

# H. W. MOUNTZ SCHOOL



TEAM MOUNTZ  
ACHIEVING EXCELLENCE  
TOGETHER

2015-2016  
STUDENT AND PARENT  
HANDBOOK

# Team Mountz

## Achieving Excellence Together

As we begin the 2015-2016 school year at Mountz, I look forward to continuing the collaboration of the entire school community, student, parents and staff, to achieve the level of excellence our students deserve. We are all working towards a common goal which is to provide the most productive learning environment for all our students. This can best be accomplished in an atmosphere which encourages mutual respect and cooperation.

The following pages will serve as a guide to the procedures that students are expected to follow as members of the school community. By reviewing this handbook and signing the contract at the end of the documents, you are making a commitment to working as part of a team to ensure that the expectations outlined in this handbook are followed throughout the school year.

We look forward to working with you to make this school year a successful one for everyone.



Best Wishes For A Successful Year!

*Robert Mahon*

Robert Mahon  
Interim Superintendent

# H. W. MOUNTZ SCHOOL

## FULL DAY SCHEDULE 2015-2016

STUDENTS ENTER BUILDING	-	8:30	
LATE BELL	-	8:35	
HOMEROOM	-	8:35 – 8:55	PERIOD
PERIOD 1	-	8:55 – 9:35	1
PERIOD 2	-	9:35 – 10:15	2
PERIOD 3	-	10:15 – 10:55	3
PERIOD 4	-	10:55 – 11:35	4
PERIOD 5 (Gr. K-5 Lunch/Recess)	-	11:35 – 12:16	5 – LUNCH K-5
PERIOD 6 (Gr. 6-8 Lunch/Recess)	-	12:16 – 12:57	6 – LUNCH 6-8
PERIOD 7	-	12:57 – 1:37	7
PERIOD 8	-	1:37 – 2:17	8
PERIOD 9	-	2:17 – 2:58	9
DISMISSAL	-	2:58	

## HALF DAY SCHEDULE

TEACHERS IN ROOM	-	8:25
STUDENTS ENTER	-	8:30
LATEBELL	-	8:35
HOMEROOM	-	8:35 - 8:55
PERIOD 1	-	8:55 - 9:20
PERIOD 2	-	9:20 - 9:45
PERIOD 3	-	9:45 - 10:10
PERIOD 4	-	10:10 - 10:35
PERIOD 5	-	10:35 - 11:00
PERIOD 6	-	11:00 - 11:25
PERIOD 7	-	11:25 - 11:50
PERIOD 8	-	11:50 - 12:15
PERIOD 9	-	12:15 - 12:40
DISMISSAL	-	12:40

### PRE-K REGULAR SCHEDULE

MORNING SESSION- 8:30-12:30

### PRE-K HALF SCHEDULE

MORNING SESSION- 8:30-12:30

### TIME FRAMES

Teacher sign-in	-	8:20 AM
Teachers must be in rooms	-	8:25 AM
Students enter building	-	8:30 AM
Students dismissed	-	2:58 PM
Teacher day ends	-	3:17 PM

# Spring Lake School District 2015-2016 School Calendar

**SEPTEMBER 2015**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**OCTOBER 2015**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER 2015**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER 2015**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**JANUARY 2016**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<input type="checkbox"/>	12:40 Dismissal Day
<input type="circle"/>	School Closed
<input type="triangle"/>	Student First/Last Day
<input type="circle"/>	Faculty/Staff Only
<input type="checkbox"/>	Semester Ends

<u>September</u>	<u>Days</u>
7- Labor Day	Stu - 17
2,3- Staff In-Service Day (Staff Only)	Fac - 19
8- Students' First Day	
<u>October</u>	<u>Days</u>
12- Columbus In-Service Day (Staff Only)	Stu - 21
	Fac - 22
<u>November</u>	<u>Days</u>
5,6- NJEA Convention (School Closed)	Stu - 16
25- 12:40 Dismissal/Thanks. Recess Begins	Fac - 16
26,27- Thanksgiving (School Closed)	
2,3,4 12:40- Dismissal/PT Conferences	
<u>December</u>	<u>Days</u>
7- Semester 1 Ends	Stu - 17
23- 12:40 Dismissal/Holiday Recess	Fac - 17
<u>January</u>	<u>Days</u>
4- School Re-opens	Stu - 19
18- MLK In-Service Day (Staff Only)	Fac - 20
<u>February</u>	<u>Days</u>
8-12- Winter Break (School Closed)	Stu - 14
15- Presidents' Day In-Service (Staff Only)	Fac - 15
<u>March</u>	<u>Days</u>
21- Semester 2 Ends	Stu - 18
25-31 Spring Break (School Closed)	Fac - 18
<u>April</u>	<u>Days</u>
1 Spring Break (School Closed)	Stu - 20
	Fac - 20
<u>May</u>	<u>Days</u>
30- Memorial Day (School Closed)	Stu - 21
	Fac - 21
<u>June</u>	<u>Days</u>
23- Last Day for Students	Stu - 17
22- Semester 3 Ends (12:40 Dismissal)	Fac - 19
24-27- Staff In-Service (Staff Only)	
Total Number of Student Days: 180	
Total Number of Staff Days: 187	

**FEBRUARY 2016**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

**MARCH 2016**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**APRIL 2016**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**MAY 2016**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JUNE 2016**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Approved: BOE Mtg 2-23-15**

**Note: Subject to changes approved by the Spring Lake BOE.**

Should it be necessary to close school for emergency purposes the days will be made up in the following order: MLK Day, President's Day, and then days added to the end of the school year. On make-up days students will be dismissed at 12:40PM and the remainder of the day will be a staff-in-service.

## MISSION STATEMENT

H. W. Mountz is a community of learners. The mission of H. W. Mountz School will ensure that all students meet and exceed the NJCCCS, develop the six pillars of character and develop the skills necessary to be life-long learners and productive citizens in the 21st century.

**Pillars of Character:** Trustworthiness, respect, responsibility, fairness, caring and citizenship

### **We believe:**

1. All students are unique and can learn
2. Students learn best in a safe, caring and motivating environment that is based on mutual respect
3. Students can apply learning strategies and utilize self-assessment tools to take ownership for their learning
4. Students can develop critical, creative, problem-solving and decision-making skills
5. Students can develop the pro-social skills necessary to ensure a respectful and collaborative learning environment
6. Students can develop the pillars of character through opportunities for action in the school and community
7. Optimum learning occurs when teachers communicate learning goals to students and parents and support their achievement through standards-based instruction and on-going assessment
8. It is the responsibility of the administration and the Board of Education to provide the leadership, support and resources necessary to achieve our mission
9. All members of the school community must model the pillars of character
10. It is the responsibility of the school community to inspire students to reach their highest potential and to value life-long learning

### **We value:**

1. A strong home -school connection
2. A standards-based curriculum
3. Differentiated instruction
4. Formative and summative assessment
5. The development of student strategies for independent learning and the application of skills and knowledge
6. Shared responsibility and accountability
7. Collaboration and communication
8. Shared leadership
9. Job-embedded professional learning that creates a consistency and continuity of instruction across grade levels and content areas
10. Active participation of all stakeholders in the community of learners

Our mission will become a reality when it is supported by actions that are driven by our beliefs and our values.

# TABLE OF CONTENTS

	Page #
District Administration / Board of Education .....	3
Staff Assignments .....	4
School Rules .....	5
School Behavioral Expectations .....	6
Classroom Expectations - Grades 5-8 .....	7
Academic Classroom Procedures .....	8,9
<b><u>STUDENT SERVICES</u></b>	
Extra Help and Intervention .....	10
Health Services .....	10
Gym Excuses .....	10
Child Study Team .....	10
Guidance .....	11
Intervention and Referral Services for General Education Pupils .....	11
Dress and Grooming - Regulations for Policy #5132 .....	11
School Hours .....	12
Early Dismissal .....	12
Delayed School Opening .....	12
Emergency School Closing .....	12
Drop Off Procedures .....	12
Arrival Procedures .....	13
Inclement Weather Arrival Procedures .....	13
Dismissal Procedures .....	13
Bicycles .....	13
Telephone / Cell Phones .....	14
Lunch Program Policy .....	14
School Nutrition Information .....	14,15
Fire / Emergency Drills .....	15
Photographs of Students .....	15
Attendance and Tardiness .....	16
NJ School Performance Report Requirements .....	16
Reporting Absences and Make-up Work Procedures .....	16,17
Tardiness .....	17
Home Instruction .....	18
Health Services .....	18
Health Office Procedures .....	18
Medication Guidelines .....	19
Sports Related Concussion and Head Injury - Policy #5141.8 .....	20
Automated External Defibrillator (AED) – Policy #5141.22 .....	20
<b><u>ELIGIBILITY FOR PROGRAMS</u></b>	
Honor Roll / Mathematics Groups / English Language Arts Groups / .....	21,22
Gifted and Talented / National Junior Honor Society / Eligibility for Athletics .....	22
Student Council / Yearbook .....	23
Interscholastic / Co-Curricular Activities .....	24
Enrichment Experiences .....	25
School Security / Visits .....	26
Lockers .....	27
Technology Acceptable Use .....	27
Notice Pursuant to the New Jersey Anti-Big Brother Act .....	27
1:1 Computing Initiative .....	28
BYOD – Bring Your Own Device .....	28
Registering For Website .....	28
Search and Seizure - As per policy #5145.12 .....	29
Preschool / Preschool – Tuition .....	29
Community Communication .....	30
Admission / Transfers / Residency .....	31
Child Find Program .....	32
Student Records .....	32
Working Papers .....	32
Affirmative Action Plans .....	32
A Model for An Agreement Between Education and Law Enforcement Officials .....	33
Harassment, Intimidation and Bullying - Policy #5131.1 .....	33
Child Abuse/Neglect - Policy #5141.4 .....	34
Drugs, Alcohol, Tobacco and Anabolic Steroids - Policy #5131.6 .....	35,36,37,38,39
Vandalism/Violence - Policy #5131.5 .....	40, 41
Weapons and Dangerous Instruments - Policy #5131.7 .....	41, 42
Contract - Please sign and return to Homeroom Teacher .....	43
Standardized District Testing .....	44
School Schedule .....	
School Calendar .....	Back Cover

## **DISTRICT ADMINISTRATION**

Robert Mahon, Interim Superintendent/Principal – 732-449-6380 Ext. 411

Jennifer Cory – Secretary to the Superintendent – 732-449-6380 Ext. 411

Donna Campbell – School Secretary – 732-449-6380 Ext. 410

Kerri Lee Walsifer – Director of Director of Student Services & Supervisor of Testing – 732-449-6380 Ext. 428

Linda Calafiore – CST Secretary – 732-449-6380 Ext. 459

## **SPRING LAKE BOARD OF EDUCATION**

Vincent Daino – Board President

Christine Valori – Board Vice-President

Alan Ferraro

Edwin Hale

J. Barton Sterling

Nick Mackres – Business Administrator/Board Secretary – 732-449-6380 Ext. 416

Pamela Macdonald – Secretary – 732-449-6380 Ext. 458

## **DISTRICT WEBSITE**

[www.hwmountz.k12.nj.us](http://www.hwmountz.k12.nj.us)

