting procedures.

The following staff members have been appointed as the district's Anti-Bullying Coordinator and Anti-Bullying Specialists at each school:

<u>Position</u>	<u>Contact Information</u>
Anti-Bullying Coordinator	Dr. Richard Beck Director of Special Services 70 Conover Road Colts Neck, NJ 07722 Telephone: 732-946-0055, Ext. 4124 Email: beck@coltsneckschools.org
Anti-Bully Specialist Conover Road Primary School	Jeanette Riggleman, School Counselor 56 Conover Road Colts Neck, NJ 07722 Telephone: 732-946-0055, Ext. 4700 Email: riggleman@coltsneckschools.org
Anti-Bully Specialist Conover Road Elementary School	Anne Rauso, School Counselor 76 Conover Road Colts Neck, NJ 07722 Telephone: 732-946-0055, Ext. 4300 Email: rauso@coltsneckschools.org
Anti-Bully Specialist Cedar Drive Middle School	Lauren Hums, School Counselor 73 Cedar Drive Road Colts Neck, NJ 07722 Telephone: 732-946-0055, Ext. 4500 Email: hums@coltsneckschools.org



Homework

(Reference: Policy & Regulation 2330.Homework)

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the pupil's knowledge. Teachers must use discretion in deciding the number and length of assignments, and coordinate homework assignments with their colleagues when applicable. Homework shall not be used for punitive reasons. Students bear the responsibility for makeup assignments. (Policy and Regulation #2230)

Integrated Pest Management (Reference: Policy & Regulation 7422. Integrated Pest Management)

In accordance with the New Jersey School Pest Management Act, the Colts Neck Township School District has adopted an Integrated Pest Management (IPM) policy and has implemented an IPM Plan to comply with this law. IMP is a holistic, preventative approach to managing pests that is explained in the IPM Plan. The Facilities Manager has been designated as the IPM Coordinator for the district and is responsible for the implementation of the IPM Plan.

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

As part of the IPM Plan, the district may use pesticides to control pests. The U.S. Environmental Protection Agency ("EPA") and the NJ Department of Environmental Protection ("DEP") register pesticides to determine that the use of a pesticide in accordance with the printed instructions does not pose an unreasonable risk to human health and environment.

Policy and Regulation 7422 and the Annual Notification of the School IPM Program is available for review on the district's website.



Internet

(Reference: Policy & Regulation. 2361. Acceptable Use of Computer Networks/Computer and Resources)

Internet access and computers are provided for students to conduct research and communicate with others in a considerate and

responsible manner. Students will not post personal contact information about themselves or other people. The school will notify the parents about the network and the policies governing its use. Parents must sign an agreement to allow their child to have access to the Internet while he/she is in school. Parents have the right to terminate their child(ren)'s use of the Internet at any time. The district will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District System. (Policy and Regulation #2361)



No Smoking
(Reference: Policy 5533.Student Smoking)
(Reference: Policy 7434. Smoking In School Buildings
and On School Grounds)

The Board and State Law, N.J.S.A. 26:3D-55, prohibits smoking at any time in any area of the school buildings used by the students. Students are prohibited from smoking, at any time, on Board owned property, including buildings and grounds, and in vehicles which the Board owns or contracts to use. Violators will be subject to disciplinary action at the discretion of the building Principal. (Policy #5533)

Nondiscrimination
(Reference: Policy 1530.Equal Employment Opportunities)
(Reference: Policy 5750.Equal Educational Opportunity)
(Reference: Policy.5755.Equity In Educational
Programs and Services)

The Colts Neck Township School District does not discriminate in its educational program or hiring practices on the basis of gender, race, national origin, religion, English proficiency, socio-economic status, or disability condition(s). (Policy and Regulation #1530, 5750 and #5755)

Promotion/Retention
(Reference: Policy 5410.Promotion and Retention)
(Reference: Policy 5411.Promotion from Eighth Grade)

The Board of Education acknowledges that the mental, behavioral and physical growth of children develops at varying rates within and among individuals. The Board recognizes its obligation to strive for the optimum development of basic mental, behavioral and physical skills among the children for whom it is responsible. Regulations have been adopted which include:

1. Standards of proficiency related to district goals and objectives;
2. Standards of attendance and provision for review of mastery;
3. Timely efforts to help all pupils achieve acceptable levels of proficiency;
4. Timely notification of parents/guardians when there is a possibility of failure;
5. Procedures for involving parents/guardians in the design of the remedial programs.

Parents will be notified when exceptions are contemplated in a pupil's normal progression from level to level. (Policy and Regulation #5410)

Section 504 (Rehabilitation Act)
(Reference: Policy & Regulation.1510.Rights Of Persons With
Handicaps Or Disabilities/Policy On Non-Discrimination)

The Colts Neck Township School District makes facilities accessible to disabled pupils and employees.