## STAFF ASSIGNMENTS - 2015-2016

ROOM	TEACHER	PHONE EXT.	ASSIGNMENT	ASSISTANT
102	Ritchey, Nancy	102	Pre-K	Reilly, Michelle
107	Roberts, Laura	107	Kindergarten	Clark, Kelly
104	McGowan, Marcy	104	Grade 1	Kapoor, Neena
103	O'Sullivan, Karen	103	Grade 1	
105	Hallowell, Deborah	105	Grade 2	Brendle, Bonnie
208	Abbot, Gwen	208	Grade 3	Ping, Margaret Dettlinger, Caroline
206	Callahan, Ann Marie	206	Grade 4	Buerck, Kathleen Lyons, Amy
209	Mannion, Pamela	209	Grade 5	Iacouzzi, Michele
207	Reid, Julie	207	Grade 5	
304	Tonzola, Matthew	304	1-5 Science	
202	Marcus-Feld, Lauren	202	6-7-8 Social Studies – Gr. 7 Homeroom	
307	Livingood, John	405	6-7-8 Math – Gr. 6 Homeroom	
306	Dettlinger, Karen	406	6-7-8 Acc Math – Gr. 6 Homeroom	
303	DeStefano, Anthony	303	6-7-8 Science – Gr. 8 Homeroom	
302	Henry, Ann Marie	302	6-7-8 Language Arts – Gr. 7 Homeroom	
301	Salway, Cheryl	301	6-7-8 Acc Language Arts – Gr. 8 Homeroom	
214	Pearce, Mary	412	Technology	
205	Yersin, Sarah-Ann	205	Art/World Cultures K-2	
211	Penrod, Jennifer	211	Music	
Gym	Sabins, Timothy	109	Physical Education	
Library	Krebs, Linda	414	Librarian – Gifted and Talented	
210	Hanlon, Victoria	419	Nurse/Health	
203	Piccolella, Ruth	203	Spanish	
302	Orr, Nicole	302	Special Education – ELA	
108	Epstein, Samantha	108	Special Education – Primary	
305	Zielinski, Rebecca	409	Special Education – Math/7th Grade Math	
305	Sogluizzo, Shawna	305	Special Education /Social Studies-Science	
201	Szary, Michele	201	L.D.T./C.	
201	Krug, Laura	457	Social Worker	
204	Parisi, Michele	204	Psychologist/Counseling	
Library	Maniace, Bridget	424	Speech	
	Muhlenbruck, Lucy	420/215	Paraprofessional/Receptionist	
	Neral, MaryAnn	420/215	Paraprofessional/Receptionist	
204A	Soto, Christopher	404	Technology Coordinator	
	Daniscsak, James	425	Head Custodian	
	Puccio, Dominick	425	Custodian	
	Lomerson, Justin	425	Custodian	
	Zarra, Thomas	425	Custodian	



## SCHOOL RULES

The code of conduct covers students during activities on school property during regular school hours, as well as other times and places where teachers and school administrators are responsible for students including school-sponsored programs and field trips.

### **1. RESPECT YOURSELF AND EVERYONE IN OUR SCHOOL COMMUNITY.**

- a. Follow classroom rules.
- b. Be polite.
- c. Use appropriate language.
- d. Follow the dress code.
- e. Treat others as you want to be treated.
- f. Keep Mountz School Bully-Free. Report incidents of bullying and/or teasing.

### **2. RESPECT SCHOOL PROPERTY.**

- a. Keep desks, walls and lockers clean.
- b. Take care of books and other school materials.
- c. Respect hall and classroom displays.
- d. Gum and candy are not permitted.
- e. Use all school facilities, including bathrooms, appropriately.

### **3. KEEP HANDS, FEET AND OBJECTS TO YOURSELF.**

- a. Fighting is never acceptable. It is never the solution. Use conflict resolution!

### **4. WALK QUIETLY AND ORDERLY IN THE HALL.**

- a. Use an inside voice.
- b. Stay to the right.
- c. Hold doors for those behind you.
- d. Respect those who are working in their classrooms.

### **5. COME TO SCHOOL PREPARED.**

- a. Be on time to school and class.
- b. Do your own work to the best of your ability. Cheating and plagiarism will not be tolerated.
- c. Have all the supplies you need. You may not call home for forgotten materials.

### **6. FOLLOW CAFETERIA AND PLAYGROUND RULES.**

- a. Use good table manners.
- b. Use an inside voice.
- c. Listen and follow directions.
- d. Respect cafeteria and playground aides.

### **7. USE ELECTRONICS AND TECHNOLOGY PROPERLY.**

- a. Turn off cell phones.
- b. Store cell phones in backpacks or lockers.
- c. Leave all electronic devices, games and toys at home.
- d. Use computers and the Internet responsibly. Adhere to the Acceptable Use Policy.

### **8. FOLLOW FIRE AND SAFETY DRILL RULES.**

- a. Follow your teacher's directions.
- b. Move quickly in an orderly way.
- c. Remain silent.

## SCHOOL BEHAVIORAL EXPECTATIONS

The consequences for students who do not act responsibly while in school or attending school-sponsored programs are as follows:

### EXPECTATION

	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>
1. Demonstrate appropriate and acceptable bus behavior	AAA	AAA	AAA
2. Visit lockers and use stairways as directed	D	D	D
3. Demonstrate appropriate behavior halls/lunchroom/school grounds	D	D	D
4. Demonstrate appropriate use of electronics/technology	D	D	D
5. Are not in possession of any items deemed inappropriate for school	C & AAA	C & AAA	C & AAA
6. Leave class with permission only	W/PN	AAA	AAA
7. Do not cut class	AAA	AAA	AAA
8. Are not disrespectful/Defiant/Disruptive/Insubordinate	AAA	AAA	AAA
9. Refrain from cheating/Forgery/Plagiarism	AAA	AAA	AAA
10. Follow dress code	W/PN/CA	AAA/CA	AAA/CA
11. Respect school property/do not vandalize	AAA/RPD	AAA/RPD	AAA
12. Are not truant/Excessively absent or are not tardy to school	AAA	AAA	AAA
13. Follows arrival and dismissal procedures appropriately	AAA	AAA	AAA
14. Do not smoke or use tobacco products	AAA/RPD	AAA/RPD	AAA/RPD
15. Do not leave building without permission	AAA/RPD	AAA/RPD	AAA/RPD
16. Do not trespass	AAA/RPD	AAA/RPD	AAA/RPD
17. Do not violate detention	AAA	AAA	AAA
18. Do not Bully/Harass/Intimidate	AAA/RPD	AAA/RPD	AAA/RPD
	RS/BOE	RS/BOE	RS/BOE
	RNJDOE	RNJDOE	RNJDOE
19. Do not verbally or physically, assault classmates or adults	AAA/RPD	AAA/RPD	AAA/RPD
20. Do not violate computer use agreement	AAA/RPD	AAA/RPD	AAA/RPD
21. Do not endanger the safety of others	AAA/RPD	AAA/RPD	AAA/RPD
22. Do not carry out conduct unbecoming a student	AAA/RPD	AAA/RPD	AAA/RPD
23. Do not use obscene gestures/language	AAA	AAA	AAA
24. Do not openly defy authority	AAA	AAA	AAA
25. Do not steal	AAA/RPD	AAA/RPD	AAA/RPD
26. Do not possess, use, sell or are not under the influence of drugs or alcohol	AAA/RPD	AAA/RPD	AAA/RPD
27. Do not possess or use dangerous weapons; any object that can be used to harm classmates or adults	AAA/RPD AH	AAA/RPD AH	AAA/RPD AH
28. Does not excessively accumulate demerits once on probation	AAA	AAA	AAA

### KEY TO CONSEQUENCES

D—Demerit

C – Confiscation of Item

W – Warning

(4) PN – Parent Notification/Conference

AAA – Appropriate Administrative Action (includes but is not limited to: Administrative Detention (5), Suspension In-School (6),  
Suspension Out-of-School (7), Exclusion from (8) Extra-Curricular/School Activities

(9) RS/BOE – Report to Superintendent/Board of Education

(10) RNJDOE – Report to New Jersey Department of Education

(11) RPD – Report to Police Department

(12)AH – Administrative Hearing

(13) CA – Corrective action carried out

## CLASSROOM EXPECTATIONS • GRADES 5-8

BEHAVIOR Students who act responsibly...	RULE Students who exhibit this behavior... (#) Demerits
... are on time	<ul style="list-style-type: none"> <li>• Are in their classroom when the bell rings (1)</li> <li>• Obtain a pass when they may be late (1)</li> </ul>
... are prepared	<ul style="list-style-type: none"> <li>• Have all required supplies (1)</li> <li>• Do not need to return to their locker (1)</li> <li>• Copy all Homework into their planners regularly (1)</li> </ul>
... are cooperative	<ul style="list-style-type: none"> <li>• Begin warm-up promptly upon entering classroom (1)</li> <li>• Do not interrupt others when they are talking (2)</li> <li>• Do not distract others while working or learning (2)</li> <li>• Participate as instructed (2)</li> <li>• Return items to their proper place when finished (1)</li> <li>• Do not chew gum or eat candy, mints or cough drops during the school day (1)</li> </ul>
... respect others	<ul style="list-style-type: none"> <li>• Do not carry out behaviors at the expense of others (i.e., name-calling, taking/touching materials, exclusion) (3)</li> <li>• Keep their hands to themselves (3)</li> <li>• Do not create or add to conflict with others (3)</li> </ul>
... respect their school	<ul style="list-style-type: none"> <li>• Do not damage or deface classroom property (3)</li> <li>• Do not leave a mess (2)</li> <li>• Do not misuse technology and classroom materials (3)</li> </ul>
... follow school rules	<ul style="list-style-type: none"> <li>• Follow the behavioral expectations as listed in the handbook</li> <li>• Appropriate administrative action as per the School Behavior Expectations</li> </ul>

*We should always strive to take ownership and apologize when we violate any of these expectations.  
The consequences for middle school students who do not act responsibly are as follows...*

DEMERITS	ACTION	CONSEQUENCE
<b>*All demerits will be reported in OnCourse and parents may be contacted</b>		
8 Demerits total	Homeroom Teacher contacts parent	Lunch Recess Detention
15 Demerits total	Principal sends letter to parent	After School Detention
20 Demerits total	Principal sends letter home and calls parent	Probation Begins After School Detention
<b>Probation results in the following procedures:</b>		
*no more lunch detentions – instead students will have after-school detentions		
*exclusion from extra-curricular and class activities as per administrative action during the probation period		
23 – 26 Demerits	Principal sends letter to parent or phone call	After School Detention
29 Demerits total	Parent/student/administrator conference and/or principal sends letter to parent	Suspension

**\*students serving an after-school detention may not participate in any extra-curricular activities for the day they are serving the detention.**

## ACADEMIC CLASSROOM PROCEDURES • GRADES 5-8

Category	Percentage	Notes
Classwork & Homework	20%	<ol style="list-style-type: none"> <li>1. Half of the grade is based on completion of CW/HW. <ul style="list-style-type: none"> <li>• Incomplete assignments will be given zeros for this portion.</li> </ul> </li> <li>2. Half of grade is based on accuracy of CW/HW <ul style="list-style-type: none"> <li>• This portion is subject to ONE revision to earn back points and show that content/skill was learned based on feedback.</li> <li>• All revisions/make-ups must be completed before the quiz/test that evaluates the related learning occurs.</li> </ul> </li> <li>3. An assignment is considered late if it is not in the classroom when it is due. If an assignment is left in the student's locker, the student will retrieve a forgotten assignment from the locker and will earn a demerit for being unprepared but will receive full credit for the assignment.</li> <li>4. Procedures for grading HW/CW are approved by administration.</li> <li>5. Grade-level appropriate work skills for the completion of homework will be infused into the curriculum and taught to students.</li> <li>6. In grades 5, 6, 7, and 8 homework should take approximately 20 minutes per night per core subject. Homework for accelerated courses in ELA and mathematics in grades 6-8 should take students approximately 30 minutes per night per core subject. All homework must be of high quality and rigor and matched to the needs of the student.</li> <li>7. Students will have about 10 graded class work/homework assignments <b>per unit</b>.</li> </ol>
Quizzes & Small Projects	30%	<ol style="list-style-type: none"> <li>1. Quizzes <ol style="list-style-type: none"> <li>a. Redo quizzes for performance below a 75 are to be given after additional extra help (before/after school or during class) is given and documented. <ul style="list-style-type: none"> <li>• Students may earn half the points they lost back up to a maximum grade of a 75</li> <li>• All revisions/make-ups must be completed before the test that evaluates the related learning occurs.</li> </ul> </li> <li>b. Grade-level appropriate study skills for preparation or quizzes will be infused into the curriculum and taught to students.</li> </ol> </li> <li>2. Minor projects <ol style="list-style-type: none"> <li>a. 80% of the grade will be based on meeting the criteria of the assignment, as indicated in a rubric. No revisions will be allowed after the project is turned in.</li> <li>b. 20% of the grade must be based on a post-project evaluation that assesses what students learned from the project (this portion is subject to the quizzes guideline above).</li> <li>c. Projects that are turned in late will lose 5% of the TOTAL points per day. After five days, a late project will NOT be accepted (Saturday-Sunday will count as one day).</li> </ol> </li> <li>3. Grade-level appropriate work skills for the completion of projects will be infused into the curriculum and taught to students.</li> <li>4. All graded assessments are reviewed by the teacher with the class. Graded Quizzes/Project Rubrics will be sent home with students to make them available for parental review.</li> <li>5. Students will have about three graded quizzes/small projects <b>per unit</b>.</li> </ol>
Tests & Large Projects	40%	<ol style="list-style-type: none"> <li>1. Tests and large projects cannot be revised.</li> <li>2. Study guides for all tests will be sent home at least two days prior to the test.</li> <li>3. Grade-level appropriate study skills for the preparation of tests will be infused into the curriculum and taught to students.</li> <li>4. Large projects follow the same guidelines as small projects with 80% of the grade based on the rubric and 20% based on the post-project evaluation of content.</li> <li>5. Projects that are turned in late will lose 5% of the TOTAL points per day. After five days, a late project will NOT be accepted (Saturday-Sunday will count as one day).</li> <li>6. All graded assessments are reviewed by the teacher with the class. Graded Tests/Project Rubrics will be sent home with students to make them available for parental review.</li> <li>7. Students will have about one graded test/large project <b>per unit</b>.</li> </ol>

**ACADEMIC CLASSROOM PROCEDURES (CONTINUED) • GRADES 5-8**

Category	Percentage	Notes
<b>Benchmark Exams</b>	10%	<ol style="list-style-type: none"> <li>1. All core subjects (English, Math, Science, Social Studies, Spanish) will give a benchmark that covers all major curriculum topics within the units covered in each marking period.</li> <li>2. The benchmark exam schedule will be shared with students and parents upon approval by the administration.</li> <li>3. A study guide for each benchmark exam will be sent home one week prior to the exam.</li> <li>4. The benchmark exam is not subject to revisions.</li> <li>5. Content/skills not mastered on the benchmark exam will be the target of intervention before the next benchmark is given. This intervention will be documented.</li> <li>6. Grade-level appropriate study skills for the preparation of exams will be infused into the curriculum and taught to students.</li> <li>7. Benchmark exams are reviewed by the teacher with the class and a summary score analysis will be sent home. Graded exams will be available for parents to review but will not be sent home. This can be arranged with the teacher.</li> </ol>
<b>Extra Credit</b>	+5%	<ol style="list-style-type: none"> <li>1. Up to 2 points of the overall grade can be earned back through curriculum-based extra credit.</li> <li>2. Extra credit cannot push a student over full credit for this category or be given to students who have not completed four or more CW/HW assignments or who have cheated in the current marking period.</li> <li>3. Extra credit must be proactive- given at the beginning of the marking period or throughout the marking period. Reactionary extra credit assignments will not be given.</li> <li>4. All extra credit is approved by administration.</li> <li>5. Earned extra credit points can be carried over into another marking period at the request of the student.</li> </ol>
<b>Cumulative Averages</b>		<ol style="list-style-type: none"> <li>1. This grading framework will result in three marking period averages. These three averages will result in a cumulative year-end average.</li> <li>2. A minimum of two units will be covered each trimester.</li> <li>3. The outlined categories in the framework will be shown in Jupiter Grades as listed. All CW/ HW, quizzes, projects, tests, and exams will be dated and listed.</li> <li>4. All accounts will be updated by Friday of each week. This will include all CW/HW, quizzes, projects, and tests completed up to Tuesday of that week.</li> <li>5. Feedback will also be provided on Jupiter Grades regarding areas in need of focus.</li> <li>6. Students in accelerated courses in ELA and Mathematics for grades 6-8 will have three points added to their marking period averages.</li> </ol>
<b>Extra Help &amp; Intervention</b>		<ol style="list-style-type: none"> <li>1. Extra help is given to students before or after school at the teacher's discretion. This extra help can be requested by the student, parent, or teacher and set up directly with the teacher. The purpose is to support students in gaining proficiency on newly learned material, to review problem areas on homework, quizzes, tests, and projects.</li> <li>2. Intervention is a formalized system of support that is set up by administration based on overall student performance. It will require the collection of data by the Intervention and Referral Service and may result in small group instruction before or after school with designated intervention teachers. The purpose is to provide additional teaching on skill areas students have shown a pattern of deficiency in over time and is conducted in three week cycles.</li> </ol>
<b>Differentiation, Accommodation, &amp; Modification</b>		<ol style="list-style-type: none"> <li>1. Documented, appropriate accommodations/modifications will be made for all special education/504/I &amp;RS students in each category.</li> <li>2. Differentiation for approaching, on, and beyond grade-level performance will be reflected in the variation of CW/HW given to regular education students.</li> <li>3. Tiered assessments will be designed to assure all regular education students are being evaluated at the knowledge tier, understanding tier, and application tier. Special education students may complete modified tiers of the assessment for full credit.</li> </ol>
<b>Cheating &amp; Plagiarism</b>		<ol style="list-style-type: none"> <li>1. Cheating and plagiarism on CW/HW will result in a zero. Parents will be notified and detention assigned, during which the student will complete the assignment for no credit.</li> <li>2. Cheating and plagiarism on projects will result in the student involved earning a zero on the rubric portion of the projects; s/he can earn full credit on the quiz portion of the project. Parents will be notified and appropriate administrative action taken.</li> <li>3. Cheating on quizzes and tests/exams will result in the student involved having to take another version of the assessment with a 30-point penalty. Parents will be notified and appropriate administrative action taken.</li> <li>4. Grade-level appropriate expectations regarding cheating and plagiarism will be infused into the curriculum and taught to students.</li> </ol>



## STUDENT SERVICES

### EXTRA HELP AND INTERVENTION

Extra help is given to students before or after school at the teacher's discretion. This extra help can be requested by the student, parent, or teacher and set up directly with the teacher. The purpose is to support students in gaining proficiency on newly learned material, to review problem areas on homework, quizzes, tests, and projects. While it is expected that all teachers provide opportunities for extra help, please understand this is offered on teachers' own time and is subject to their availability.

Intervention is a formalized system of support that is set up by administration based on overall student performance. It will require the collection of data by the Intervention and Referral Service and may result in small group instruction before or after school with designated intervention teachers. The purpose is to provide additional teaching on skill areas students have shown a pattern of deficiency over time and is conducted in three week cycles.

### HEALTH SERVICES

A full-time nurse is available to handle health conditions and emergencies. Any student who wishes to see the nurse must obtain a pass from the classroom teacher. In order for medication(s) to be dispensed, the nurse MUST have a written parental request accompanied by written orders from a physician stating the student's name, dosage, and time to be dispensed. This medication must be brought to school by the parent/guardian in the original container. Under no circumstances will over-the-counter medication be administered by the school nurse, nor should any student carry over-the-counter medication. The nurse can be reached directly (732-449-6380 ext. 419).

### GYM EXCUSES

The school nurse issues one day gym excuses for temporary disability or other similar circumstances. A student may also be excused by the school nurse upon written request from his/her parents. Excuses from a physician must be filed with the school nurse as part of the student's permanent health record. The nurse will then notify the physical education teacher. A physician's note is required for a student to resume gym following a serious illness or after an injury. This note must be filed with the school nurse, who will then notify the physical education teacher. A student injured during a physical education class must report immediately to the teacher and then report to the nurse.

### CHILD STUDY TEAM (CST)

The Child Study Team consists of a school psychologist, social worker and a learning disabilities/teacher consultant. Depending on individual student needs, the school's occupational therapist, physical therapist and speech therapist are included on the team. The CST conducts evaluations and delivers related services to children with disabilities. The Child Study Team is responsible for the child's initial evaluation, eligibility determination, development review and revision of the Individualized Education Program, reevaluation and placement.

**Kerri Lee Walsifer – Director of Student Services & Supervisor of Testing**  
**Linda Calafiore – CST Secretary**  
**Michele Szary – L.D.T./C.**  
**Laura Krug – Social Worker**  
**Michele Parisi – Psychologist/Counseling**  
**Brigid Maniace – Speech**  
**Amy Forsythe – O.T. -- Mike Mastropasqua – P.T. – Anastassia Yaccarino – R.N.**  
**Dr. Joan Marie Sackles - Behaviorist**

## GUIDANCE

Guidance services are available to every student. These services include assistance with educational planning, interpretation of test scores, career information, student scheduling and study skills. Should parents or students desire support, please contact the guidance counselor, Michele Parisi, at extension 428.

*Youth Helpline: 2nd FLOOR New Jersey's Youth Helpline is a toll-free, anonymous and confidential helpline available 24 hours per, 7 day per week, 365 days per year to all New Jersey young people ages 10-24. Youth can call 2nd FLOOR @ 1-899-222-2228 to speak with professionals and trained volunteers.*

## INTERVENTION AND REFERRAL SERVICES FOR GENERAL EDUCATION PUPILS

The board of education shall provide a program of intervention and referral services for general education pupils who are experiencing personal, interpersonal or academic difficulties to help them function productively and develop positively in the classroom environment. Should parents' desire support for their general education student please contact Mrs. Michele Szary at extension 201.

## DRESS AND GROOMING

Regulations for Policy #5132

It is the responsibility of the parents/guardians to send children to school properly dressed. This board policy is in place to ensure the safety of the students and prevent disruption of the educational program.

The following minimum standards are considered appropriate guidelines for student attire:

- A. Shorts or skirts must be at least of mid-thigh length. No spandex shorts are allowed unless under a skirt of appropriate length.
- B. See-through shirts, bare midriffs, and low-cut tops that expose cleavage are not permitted. Pants must be worn at waist level.
- C. Footwear must be firmly secured to feet. For safety reasons, no flip flops or any type of beach footwear are permitted.
- D. Hats or caps are not permitted inside the school building except for approved programs or events.
- E. Jewelry, especially earrings, must be safe and conducive to both academic and physical activities or should be removed for those occasions.
- F. Students may wear shorts at anytime except during special occasions when other dress is specifically required or weather conditions make wearing shorts inappropriate for health reasons.
- G. Clothing should be neat and clean and in reasonably good repair. No ripped or tattered clothing is permitted.
- H. Any writing or pictorial representations on clothing should not detract from the orderly environment of the school. Words, images, or representations considered obscene, dangerous, or insulting to others are not permitted.

While recording daily attendance, and make referrals to administration. Teachers will also note student status regarding compliance with the policy and Code. Consequences for students inappropriately dressed are outlined in the School Behavioral Expectations.

## SCHOOL HOURS

8:30 AM.....	- First Bell – Pupils enter/School Begins
8:35 AM.....	- Late Bell
11:35 AM – 12:16 PM.....	- Lunch – Grades K – 5
12:16 PM – 12:57 PM .....	- Lunch – Grades 6 – 8
2:58 PM .....	- Dismissal

Please be reminded that the morning late bell is 8:35 AM. Students are not permitted on the playground until 8:20 AM. Please be advised that adult supervision is not available until 8:20 AM.

## EARLY DISMISSAL

When an emergency arises and it is necessary for your child to be dismissed from school earlier than the regular time, please send a note to the teacher and call for your child at the front desk at the requested time. Early dismissals are approved by the principal and must be for valid reasons. Pupils will not be dismissed early for music or dancing lessons, club meetings, etc.