Use of School Facilities
(Reference: Policy 7510.Use of School Facilities)

The Board believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools. Requests for use of facilities should be made through the following website,

www.myschoolbuilding.com

Organizations must initially register with this website prior to any request for facilities use. To register, please go to the above website and enter the following number in the section designated as "Account Number": 129006488

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization or the purpose they represent. Use shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose prohibited by law. No one may bring alcoholic beverages onto any school property. Smoking is prohibited by law in all district-owned buildings. Proof of insurance coverage is required, and users shall be financially liable for damage to the facilities. Please see Policy #7510 for information about applicable fees, and for more information on facilities use.

THE COLTS NECK BOARD OF EDUCATION RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE CALENDAR THAT ARE DEEMED NECESSARY. RECESS DATES ARE NOT GUARANTEED. PLEASE VISIT OUR WEBSITE (www.coltsneckschools.org) FOR ANY UPDATES TO THIS CALENDAR.

2018		
Thursday	August 30	New Student Orientation
Monday	September 3	Labor Day - Schools/Central Office Closed
Tuesday	September 4	Schools Closed for Students; Staff Orientation Day – Full Day for Staff
Wednesday	September 5	Schools Closed for Students Professional Development Day – Full Day for Staff
Thursday	September 6	Schools Open for Students
Monday-Tuesday	September 10-11	Rosh Hashanah – Schools/Central Office Closed
Thursday	September 13	Back-To-School Night - Conover Road Elementary School
Thursday	September 20	Back-To-School Night - Conover Road Primary School
Thursday	September 27	Back-To-School Night - Cedar Drive Middle School
Wednesday	September 19	Yom Kippur - Schools/Central Office Closed
Monday	October 8	Columbus Day – Schools Closed for Students Professional Development Day – Full Day for Staff
Monday	October 22	Full Session Day – Parent/Teacher Conferences (Evening)
Tuesday	October 23	Short Session Day – Parent/Teacher Conferences (Afternoon)
Wednesday	October 24	Short Session Day – Parent/Teacher Conferences (Afternoon)
Thursday	October 25	Short Session Day – Parent/Teacher Conferences (Afternoon)
Friday	October 26	Short Session Day – Students and Staff
Thursday-Friday	November 8-9	NJEA Convention – Schools/Central Office Closed
Wednesday	November 21	Short Session Day for Students and Staff
Thursday-Friday	November 22-23	Thanksgiving Recess – Schools/Central Office Closed
Friday	December 21	Short Session Day for Students and Staff (Winter Recess Begins at End of Day)
Monday – Monday	December 24-31	Winter Recess – Schools/Central Office Closed
2019		
Tuesday	January 1	New Year's Day – Schools/Central Office Closed
Wednesday	January 2	Schools Reopen for Students and Staff
Monday	January 21	Martin L. King's Birthday – Schools/Central Office Closed
Friday	February 15	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
Monday	February 18	Presidents' Day – Schools/Central Office Closed
Tuesday	February 26	Full Session Day – Parent/Teacher Conferences (Evening)
Wednesday	February 27	Short Session Day – Parent/Teacher Conferences (Afternoon)
Thursday	February 28	Short Session Day – Parent/Teacher Conferences (Afternoon)
Friday	March 1	Short Session Day for Students & Staff
Friday – Friday	April 19-26	Spring Recess – Schools/Central Office Closed
Monday	April 29	Schools Reopen
Friday	May 24	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
Monday	May 27	Memorial Day – Schools/Central Office Closed
Thursday	June 20	Full Session Day for Staff; Short Session Day for Students
Friday	June 21	Short Session Day for Students & Staff Last Day of School; CDMS Graduation

THE COLTS NECK BOARD OF EDUCATION RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE CALENDAR THAT ARE DEEMED NECESSARY. RECESS DATES ARE NOT GUARANTEED. PLEASE VISIT OUR WEBSITE (www.coltsneckschools.org) FOR ANY UPDATES TO THIS CALENDAR.

There are two (2) days built into the calendar for inclement weather and other emergencies. In the event the district needs to make-up more than two (2) days due to emergency closing, the calendar will be modified to make up those days on holidays and/or days added to the calendar.

- ◆ In the event the district must make up a school day prior to Monday, January 21, 2019, the day will be made up by opening school on Monday, January 21, 2019 (Martin L. King Day).
- ◆ In the event the district must make up a school day after Martin Luther King Day (January 21, 2019), the day will be made up by opening school on Monday, February 18, 2019 (Presidents' Day).
- ◆ In the event the district must make up emergency closing days after President's' Day (February 18, 2019), the days will be made up by adding additional days to the end of the school year through June 30, 2018 or such other days as decided by the Board of Education.