## DELAYED SCHOOL OPENING

If inclement weather warrants a delayed school opening, the following schedule will be put into effect:

1. Students will report to homeroom at 10:00 A.M.
2. Students will observe the normal lunch periods.
3. Students will be dismissed at the normal time.

Reverse 911, e-mail alerts, website announcements and radio announcements (WJLK 94.3 The Point will indicate a delayed opening. Parents should use discretion as to sending their child to school in case of severe weather conditions.

## EMERGENCY SCHOOL CLOSING

School will normally be kept open in accordance with the current school calendar. In the event of an emergency closing, reverse 911, e-mail alerts, website announcements and radio announcements (WJLK 94.3 The Point) will indicate an emergency closing.

In the event that an emergency requires the closing of school during the school day when students are already in school, the school office must have the emergency numbers (cell phones) of the adults who will be responsible for the child in an emergency. Your child should know what to do in case you are not at home following an emergency dismissal.

## DROP OFF PROCEDURES

1. Parents are to drop their children off in the morning utilizing the coned drop off lane on Tuttle Avenue. The lane will extend from the playground to the front entrance from 7:45AM – 8:45AM.
2. Please do not park in the coned drop off lane at any time for any reason.
3. Please do not park in the handicapped parking areas located east of the front entrance on Tuttle Avenue or the bus parking area at the corner of Tuttle Avenue and 4th Avenue.
4. If you would like to park please park on either St. Clair Avenue, the west end of Tuttle Avenue, or on 5th Avenue.



## ARRIVAL PROCEDURES

1. Students should not arrive prior to 8:20 a.m. There is no adult supervision until 8:20 a.m.
2. Students can not enter the building before 8:20 a.m. unless they have permission from a faculty member.
3. When students arrive at 8:20 a.m. they should line up by grade level in the designated areas on the playground.
4. No ball playing, running on the blacktop, or playing on basketball court and playground before school.
5. Students are not to ride bicycles or skateboards on school sidewalks, playground, ball fields or lawn.
6. All bicycles must be locked.
7. Students who arrive early for appointments with teachers or for extra-curricular activities must sign in with the receptionist and must be on a pre-approved list.
8. All doors to the school will be locked at all times.

## INCLEMENT WEATHER ARRIVAL PROCEDURES

1. As on any other school day, students should not arrive before 8:20 a.m.
2. The front door and side door by the playground will be opened and monitored by staff at 8:20 a.m. and will be locked at 8:35 a.m.
3. Students enter through the school entrance and proceed to line up in the gymnasium as they would do on “out” days.

## DISMISSAL PROCEDURES

The safety of our children is our number one priority. For this reason we have set up procedures for the safe arrival and dismissal of our students. Please do not send your child to play on the playground before 8:20 AM since no supervision is available at the time.

To help us ensure that your child is safe at dismissal, parents must make the school aware of dismissal arrangements for their children. A dismissal procedure form must be completed by the first day of school.

The following are the school locations for student dismissal.

Pre-K, K, Grade 1 .....	-	Main entrance on Tuttle Avenue
Grade 2-4 .....	-	Side door on 4th Avenue
Grade 5-8 .....	-	Side exit on the blacktop/field side

## BICYCLES

All students, beginning in Grade 3, are eligible to ride their bicycles to and from school. Students in Grades K-2 may ride their bicycles to school if accompanied by a parent or adult guardian.

Bicycle racks are provided on the playground and near front entrance and all students riding bicycles are requested to use these racks. Students are individually responsible for locking their bicycles during the school hours. Please remind your children that riders are legally responsible for obeying traffic rules and they should practice good safety at all times.

\*Important – Bicycling in New Jersey is regulated under Title 39 of the Motor Vehicle and Traffic Regulation laws. As per Title 39:4-10.1 – In New Jersey, anyone under 17 years of age that rides a bicycle or passenger on a bicycle, or is towed as a passenger by a bicycle **must** wear a safety helmet. \*The school will hold fall and spring bike safety events.

## TELEPHONE / CELL PHONES

The telephones in the building are for emergency use only. Students may not use cell phones during school hours without permission. Cell phones may not be used when students are participating in a school-sponsored activity without permission. A cell phone may be used on a field trip as long as the supervising teachers/administrator has granted the student permission. School personnel will confiscate from students any electronic equipment not appropriate in the school setting. Students who do not follow the cell phone rules will face disciplinary action. (As per School Behavior Expectations)

## LUNCH PROGRAM POLICY

All K-8 students will have 40 minutes to eat lunch and have recess. Students eating in school must remain on the school grounds for the lunch period and will be supervised during this time. If your child is permitted to leave the building to have lunch, it is essential that you send a note to the office informing us of such permission. Students who do not eat lunch at school should return no earlier than five minutes before the end of the lunch period and not later than the late bell.

Information regarding ordering lunch from local vendors can be obtained through our website.

The lunch schedule will be as follows:

11:35 – 12:16 P.M.	-	Grades K-5
12:16 – 12:57 P.M.	-	Grades 6-8

Lunch periods are 40 minute periods. In order to reduce congestion and maximize supervision, lunch periods will be split.

Monday through Friday – Grades K-2 will eat for the first half of the period and attend recess the second half of the period. Grades 3-5 will attend recess first half of period and eat the second half of the period.

Monday through Friday – Grades 6-8 will eat first half of period and attend recess the second half.

## SCHOOL NUTRITION INFORMATION

As per the Federal Health Hunger Free Kids Act the following items may not be served, sold or given out as free promotion anywhere on school property at anytime before the end of the school day:

- Foods of minimal nutritional value (FMNV), as defined by USDA regulations
- All food and beverages listing sugar, in any form, as the first ingredient
- All forms of candy

## BEVERAGE AND SNACK STANDARDS ALL SCHOOLS

All snacks and beverage items sold or served on school property during the school day, shall meet the following standards:

- Based on nutrition facts labels:
- No more than eight grams of total fat per serving, with the exception of nuts and seeds
- No more than two grams of saturated fat per serving
- All beverages shall not exceed 12 ounces, with the following exceptions:
- Water
- Unflavored milk containing one per cent or less fat
- Flavored skim milk

## ELEMENTARY SCHOOLS

- 100 percent of all beverages offered shall be milk, water or 8 oz or less of 100 percent fruit or vegetable juices.

## MIDDLE SCHOOL

- At least 60 percent of all beverages offered, other than milk and water, shall be 12 oz or less of 100 percent fruit or vegetable juices
- No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat

## FIRE / EMERGENCY DRILLS

When the fire alarm sounds, students will immediately stand and leave the room in single file. No one is to pass another or break the line of march. Running is not permitted. The first students to reach an outside door are to hold it open until all have left the building. Students are not permitted to talk during a fire drill. They are to remain away from the building in their designated area until the signal to return is given by the Principal or authorized representative.

During a crisis in or around the H. W. Mountz School, it may become necessary to secure or “lockdown” the building. The purpose of the lockdown of a building is to ensure the safety of students and school employees by avoiding direct contact/confrontation with an individual(s) or situation which might present a danger. (NOTE: These procedures may also be used for non-emergency lockdowns associated with drug searches of the building.) Specific procedures for keeping children and staff safely in their respective classrooms are outlined in the school’s Critical Emergency Response Plan (CERP).

\*As per state code the school will hold two emergency drills each month. These will include lockdowns and emergency evacuations.

## PHOTOGRAPHS OF STUDENTS

Taking pictures of district students and the school building for commercial purposes is prohibited without written approval of the chief school administrator.

“Commercial purposes” in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

“School students” in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Pictures of children with educational disabilities shall not be disseminated in any way unless permission is granted by parents/guardians. Photographs of children placed in the district by the Division of Youth and Family Services (DYFS) shall not be published without permission of the division case worker.

### Photographs on the District Web Site

Pictures of district students shall not be posted on the web site, except under the following conditions:

- A. Prior written permission has been obtained from the student’s parent/guardian;
- B. Group photographs may identify the group, but not the individuals in the group;
- C. Prior written permission has been obtained from the student’s parent/guardian, if the student is receiving an award or special recognition.

## ATTENDANCE AND TARDINESS

New Jersey School Law requires every parent/guardian of a child between the ages of six and sixteen to attend school. The child must attend school continuously until the age of sixteen. Excessive absence is one of the foremost reasons for pupils being unsuccessful in their school work. Good attendance and punctuality must be stressed by parents and school personnel for the benefit of the students.

Students are expected to be in attendance on all days that school is in session. A student must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

### NJ SCHOOL PERFORMANCE REPORT REQUIREMENTS

In the best interest children and their classmates, it is sometimes important and necessary to keep your child out of school. While your decision to keep your child out of school is your decision as a parent, we also have strict guidelines we need to follow as a public school district.

As part of the NJ Annual School Performance Reporting requirements we are expected to report the number of students who are on the path to missing 10% (18 days) of our 180 day school calendar. As part of this report we must generate an action plan to address students who are missing this number of days at the end of the school year.

To ensure the number of days students are out during the school year parents will receive a letter from the Superintendent each month he or she has exceeded the 10% mark for the number of possible days to date. The purpose is to help guide parents in making decisions about absenteeism for the rest of the school year.

### REPORTING ABSENCES AND MAKE-UP WORK PROCEDURES

Under NJAC 6A:16-7.6 The Spring Lake Board of Education can only permit excused absences from school for religious holidays approved by the State of NJ. A note must be received to permit an absence to be considered excused under this requirement.

A student will be considered to have attended school if he/she has been present at least four hours during the school day. A pre-school student will be considered to have attended school if he/she has been present at least two hours during the session to which the student is assigned.

If your child must be absent from school, please call the Attendance Mailbox at 732-449-6380 (dial 418) between the hours of 6:30 a.m. and 8:45 p.m. to report the absence and the reason for the absence. School personnel will call parents and guardians who have not called by 9:00 a.m. in the event of a child's absence.

A student returning from an absence of any length must present a written statement, dated and signed by the parent(s) or legal guardian(s) for the absence in order to qualify for an excused absence. For any absence, a note must be submitted to the homeroom teacher the first day the child returns to school.

If a student is absent for 4 or more consecutive days, a doctor's note must be submitted to the school nurse the first day the child returns.

Students who are absent from school, for any reason other than an excused absence, are prohibited from participating in school-sponsored activities on the day of the absence.

As per Board policy 5113, student in excess of 4 cumulative unexcused absences may be subject to investigative and corrective action procedures by administration.

Make-up work for one day absences will be provided when the child returns to school. If your child is absent for two days or more an approved reason, parents/guardians can request the homework when reporting the absence or, in any case, no later than 10:00 a.m. on the day requested. In order to obtain make-up work for unexcused absences (i.e. vacations), parents/guardians must give forty-eight hour notice of the absence. Assignments will be provided for no more than 5 consecutive days of unexcused absences.

It is the responsibility of the student to return all completed assignments to the teacher for credit upon return to school.

## TARDINESS

Students are considered on time to school when they are in school at 8:35 a.m. Any student not in school at 8:35 a.m. will be considered tardy. A student in grades 6-8 who accumulates 3 or more tardies per marking period will be assigned to after school detention.

Students are considered tardy when they arrive at school after the opening bell. When a student is late for school, he/she must report to the receptionist office for a late slip. If a student reports late to school with a parental note explaining the reason for the lateness, this tardy will be considered an excused tardy. School administration will decide on the appropriateness of the parental excuse.

Excessive tardiness (both excused and unexcused) will be dealt with on an individual basis.

The following regulations are designed to enhance the on-time arrival of all students for the beginning of their instructional day:

- A. When a child accrues three (3) tardies in a marking period, a letter is sent to the parents by the chief school administrator;
- B. If a child reaches six (6) tardies in any 2 marking periods, a letter requiring parental action to modify the tardy behavior will be sent by the chief school administrator;
- C. In addition, a student in grades 6, 7, and 8 will receive one day of after school detention;
- D. On the seventh and eighth tardy, the office will call the parents of the child and inform them of the infraction. Detention will also be meted out to students in grades 6, 7, and 8;
- E. On the ninth tardy of the school year, the chief school administrator will send a letter to the parents requiring a conference of parents and child with the chief school administrator for the purpose of formulating a plan of action to remediate the tardiness;
- F. If a child accumulates six or more tardies but has shown significant progress in modifying his/her late behavior, the chief school administrator, at his/her discretion, may waive any future detentions or consequences in order to have the student begin a marking period with a "clean slate".

## HOME INSTRUCTION

To provide uninterrupted education for pupils unable to attend their regular classes because of illness, disability, court order or administrative action, the board of education shall provide away-from school instruction when proper application has been made and subject to the following restrictions:

- A. The period of absence must be expected to be longer than two weeks except in special circumstances.
- B. A parent/guardian or appropriate adult authority must be within call during the period of instruction.
- C. In cases of illness or disability, medical certification is required both of the necessity for the pupil's absence and his/her fitness to benefit from the instructions.

Each case must be approved by board action; all requirements for receipt of state aid must be fulfilled.

The board shall provide home or out-of-school instructional services no later than five (5) days after the student has left the general education program.

## HEALTH SERVICES

The Board of Education employs a school nurse in order to ensure the health and safety of all students. The school nurse administers first aid in cases of accident or sudden illness. She also teaches health classes, conducts health screenings and supervises appropriate implementation of health physical and immunization procedures. These screenings are administered as a preventative measure to identify possible physical problems. The school nurse is available to staff and parents for consultation and assistance with school health issues.

## HEALTH OFFICE PROCEDURES

1. Students come to the health office when sent by teachers or school aides.
2. Requests for children to be excused from physical education or recess must be submitted in writing to the school nurse prior to the time of class. In the event of an excuse for more than one day, a physician's note indicating the reason for the excuse and the starting and ending date of the excused period must be on file with the school nurse.
3. Students are not to call parents on the phone when they are ill. Students must report to the nurse, who will make the decision and call the parent.
4. Parents/Guardians or a designee are expected to pick up an ill child in a reasonable amount of time.
5. Children will only be released to an individual listed on the emergency card or with verbal permission from the parent. The person will be required to show identification.
6. Emergency cards are sent home annually and must be returned promptly to school. Parents/guardians should notify the school immediately if there are any changes.
7. The school nurse must be advised of any medication that students are taking.
8. Upon return to school from a serious injury or illness, students and their parents must meet with the school nurse prior to being admitted back to school. At this time any accommodations (exemption, use of elevator, etc.) must be outlined by the student physician, in writing, to the school nurse.



## MEDICATION GUIDELINES

School nurses are not permitted to dispense medication without a doctor's written permission. A doctor may prescribe medication that can be given to a child during school hours. Only those medications that meet the student's health needs for a specific period of time may be given during the school day.

Guidelines for administering medication during school hours are as follows:

**Parents/Guardians should obtain an "Authorization for Administering Medication in School" form from the school nurse.**

**Only written orders from doctors are acceptable.**

They should include beginning and discontinuation dates as well as the diagnosis of the disease. In addition, doctors should indicate whether medications will need to be given on school trips, or if the dose may be skipped or rescheduled for later that day. A written note from parents/guardians is also required when any medication is to be given by the school nurse.

**All medication must be in a pharmacy labeled container.**

The container must be labeled with the student's name, medicine identification, dosage, dates and times to be given. The doctor's and pharmacy telephone numbers are needed in case of unanticipated side effects.

**All nonprescription drugs are to be handled the same as prescription medications.**

Therefore, the nurse will administer drugs such as aspirin, Tylenol, antihistamines or cough syrup only on receipt of a written note from the doctor and the parent/guardian. A labeled bottle of the over-the-counter medication must be provided.

**Parents/Guardians must bring the medication to the school nurse along with the notes from the parent/guardian and the doctor.**

**Students are not permitted to carry any type of medications at any time. This includes during school sponsored activities and field trips.**

### Pupil Self-Administration of Medication

The board shall permit self-administration of medication for asthma, diabetes or other potentially life-threatening illnesses by students who have the capability for self-administration of medication, both on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Parents/guardians of the student must meet the following conditions:

- a. Provide the board with written authorization for the student's self-administration of medication;
- b. Provide written certification from the student's physician that the student has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
- c. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent/guardians shall indemnify the hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student.

## **SPORTS RELATED CONCUSSION AND HEAD INJURY – Policy #5141.8**

A concussion is a traumatic brain injury (TBI) caused by a direct or indirect blow to the head or body.

A student who participates in interscholastic athletics and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from the competition or practice. The student athlete may not return to play until they obtain medical clearance in compliance with the district return-to-play policy.

2. A student-athlete who is suspected of sustaining a sports related concussion or other head injury during completion or practice shall be immediately removed from play and may not return to play that day.
3. To return to competition and practice the student-athlete must follow the protocol:
  - a. Immediate removal from competition or practice. The coach/staff member in charge shall call 911 if there is a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury;
  - b. When available the student-athlete should be evaluated by the school's licensed health care provider who is trained in the evaluation and management of concussion;
  - c. School personnel (athletic trainer, school nurse, coach, etc.) should make contact with the student-athlete's parent/guardian and inform them of the suspected sports related concussion or head injury;
  - d. School personnel (athletic trainer, school nurse, coach, etc.) shall provide the student-athlete with the approved suggestions for concussion management/medical checklist to provide to their parent/guardian and physician or other licensed healthcare professional trained in the evaluation and management of sports related concussions and other head injuries;
  - e. Student-athlete must receive written clearance from their physician that student is asymptomatic and may begin the graduated return-to-play protocol. School personnel (athletic trainer, school nurse, coach, etc. may consult with school/team physician after medical clearance is given from student-athlete's physician).

## **AUTOMATED EXTERNAL DEFIBRILLATOR (AED) (BOE Policy 5141.22)**

An approved Automated External Defibrillator (AED) will be available and maintained on the premises of HW Mountz School (outside the gym and outside the cafeteria). There will also be a portable one to be used during outside sporting activities. An AED is a heart monitor with an electrical device used to counteract fibrillation of the heart muscle in an attempt to restore normal heartbeat that:

1. Has received approval of its pre-market notification filed pursuant to 21 U.S.C.s360(k) from the U.S. Food and Drug Administration.
2. Is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and
3. Upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.



The school nurse under the direction of the prescribing physician will coordinate the following:

- See that the school has a chain of command
- Coordinate training for emergency responders and an AED School Response Team
- Maintain a file of specifications/technical information sheet for approved AED model assigned or donated to the school
- Revise this procedure as required
- Monitor the effectiveness of this system
- Communicate with the prescribing physician on issues related to medical emergency response program including post-event reviews

### ELIGIBILITY FOR PROGRAMS

*Acceptance or involvement into the following programs, require certain criteria to be met and maintained. If the program interests you or your child, please make yourself familiar with these criteria and be proactive about making sure your child meets the criteria in order to be involved and to stay involved in these programs.*

#### HONOR ROLL                      Grades 5-8

The Board of Education recognizes the importance of extending honor to those students who excel in the academic subjects.

Students in grades 5 to 8 are eligible for the honor roll.

**First Honor Roll** – A numerical grade of 93 or higher in each of the following subjects: Language Arts Literacy, Mathematics, Science, Social Studies and Spanish (except in grade 5)

**Second Honor Roll** – A numerical grade of 88 or higher in each of the following subjects: Language Arts Literacy, Mathematics, Science, Social Studies and Spanish (except in grade 5)

**First and Second Honor Roll** – All “A’s” or “B’s” or “S’s” or “O’s” in the following subjects: Physical Education, Music, Art, Health, Technology Applications and Spanish, except for Spanish (Grade 5 only).

The Honor Roll will be announced at the end of each marking period.

#### MATHEMATICS GROUPS                      Grades 6-8 (Eligibility Criteria begin in Grade 5)

The purpose of the mathematics groupings is to provide a differentiated learning experience for students in the area of mathematics. This experience will deliver the middle school mathematics curricula at varying paces and intensities in order to prepare students for their high school experience.

1. The differentiated courses at each grade level include:
  - a. Grade 6 Mathematics – Accelerated Mathematics and Mathematics
  - b. Grade 7 Mathematics – Algebra I, Pre-Algebra and Mathematics
  - c. Grade 8 Mathematics – Geometry, Algebra I and Mathematics
2. The items included in student’s placement, at each grade level, include SMI Quantiles, Final Report Card Average, Placement Exam. See Eligibility RUBRIC on website approved by the Spring Lake Board of Education.
3. Students in accelerated math courses are expected to meet the same grading criteria for all eligibility programs (Honor Roll, etc.) as those students not participating in the accelerated program. Eligibility into Algebra I & Geometry and 6th Grade Accelerated raises the level of expectation for performance concurrent with the level of difficulty of the course. 3 points will be added to these accelerated courses in grades 6-8 to adjust for the level of difficulty of the course. 1.5 points will be added to 7th Grade Pre-Algebra.

## **ENGLISH LANGUAGE ARTS GROUPS    Grades 6-8 (Eligibility Criteria begin in Grade 5)**

The purpose of the language arts groupings is to provide a differentiated learning experience for students in the area of language arts/literacy. This experience will deliver the middle school language arts curricula at varying paces and intensities in order to prepare students for their high school experience.

1. The differentiated courses at each grade level include:
  - a. Grade 6 ELA –Accelerated ELA and ELA
  - b. Grade 7 ELA – Accelerated ELA and ELA
  - c. Grade 8 ELA – Accelerated ELA and ELA
2. The items included in student’s placement, at each grade level, include SRI – Achieve 3000 Lexiles, final report card grades, and placement exam. See Eligibility RUBRIC on website approved by the Spring Lake Board of Education.
3. Students in accelerated ELA courses are expected to meet the same grading criteria for all eligibility programs (Honor Roll, etc.) as those students not participating in the accelerated program. Eligibility into the accelerated program raises the level of expectation for performance concurrent with the level of difficulty of the course. 3 points will be added to ELA accelerated course in grades 6-8 to adjust for the level of difficulty of the course.

## **Gifted and Talented (S.E.A)                      Grades 4-8 (Eligibility Criteria begin in Grade 3)**

The Board of Education recognizes the importance of meeting the needs of our high achieving students and in providing enriching academic experiences for all of our students. In order to identify and meet the needs of those students that meet the gifted and talented description, the following matrix is utilized:

### Grade 4-8

1. Student eligibility for Gifted and Talented is based on a matrix, inclusive of the Otis-Lennon SAT (given in 3rd and 6th grade), SRI in ELA and SMI in Math core Academic Average, and a teacher rating sheet. Students must gain a total point value of 18 points in order to be eligible. See SEA Identification Matrix linked to the website.

### Grades 5-8

1. Student eligibility for Gifted and Talented is based on a matrix, inclusive of the Test of Cognitive Abilities (given in 3rd grade for Grades 5-6 and 6th grade for Grades 7-8), NJASK scores in ELA and Math, a teacher rating sheet, and core academic average for ELA, Math, Science, and Social Studies. Students must gain a total point value of in order to be eligible. See SEA Identification Matrix linked to the website.

Each year beginning in grade 3, the district examines all students against the matrix. Students eligible in one year may be eligible in the next and students not eligible in one year may be eligible in the next. Students do not retain enrollment in the program once they are in.

In addition to programs for the identified students, various enrichment opportunities offered by the district (in addition to the PTA Enrichment Program) are open to all students through an application process. Students and parents will be made aware of these programs as they become available.

## **NATIONAL JUNIOR HONOR SOCIETY    Grades 7-8 (Eligibility Criteria begin in Grade 6)**

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of H. W. Mountz School. This organization is the local chapter of the national organization and follows the national organization’s rules and by-laws. Selection of members in the organization follows these guidelines:

1. Open only to students entering next year’s seventh or eighth grade.
2. Students must have attained First Honor Roll status during the previous two marking periods of their eligibility year.
3. At the end of the second marking period eligible students shall be notified of their possible eligibility, pending their third marking period Honor Roll status.
4. Students who attain Honor Roll status for all two marking periods will have their discipline and academic record reviewed by a faculty council, chapter advisor, and principal. The following items will be assessed, in this order of priority: academic achievement, participating in extra-curricular activities, citizenship, attitude towards school, leadership, and service to the school and/or community.
5. Qualifying students will be notified of acceptance into the local chapter in May, when an induction ceremony will be held.

## **ELIGIBILITY FOR ATHLETICS      Grades 6-7-8**

Each year the Mountz School coaching staff will select teams to participate in the Monmouth County Athletic League. The selection of team members is at the discretion of each coach. All students wishing to participate will try out for the team on a yearly basis.

1. Academic Standards – Interscholastic/Co-Curricular participants must maintain a “75” average in each academic subject (mathematics, English language arts, science, social studies, Spanish in grades 6-7-8) on report cards or must be working up to their capability. Those failing to achieve these standards will lose the privilege of participating. Reinstatement will depend on satisfactory achievement in the ineligible subject as determined by the teacher who assigned the unsatisfactory grade.
2. School citizenship, behavior and attendance must be satisfactory.
3. Participating students must represent the H. W. Mountz School in an exemplary manner.
4. Varsity teams will consist exclusively of H. W. Mountz students in 6th, 7th and 8th grades.
5. Under revised State Law, no one is permitted to participate on a school athletic team unless he/she has been given a medical examination by the family physician. The parent shall return a record card signed by the doctor testifying to the student’s physical fitness or lack of physical fitness for the sports activity. The health findings of the medical examination shall be made a part of the student’s school medical record. Intramural sports are subject to the aforementioned conditions. Physicals will not be conducted by the school physician beginning in the 2013-2014 school year.
6. No one is permitted to practice with a school athletic team before submitting a form, provided by the school and signed by the parent, granting permission to participate in the athletic activity, and acknowledging that physical hazards may be encountered.
7. A medical history questionnaire provided by the district must be completed by the parents/guardians of the students before the medical examination.
8. No one is permitted to practice with a school athletic team before submitting a form, provided by the school and signed by the parent, stating that the candidate has health/accident insurance and indicating the name of the insurer.
9. Students may not participate in any school scheduled sports activities on the days when they are absent from school, suspended, or receive an office detention. Students must be present for 4 hours to participate.
10. Any student who is unable to participate in his or her scheduled physical education class because of medical reasons may not participate in any school sports activity on that day.
11. Inappropriate behavior or office detention for a school day, unsportsmanlike conduct, or unexcused absences will result in a student being ineligible to participate in school sports/co-curricular matters, subject to the ultimate decision by the Superintendent.
12. A cut policy is used to select all members of varsity teams.

## **STUDENT COUNCIL      Officers Grades 7-8/ Membership Grades 5-8**

The student government of Mountz School is led by a Student Council comprised of students in grades 5-8.

1. Complete an application and submit this application by the deadline identified.
2. Obtain approval of parent/guardian.
3. Obtain approval of at least ten 6th, 7th or 8th grade students.
4. A minimum of an 84 average in each subject area, including both core subjects and specials.
5. Have no record of suspensions for the current school year.
6. Have his/her application and discipline record reviewed by a panel of teachers and administrators, whose unanimous approval is required.
7. No student can run for more than one office.
8. Students running for the office of President and Treasurer must be currently enrolled in the 8th grade.
9. Students running for the offices of Vice President, Secretary or Sergeant-at-Arms must be currently enrolled in the 7th or 8th grades.
10. Students must follow the guidelines for handing in complete and accurate. Student Council paperwork and maintaining appropriate campaigning procedures.
11. All students who run for one of the five offices, according to the criteria listed above, and receive the second largest number of votes for that office, will automatically become a member of the Executive Board of the Student Council.
12. There will be one representative for each homeroom in grades five, six, seven, and eight, which will make up the general council. Their homeroom members will elect these representatives by secret ballot during the month of September. The candidates for homeroom representative must meet all of the criteria listed above with the exception of the application review.

## **YEARBOOK      Grade 8**

Students in the 8th grade are eligible to participate on the Yearbook. Duties will include taking photographs, organizing pages, and designing layouts for the annual H. W. Mountz yearbook. All 8th graders are eligible to participate. Participants must maintain a “75” average on quarterly report cards or must be working up to their capability.

## INTERSCHOLASTIC/CO-CURRICULAR ACTIVITIES

It is the Board's policy to provide 6th, 7th and 8th grade students opportunities for a variety of athletic competitions with teams from other schools: soccer, basketball, baseball, softball, and cheerleading, bowling. Interscholastic sports programs shall be provided equally for boys and girls. Additionally, co-curricular activities may be provided for students in grades 5-8 youngsters who wish to participate. Qualified personnel are to be employed for coaching interscholastic teams and for supervising co-curricular activities.

\*Tennis, Cross Country, JV Boys and Girls Basketball will be offered by the H. W. Mountz Booster Club. All decisions regarding these activities are made by the Booster Club as these are not Board of Education sponsored events.

All students and supervisory personnel involved in the interscholastic/co-curricular activities program must exhibit the highest ideals of sportsmanship.

<b>Schedule B Stipends and Rate</b>		<b>2015-2016</b>
<b>Position</b>		<b>Assignment</b>
Cheerleading Coach		Nancy Ritchey
Boys Soccer Coach		Mary Pearce
Girls Soccer Coach		Lauren Marcus-Feld
Boys Basketball Coach		Kevin Lynch
Girls Basketball Coach		Ann Marie Callahan
Baseball Coach		Anthony DeStefano, Matthew Tonzola
Softball Coach		Cheryl Salway, John Livingood
Student Council Advisor		Lauren Marcus-Feld
Yearbook Advisor		Pamela Mannion, Rebecca Zielinski
NJHS Advisor		Karen Dettlinger
8th Grade Coordinator		Cherly Salway
Spelling Bee Coordinator		Pamela Mannion
Band Day Advisor		Jennifer Penrod
Band Memorial Day Advisor		Jennifer Penrod
Lead Teacher (primary, intermediate, middle, specials) – each		Laure Roberts, Pamela Mannion, Cheryl Salway, Mary Pearce
Geography Bee Advisor		Lauren Marcus-Feld
Athletic Coach In Charge		John Livingood
Science Fair Coordinator		Anthony DeStefano, Matthew Tonzola
Art Fair Coordinator		Sarah-Ann Yersin
Bowling Advisor		Anthony DeStefano
Family Literacy Night Coordinator		Linda Krebs
Peer Mediation Advisor		Karen Dettlinger
Video Broadcasting Advisor		Mary Pearce
Academic Competition Coach		TBD
Academic Competition Coordinator		Matthew Tonzola
8th Grade Video Coordinator		Mary Pearce
Detention Coordinator		Pamela Mannion
Band and Chorus Advisor		Jennifer Penrod

## ENRICHMENT EXPERIENCES

<u>GRADE BAND</u>	<u>ENRICHMENT EXPERIENCE</u>
Pre-Kindergarten & Kindergarten	<ol style="list-style-type: none"> <li>1. Tools of the Mind Curriculum</li> <li>2. Differentiations of instruction based on on-going assessments</li> </ol>
Grades 1-3	<ol style="list-style-type: none"> <li>1. Differentiation of Instruction based on on-going assessments</li> <li>2. PTA Enrichment Programs</li> </ol>
Grades 4-5	<ol style="list-style-type: none"> <li>1. Differentiations of Instruction based on on-going assessments</li> <li>2. PTA Enrichment Programs</li> <li>3. Academic Competitions coordinated by District Coordinator</li> <li>4. Identified on SEA matrix-offer in-district centered G &amp; T program 1 scheduled period per week               <ol style="list-style-type: none"> <li>A. Fall/Winter – Mock Trials</li> <li>B. Winter/Spring – Building and Construction</li> </ol> </li> <li>5. Sending-District Enrichment Day Events</li> <li>6. Shore Consortium Events</li> </ol>
Grades 6-8	<ol style="list-style-type: none"> <li>1. Differentiations of Instruction based on on-going assessments</li> <li>2. PTA Enrichment Programs</li> <li>3. Academic Competitions coordinated by District Coordinator</li> <li>4. Identified on SEA matrix-offer in-district centered G &amp; T program 1 scheduled period per week               <ol style="list-style-type: none"> <li>A. Fall/Winter – Future Cities</li> <li>B. Winter/Spring – History Documentaries</li> </ol> </li> <li>5. Leveled Class Groupings in ELA and Math</li> <li>6. Sending-District Enrichment Day Events</li> <li>7. Shore Consortium Events</li> </ol>

All Eligibility Criteria are posted on the School Website

TBD – Vocational School / PSAT Preparatory Sessions



## SCHOOL SECURITY/VISITS

During school hours the front and side doors to the school building will be locked.

The H. W. Mountz School welcomes visits by parents/guardian, board members, and all other adult residents of the community. When these visits are made, however, it is important that the educational program in the school is not disturbed and that the security of the building is maintained.

Upon visiting the school, parents/guardians and all other visitors must adhere to the following:

- a. All doors to the school will be locked at all times. Entrance to the school can only be gained at the main entrance to the school on Tuttle Avenue by bussing in to the receptionist/main office.
- b. Visitors must report to the receptionist's desk and sign for and receive a visitor's pass at any time when school is in session. The pass shall be prominently displayed and dated;
- c. Parents and teachers shall be informed that all non-staff members without a visitors' pass will be challenged and asked to report to the office.
- d. Upon entrance to the school please report to the receptionist area and sign in as directed.
- e. Full cooperation with the receptionist/secretaries is expected and appreciated for the safety of our students and staff.
- f. Be prepared to state your business and to provide your driver's license (which may be copied for our records).
- g. Please do not hold doors open for other visitors, even if you know them, or prop doors open. Also, please do not expect staff members, other than the receptionist to allow you entrance to the school.
- h. After school hours will be monitored by surveillance and the building will be locked unless events and activities are scheduled with the main office following our Use of Facilities policy.
- i. Unless otherwise noted, the school building will be closed before 8:00AM and after 4:00PM. Access to the building before and after these hours will be allowed by administration, staff members providing extra help or intervention, and advisors to extracurricular programs. Please do not expect custodians or other staff members to allow entrance to the building before 8:00AM or after 4:00PM.
- j. The building and grounds are under 24 hour surveillance and frequent walkthroughs are conducted by the Spring Lake Police Department under our Memorandum of Agreement with Law Enforcement.

## LOCKERS

Each sixth, seventh and eighth grade student will be assigned a locker. Students are permitted at lockers upon coming into the building in the morning, between classes as per Middle School Schedule and after dismissal at the end of each day. Students are to make every effort to arrive to class on time even when visiting lockers. Each student should memorize his/her locker combination and not share it with anyone else. Students are not permitted to bring locks from home for their lockers. Lockers should be kept neat and clean; periodic announced or unannounced inspections may be scheduled. No valuables are to be left in lockers. Please notify your teacher or the office if your locker is in need of repair. Do not attempt to force the locker open.

## TECHNOLOGY ACCEPTABLE USE

We are pleased to offer Spring Lake Public School students access to the school's electronic network. Parental permission is required for all students under the age of 18 prior to accessing the network via an acceptable use consent form. Access to the Internet and network will enable students to explore thousands of libraries and databases throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Our intent is to make Internet access available to further educational goals and objectives. A school-sponsored firewall has been established which is designed to block these inappropriate sites.

These are the expectations for all students accessing the network:

- Appropriate language use while using the network
- Report all concerns or misuses to the teacher
- Follow all school rules of behavior\*
- Be responsible for keeping computers in good working condition
- Follow instructions given by teacher
- All resources used, including web sites, are given appropriate credit
- Respect privacy of other people's work
- Accessing only appropriate, educationally-related sites; Blogs, Wikis (e.g., Wikipedia) and Social networking websites (e.g. Facebook/My Space) are not permitted in the school setting
- Obtain a teacher's permission prior to downloading anything from the Internet
- Never give personal information, such as name, address, age, or telephone number

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials and support them in learning appropriate technology etiquette. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

\*Inappropriate use of Internet may result in loss of privileges of school computers. Parents will be notified immediately if this should occur.

## Notice Pursuant to the New Jersey Anti-Big Brother Act

The electronic device provided to the students of HW Mountz School may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. Please be advised that the Spring Lake School District shall not use any of such capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

## 1:1 Computing Initiative

HW Mountz School is committed to providing our students and faculty with a learning environment necessary to excel in a technologically integrated society. This commitment has led us to deliver a 1-to-1 technology initiative this school year in grades 3-8. Through this program, we will enhance student learning while improving achievement in the core content areas. By preparing our students with the knowledge and skills necessary to succeed in an evolving technological landscape, this program will enhance capabilities and collaboration relative to the education and workforce expectations of the 21st century. We believe this program will connect our faculty and students through collaborative applications both in and outside of our “traditional” classrooms and school building.

As a complement to the school’s vision for the use of technology each student and teacher in grades 3-8 at HW Mountz School will be issued a Chromebook for use during the school day. This 1:1 initiative, coupled with professional development for staff, will enhance the educational process for our students and teachers. Students are able to take the devices home as per the Chromebook Policy Handbook posted on the district website.

## BYOD - BRING YOUR OWN DEVICE

Along with the 1:1 initiative, we encourage our students to use their own devices as well. The use of these devices is strictly subject to the discretion of use by the teacher and is subject to all the rules and expectations for technology devices provided by the school. These devices may not be used during the school day without the permission of the staff member responsible for the student at that time. Violation of the use of personal devices as outlined in the Acceptable Use Policy and Permission slip may result in the confiscation of the device and consequences as outlined in the School Behavioral Expectations.

## REGISTERING FOR WEBSITE

1. We are asking all Mountz families to register for our school website. It’s free and easy, and it ensures that you receive up-to-the-minute information.
2. To register, simply follow these instructions:
  - a. On your computer, open your internet browser, such as Internet Explorer.
  - b. In the website address field, enter [www.hwmountz.k12.nj.us](http://www.hwmountz.k12.nj.us)
  - c. In the upper right-hand corner of the page, click the **Register** button.
  - d. When prompted, enter **your** date of birth, then click **Submit**.
  - e. On the registration page, fill in the appropriate fields. NOTE: Red fields are required fields that must be filled in.
  - f. Make sure the check box next to **“Please send me email about Events and Activities.”** Is filled in with a check mark. This will ensure that you receive E-Alerts when we send them. NOTE: Your email address will not be shared with any third parties.
  - g. Click **Submit**.



## **SEARCH AND SEIZURE**

(as per policy #5145.12)

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned.

A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. The extent of scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction.

## **PRESCHOOL**

### **Pre-School Tuition**

The district shall operate a tuition based preschool program for district residents and special education students from other local education agencies (LEA). The program shall be operated in accordance with board policy and regulation 6178 Early Childhood Education, Preschool. Current residents of the district shall be given first priority for the space available. Future residents of Spring Lake may apply for admission to the preschool program and may be enrolled if space is available after all current resident applicants have been offered admission.

The program, which includes a 4 hour session, services a total of 15 three and four year olds. The enrollment for the class will be no more than fifteen students with both a certified teacher and an instructional aide. Preschool students with special needs will be mainstreamed as appropriate. Slots will be reserved for special needs students, both in-district and out of district tuition students.

Registration for the preschool program will be held in February for the following school year.

The following are required for registration:

1. Birth Certificate – Child must be three or four by October 31
2. Proof of residency
3. Immunization record

## Community Communication

In order to foster strong communication with the HW Mountz community the following measures are taking. Some of these involve teachers and administration reaching out to parents while others require parents to seek out information as needed.

1. HW Mountz School Website- [www.hwmountz.k12.nj.us](http://www.hwmountz.k12.nj.us)
  - a. Teacher Web Pages hold information on units of study, homework, grading portal, and special announcements.
  - b. Various tabs on the website hold information on curriculum, programming, extra-curricular information, criteria for eligibility of programs, Board of Education agendas and meeting minutes.
  - c. Regularly updated information of school Curriculum, Programming, and Assessment
  - d. E-blasts are sent out when information on the website is updated. Please register on the main page of the website.
2. Teacher Communication Plan
  - a. Monthly e-blasts from teachers on what is going on in the classroom.
  - b. Parent-Teacher Conferences in December
  - c. American Education Week Visitations in November
  - d. On-going conferencing via phone, e-mail, and in-person
  - e. Use of OnCourse, a parent portal for accessing student grades
  - f. Updating of Teacher Web pages on the Mountz website with homework, units of study, and special announcements.
  - g. Invites to classroom celebrations and special events.
3. School Communication Plan
  - a. Updating of school website and e-blasts of updates
  - b. Code Red Emergency Alert announcements
  - c. School Sign in front of school on Tuttle Avenue
  - d. PreK-2, 3-5, and 6-8 Superintendent Team Talks in the Late Fall and Late Winter
  - e. Parent Seminars on various topics throughout the school year
  - f. Parent Focus groups on various topics throughout the year- some by invite and some open
  - g. School e-Newsletter each marking period
4. District Communication Plan
  - a. Monthly Board of Education meetings
  - b. Board Presentations on various topics throughout the school year
  - c. Posting of BOE meeting agendas, minutes, and community updates on the school website
  - d. Board of Education e-Newsletter each marking period

## ADMISSION/TRANSFERS/RESIDENCY

The Spring Lake Board of Education shall admit to its school free of charge the following persons over five and under 20 years of age and domiciled within the district as per Board Policy #5111.

### Proof of Eligibility

The board shall accept any of the forms of documentation that are listed in the administrative code when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the district. The board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.

### Kindergarten

Any child residing in the district shall be admitted to the kindergarten provided:

- a. The child will have attained the age of five years on or before October 31 of the school year;
- b. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
- c. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.

### Transfers

All students, other than eighth or twelfth grade students, must transfer when their parents change their residence, unless they are relocating less than one (1) month prior to the end of the school year as per exceptions in 8th grade and 12th grade year outlined in Board Policy #5119.

Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity and proof of residency.

Within the time prescribed by law, the chief school administrator shall request in writing from the school or district of previous attendance, the student's records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when the state-mandated assessment indicates that such adjustments would be beneficial to the child.

### Transfer of Student Records

The chief school administrator shall request records of a newly enrolled student from the district of previous attendance as soon as possible after enrollment, but in any case within the time limit prescribed by the administrative code.

The chief school administrator shall forward mandated student records as soon as possible upon receipt of the request from the chief school administrator of the district to which the student has transferred, but in any case within the time limit prescribed by the administrative code. Permitted records shall be forwarded in the same manner at the same time if parental permission was given at the time the student's parents/guardians informed the district of the transfer.

## **CHILD FIND PROGRAM**

If you know of a Spring Lake preschool (3-5 years old) child with physical, mental, or emotional difficulty, please have the parents of the child contact the school.

## **STUDENT RECORDS**

Please be advised that the Board of Education Policy (#5125) allows parents the right to review their child's records. Please contact the office if you wish more information (N.J.A.C. 6:3-2 Pupil Records – "Parent's Right to Know").

Under the "Right to Know", please be advised of the following:

1. Parents/guardians shall be notified annually, at the start of the school year, of their rights under these regulations.
2. Copies of this policy and regulations along with applicable state and federal regulations regarding pupil records shall be made available to parents/guardians on request.
3. A parent/guardian shall either have access to or be specifically informed about only that portion of another student's record that contains information about his/her own child or himself/herself.

## **WORKING PAPERS**

The State of New Jersey requires every child between the ages of 14 and 18 years of age to secure working papers in order to be legally employed. Our office is responsible for papers issued to students through the twelfth grade. Forms for application are available in the office; a birth certificate is necessary.

## **AFFIRMATIVE ACTION PLANS**

The district is required to inform staff, students, parents, and the community about the following:

- a. affirmative action plans
- b. policies of non-discrimination
- c. grievance procedures
- d. name, address, and phone number of affirmative action officer
- e. location of affirmative action plans for review by interested parties.  
(N.J.A.C. 6:4-1.3 (a, b, c), (20 USCA 1681 et. Seq., Title IX Part 106.8))

Please be advised that the affirmative action officer for the district is Mrs. Kerri Walsifer and Mrs. Victoria Hanlon. The Section 504 Officers are Mrs. Kerri Walsifer and Mr. Nick Mackres. Further information is available at the school. Questions and/or concerns regarding the items listed above (a, b, c, d, e) should be directed to the school: 411 Tuttle Avenue, Spring Lake, New Jersey 07762 or by phone 732-449-6380.

## **A MODEL FOR AN AGREEMENT BETWEEN EDUCATION AND LAW ENFORCEMENT OFFICIALS**

The Board of Education of Spring Lake recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances, drug paraphernalia on school property, violence and the actual or threatened infliction of bodily injury, the unlawful use or possession of firearms or other dangerous weapons, arson or fire-setting activities, vandalism, and theft. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the County Superintendent of Schools. The Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6), Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988-1. A copy of the aforementioned is available in the office.

Please be advised that Mr. Robert Mahon has been appointed as the liaison with law enforcement agencies.

### **HARASSMENT, INTIMIDATION AND BULLYING – Policy #5131.1**

The Spring Lake Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Spring Lake School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The chief school administrator shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the chief school administrator shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The chief school administrator has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

The full policy #5131.1 Harassment, Intimidation and Bullying is available on the district website.

Anti-Bullying Coordinator – Mrs. Kerri Lee Walsifter  
732-449-6380 ext. 428  
[kwalsifer@hwmountz.k12.nj.us](mailto:kwalsifer@hwmountz.k12.nj.us)

Anti-Bully Specialist – Miss Michele Parisi and Mrs. Laura Krug – 732-449-6380 ext. 457  
732-449-6380 ext. 403 [mparisi@hwmountz.k12.nj.us](mailto:mparisi@hwmountz.k12.nj.us) [lkrug@hwmountz.k12.nj.us](mailto:lkrug@hwmountz.k12.nj.us)

### **CHILD ABUSE/NEGLECT – Policy #5141.4**

These procedures provide direction for public school personnel to report allegations of child abuse to the Division of Youth and Family Services (DYFS) and to cooperate with the investigation of such allegations.

#### **Reporting**

School personnel, compensated and uncompensated (volunteer), having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall immediately report to the DYFS (N.J.S.A.9:6-8.10). The person reporting the alleged child abuse shall inform the school principal or designee of the report after the DYFS referral has been made. However, notice to the principal or designee need not be given when the person believes that such notice would be likely to endanger the referrer or child involved or when the person believes that such disclosure would be likely to result in retaliation against the child or in discrimination against the referrer with respect to his or her employment.

## DRUGS, ALCOHOL, TOBACCO AND ANABOLIC STEROIDS – Policy #5131.6

The following excerpts are from the policy:

1. If a student is found to be using, buying, selling, or in possession of drugs, anabolic steroids or alcohol on school premises, or at any school activity away from the premises, he/she shall be reported to the staff member in charge and the school nurse, and the following steps will be taken:
  - A. In instances involving intoxication either in school or at a school sponsored activity by alcoholic beverages, controlled dangerous substances or any chemical or chemical compound as identified in N.J.A.C. 6A:16-4.1(a), the following shall apply:

1. Any professional staff member to whom it appears that a pupil may be under the influence of alcoholic beverages or other drugs on school property or at a school function shall report the matter as soon as possible to the school nurse or the principal.

In the absence of the principal, his/her designee shall be notified; and in instances where the school nurse, or the principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

2. The principal or his/her designee shall immediately notify the parent/guardian and the superintendent and arrange for an immediate examination of the pupil. The examination may be performed by a physician selected by the parent/guardian or by the school physician. If the chosen physician is not immediately available, the pupil shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination. If available, a parent/guardian should also accompany the pupil.
3. An examination conducted by a physician selected by the parents(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.
4. Provisions shall be made for the appropriate care of the pupil while awaiting the results of the medical examination.
5. When the nurse is not available, such as at an after-hours school function, the staff member shall contact the police and the pupil's parent/guardian and instruct him/her to escort the pupil to a physician or medical facility for evaluation and urine screen. If the parent/guardian cannot be reached, the police will remove the pupil and bring the pupil to the Emergency Room or call the First Aid Squad. Under no circumstances will the pupil be allowed to leave the area unescorted.
6. A written report of the medical examination shall be furnished to the parent/guardian of the pupil, the principal and the superintendent by the examining physician within 24 hours.



7. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcoholic beverages or other drugs, the pupil shall be returned to the care of a parent/guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent/guardian of the pupil, the principal and superintendent from a physician who has examined the pupil to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school. In addition, the staff member shall complete the violence, vandalism and substance abuse incident report.
8. A student will be disciplined in accordance with guidelines outlined in the discipline procedure manual when involved in drug related activities while in school or involved in a school sponsored activity.
9. The student and parent/guardian will be advised by a preferred staff member of available counseling and support services in the community. Individual referrals will be made as appropriate.
10. The board of education shall provide for in house assessment of student drug and alcohol concerns, as well as instruction, counseling, and related services for that student and/or family members. These counseling interventions will be offered by a substance awareness counselor or a core team member who is trained in drug and alcohol prevention, intervention, and after care procedures.
11. While the student is at home because of disciplinary and/or medical reasons, the child study team will intervene to determine the student's eligibility for home instruction, develop an IEP, and provide additional assessment if needed. The child study team will assess the student's eligibility and need for special education and/or related services.
12. The core team (substance awareness counselor, school nurse, school social worker, school psychologist and superintendent) or other staff member assigned to monitor the student's stability, progress, and possible re entry into the daily school routine shall be responsible to keep all appropriate school personnel informed of the status of the student referral. Staff should work in close cooperation with the pupil's parents/guardians in an effort to fully support the student.

B. In instances involving anabolic steroids:

1. Whenever any teaching staff member, school nurse or other educational personnel of any public school shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or a core team member, and to the principal or, in his or her absence, to his or her designee.
2. The principal, or his or her designee, shall immediately notify the parent or guardian and the superintendent of schools, if there be one, or the administrative principal and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian or by the school physician. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.
3. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal.
4. If it is determined that the pupil has been using anabolic steroids, the pupil shall be interviewed by a core team member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination, a member of the core team or other professional staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and parents. The core member or other professional staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.



5. If it is determined that the pupil's involvement with and use of these substances represents a danger to the pupil's health and well being, a core team member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.

### **Pupils Suspected of Possessing, Buying, Selling and/or Distributing Drugs, Alcohol, or Steroids**

Whenever it shall appear that a pupil may be in possession, buying, selling or distributing a controlled dangerous substance, chemicals or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings, the following procedures shall be followed:

- A. School personnel shall report the matter as soon as possible to the school principal, or in his/her absence, to his/her designee.
- B. The school principal, observing all due process procedures, shall then attempt to establish the truth of the actual possession or sale and/or distribution of drugs or alcohol.
- C. If so determined, the principal shall immediately notify the pupil's parent/guardian and the superintendent.
- D. The law enforcement authorities shall be notified in accordance with provisions established by N.J.A.C. 6A:16-6.1 et seq. In cases where a student has voluntarily requested assistance for a substance abuse concern, and has not been involved in distribution activities, he/she can be protected from disclosure to police if he/she agrees to participate in assessment, evaluation, treatment, counseling support services and/or after care provided by in house SAC and/or core team staff; referral to community treatment services may be warranted.
- E. The principal and/or superintendent of schools will initiate referral to the core team for purposes of documentation of all drug, alcohol, or steroid incidents. The core team will make appropriate student and family referrals to community agencies offering assistance for drug and alcohol related issues.
- F. While the student is at home because of disciplinary and/or medical reasons, the child study team will intervene to determine the student's eligibility for home instruction, develop an IEP, and provide additional assessment if needed. The child study team will assess the student's eligibility and need for special education and/or related services.
- G. The violence, vandalism and substance abuse incident report is to be completed by the superintendent of schools.

## Penalties for Involvement with Drugs, Alcohol, Steroids and/or Tobacco

All students should be aware that school authorities will take all reasonable steps to prevent the possession and use of drugs, alcohol, steroids, or tobacco on school property and to apprehend those who possess, use, or distribute drugs, alcohol, steroids, or tobacco.

These steps will include:

- A. Locker and desk searches when there is reason to believe that inspection is warranted;
- B. Required urine screening and/or blood test to determine presence of alcohol and other drugs, when observation of student behavioral indicators suggest the possibility of intoxication.

<u>Offense</u>	<u>Penalty</u>
1. Possession of drug paraphernalia, not containing any controlled dangerous substance otherwise identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<b>First offense</b> <ol style="list-style-type: none"><li>a. Parents/guardians notified</li><li>b. Referral to core team for assessment and recommended action plan</li><li>c. Possible referral to core team</li></ol> <b>Second offense</b> <p>Two day suspension plus all of the above</p> <b>Third offense</b> <p>External suspension plus b. and c.</p>
2. Possession of alcohol, drugs, steroids, or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<b>First offense</b> <ol style="list-style-type: none"><li>a. Parents/guardians notified</li><li>b. Ten day suspension</li><li>*c. Police informed and appropriate action taken</li></ol> <b>Second offense</b> <p>All of the above plus an expulsion hearing before the board</p>
3. Under the influence of alcohol, drugs, steroids or substance identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	<b>First offense</b> <ol style="list-style-type: none"><li>a. Parents/guardians notified</li><li>b. Immediate medical examination including urinalysis and/or blood test to verify use and determine extent of use</li><li>c. Ten day suspension upon verification of positive diagnosis of alcohol, drug, or steroid use</li><li>d. Medical statement substantiating student's state of well being is required before re entry after positive diagnosis of chemical use. (Possible urinalysis with negative result may be required upon return to school.)</li><li>e. Student and parent/guardian referral to SAC for treatment, after care, and re entry plan</li></ol>

4. Distribution, transferring, or selling controlled dangerous substance or possession of amount large enough to indicate possible intent to distribute, transfer or sell
  - First offense**
    - a. Parents/guardians notified
    - b. Minimum 10 day suspension pending expulsion hearing before board of education
    - c. Police informed and appropriate action taken
  
5. Conviction for violation of the drug abuse law committed off school property
  - First offense**
    - a. Parents/guardians notified
    - b. The school will take whatever action it believes is necessary to protect the rights and well being of the entire student body
  
6. Possession or use of tobacco products
  - First offense**
    - a. Parents/guardians notified
    - b. Suspension and/or referral to core team
  
  - Second offense**
    - a. Phone call to parent/guardian
    - b. Suspension
    - c. Referral to counseling
    - d. Required notification to parents/guardians

Dated: July 21, 2008

A copy of the policy is available to students, parents, and staff members on an annual basis.

## VANDALISM/VIOLENCE – Policy #5131.5

### Vandalism

The Spring Lake Board of Education views vandalism against school property by students as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The board believes that students should respect property and take pride in the schools of this district. Whenever a student has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the chief school administrator. The board will hold the student or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in the vandalism, the appropriate administrator shall:

- A. Identify the students involved;
- B. Call together persons, including the parents/guardians, needed to study the causes;
- C. Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the student with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
- D. Take any constructive actions needed to try to guard against further such student misbehavior;
- E. Seek appropriate restitution.

### Violence

Physical violence including assault with or without a weapon, against another student, a staff member or board member is prohibited and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported by the classroom teacher to the school principal, unless instructed otherwise, so that possible program adjustments may be identified.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm or any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the district public school(s) should complete the standard report form and submit it to the school principal who is responsible for preparing the official report to the chief school administrator. Staff will report accurately and not falsify information.

The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements pursuant to N.J.S.A. 18A:17-46.

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board(s) shall hold a public hearing at which the chief school administrator reports to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

#### Threats of Violence

The board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate student threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the board of education.

Pupils shall inform a teacher, guidance counselor or principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

Pupils who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

### **WEAPONS AND DANGEROUS INSTRUMENTS – Policy #5131.7**

The Spring Lake Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while enroute to or from school or any school function.

For the purpose of this policy “weapon” includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r. The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school’s regular education program pending a hearing before the board to remove the student from the regular education program for a period of not less than one calendar year.

The principal/designee shall be responsible for the removal of such a student and shall immediately report the removal to the chief school administrator. The chief school administrator may modify a student’s removal on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal shall immediately inform the chief school administrator/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the student involved.

Assault by a student with a weapon on a teacher, administrator, board member or other employee of the board is strictly prohibited and shall result in the student's immediate removal from the general education program for a period not exceeding one calendar year. Subject to a hearing before the board, the student shall be placed in an alternative education program.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, other weapons, or dangerous instruments. Classified students shall be disciplined in accordance with their IEP and in compliance with law and administrative code. As in all disciplinary cases, due process will be provided (see policies 5114 Suspension and Expulsion and 5131 Conduct/Discipline).

A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon, or dangerous instrument.



**TEAM MOUNTZ: ACHIEVING EXCELLENCE TOGETHER**  
**2015-2016**

Please review the handbook with your child. Reinforce the importance of school rules in creating a positive and safe learning environment. You and your child should then sign the contract and return the tear off portion to your child's homeroom teacher.

- I will respect everyone in the school community.
- I will respect school property.
- I will keep hands, feet and objects to myself.
- I will walk quietly and orderly in the hall.
- I will come to school prepared.
- I will follow cafeteria and playground rules.
- I will use electronics and technology responsibly.
- I will follow fire and safety drill rules.
- I will keep Mountz School Bully Free – I will tell not tattle.
- I will use the Win/Win Guidelines to solve conflicts peacefully.

---

*Return this portion to your child's homeroom teacher.*

**THE CONTRACT**

**I have read the school handbook. I understand the rules and the consequences. I understand that rules and consequences are necessary for a safe and happy school. I agree to follow all the Mountz School rules.**

**Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Parent's/Guardian's Signature:** \_\_\_\_\_

**Print Student's Name:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

*Parent signature indicates receipt of the school calendar, the school dismissal procedures, Attendance Policy, and Drug and Alcohol Policy. Copies of all Board Policies are available on the school website.*



# STANDARDIZED DISTRICT TESTING

2015-2016

April 4 – May 13, 2016	PARCC Performance Test (window)	Grades 3-8
May 25, 2016	NJASK Science Test	
	Make-up – June 1, 2016	
May 19 & 20, 2016	OLSAT Cognitive Test	Grades 3 and 6
November 16 – 24, 2015	Benchmarks – Grades 5-8 – MP 1	
March 7 - 16, 2016	Benchmarks – Grades 5-8 – MP 2	
June 6-15, 2016	Benchmarks – Grades 5-8 – MP 3	

NOTE: The administration of make-ups is quite difficult as subs are NOT permitted to administer these standardized tests. Regular teachers will have to be released from their classes to give the make-ups. This is disruptive to educational programs overall. Trips, vacations, dentist and medical appointments should NOT be scheduled during your child's testing week.

Your cooperation will be greatly appreciated. If you have any concerns, please contact Mrs. Walsifer at 732-449-6380 ext. 428.



NOTES:



**Go Tigers!**