

Spotswood Public Schools Elementary Handbook 2026-2027



**E. Raymond Appleby Elementary School - Grades
2-5**

www.spsd.us



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E. Raymond Appleby Elementary School

23 Vliet Street
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Principal

Sean Henry

Assistant Principal

Michael Mastroserio

Secretaries

Jackie Pein

Sue DeFilippo

School Nurse

Amanda Rodriguez

Phone: 732-723-2200 ext 3000/3001

<https://appleby.spsd.us/>



Welcome to Appleby!

Learning • Growing • Belonging

Dear Appleby Families,

Welcome to **E. Raymond Appleby Elementary School!** We are excited to begin a new school year and look forward to partnering with you to provide a positive, rewarding, and successful educational experience for your child.

At Appleby, we are committed to providing every student with a high-quality education that inspires a lifelong love of learning. We strive to create a safe, supportive, and engaging environment where each child is encouraged to reach their full academic, social, and emotional potential. Because the elementary years provide the foundation for future success, we value the important role families play in their child's education and encourage you to be active partners in our school community.

A strong partnership between home and school is essential to student success. Throughout the year, we encourage open communication and collaboration as we work together to support your child's individual needs. We invite you to participate in our school events and activities, and we welcome your questions, ideas, and feedback.

This handbook has been developed to provide important information about our school procedures, expectations, and resources. We encourage you to review it with your child and refer to it throughout the school year. By working together and maintaining open lines of communication, we can ensure that every student enjoys a safe, respectful, and productive learning environment.

Thank you for your continued support and partnership. We are excited for a year filled with learning, growth, and memorable experiences. Together, we will help every Appleby student learn, grow, and thrive.

We wish you and your family a wonderful, healthy, and successful school year!

Sincerely,

Sean Henry, Principal

Michael Mastroserio, Assistant Principal



Equity in Educational Programs and Employment Practices/Sexual Harassment Spotswood Public School

The Spotswood Board of Education is fully supportive of equal opportunities for all individuals and shall maintain a harmonious learning and working environment within the school system. In compliance with laws and regulations, the Spotswood Board of Education guarantees equal educational and employment opportunities to all individuals regardless of age, race, creed, color, national origin, ancestry, marital status, sex, or sexual orientation, religion, handicap, and social or economic status. An affirmative action plan is part of every aspect of educational and employment decisions and operations but not limited to (1) contract employment practices, (2) educational programs and school/classroom procedures, and (3) sexual harassment. Full descriptions of these practices are included in the policies #1530, 5755, 2260, 1140, 3362, 5751, 4352, 5512m among others.

The Spotswood Board of Education is an affirmative action employer and holds all its employees and students responsible for maintaining a learning and working environment that is free from harassment and all discriminatory practices. Harassment or favoritism on any basis is prohibited. When harassment has been determined to take place, disciplinary action shall follow. The district has on file policies (#1530, 5755, 2260, 1140, 3362, 5751, 4352, 5512) addressing these issues as they relate to interactions of student to student, staff to student, and staff to staff.

Procedures for reporting incidents that violate policies are included in the documents. These policies and procedures are available in the principals' offices, superintendent's office, and in the office of the Board of Education. As well as on the district website: www.spsd.us If you need more information, you may contact one of the following Affirmative Action Officers:

Dawn Brzozowski	District Affirmative Action Officer	723-2200 x5072
Kate Gordon	Schoenly Elementary School	723-2200 x4000
Sean Henry	Appleby Elementary School	723-2200 x3030
Daniel Cugini	Memorial Middle School	723-2200 x2000
Amy Jablonski	Spotswood High School	732-2200 x1035

Mission Statement



Dedicated to excellence in education by inspiring and challenging our students to achieve their full potential while becoming productive citizens of the global community.

We in the Spotswood Public School System believe that:

1. All students can learn and should have a positive learning experience.
2. Good citizenship and appropriate societal values should be instilled at home and reinforced at school.
3. Maximum participation in a variety of learning experiences and co-curricular activities should be encouraged.
4. Awareness of current health issues must be stressed.
5. Individual dignity and sense of self-worth must be instilled in students and staff.
6. Sufficient teaching tools and ability to exist in an innovative learning environment must occur for students and faculty.
7. Creativity and positive risk-taking should be encouraged through challenges and high expectations.
8. Everyone has a right to a clean, safe, and positive environment.
9. Everyone has a right to be an individual and to be able to achieve at maximum potential in individual or group activities.
10. Educators are role models and should be encouraged to grow professionally.
11. The school system, community, and the local governing bodies must work together in harmony and with a positive attitude.
12. Societal changes must be recognized and multi-cultural differences respected.
13. Communication should be frequent, clear, concise and open to the community.
14. Changing technologies should be incorporated and used as teaching tools as well as for subject study.
15. Quality education includes efficiency.
16. Pride in self, school, community, country should be instilled in all.
17. Parents are role models and should provide support to school programs as well as getting involved in school.
18. Bonds should be established with corporate America to gain practical insight and knowledge.



2026–2027 School Year Calendar

Month	Date(s)	Event
August	August 17–20	New Teacher Induction
September	September 1	Schools Closed – Staff In-Service
	September 2	First Day of School for Students
	September 7	Schools Closed – Labor Day
	September 21	Schools Closed – Yom Kippur
October	October 12	Schools Closed – Staff In-Service
November	November 4	Schools Closed – Veterans Day
	November 5–6	Schools Closed – NJEA Convention
	November 25	$\frac{1}{2}$ Day – Students & Staff
	November 26	Schools Closed – Thanksgiving Day
	November 27	Schools Closed – Day After Thanksgiving
December	December 23	$\frac{1}{2}$ Day – Students & Staff
	December 24–31	Schools Closed – Winter Break
January	January 1	Schools Closed – New Year's Day
	January 18	Schools Closed – Martin Luther King Jr. Day
February	February 12	$\frac{1}{2}$ Day – Students; Staff PM In-Service
	February 15	Schools Closed – Presidents' Day
March	March 26–31	Schools Closed – Spring Break
April	April 1–2	Schools Closed – Spring Break Continues
May	May 31	Schools Closed – Memorial Day



June	June 17-18	½ Day – Students
	June 18	Last Day of School for Students & Staff

Calendar Information

- **Students:** 183 school days
- **Staff:** 187 work days (*includes three built-in snow days*)

Unused snow days will be used in the following order:

1. May 28
2. June 4
3. May 27

This calendar was approved by the Spotswood Board of Education on January 20, 2026.

Please Note: This calendar is subject to change due to emergency or inclement weather closings.



Special Events & Activities

2026–2027 School Year

Please note that all event dates are tentative and subject to change.

E. Raymond Appleby Elementary School

Date	Event
<u>September</u>	
September 1	Second Grade Parent Orientation
September 2	First Day of School for Students
September 16	Appleby 4th Grade Band Information Night
September 17	Appleby Back-to-School Night
September 18	Appleby's Fall Picture Day
<u>October</u>	
October 8	PTA Walk to School Day
October 5–9	Week of Respect
October 8 & 15	Family Science/STEAM (Fall)
October 16	Path of Togetherness Walk
October 19–23	Healthy Choices Week
October 20	Appleby Fall Picture Retake Day/ 5th Grade Drama Night
October 26–30	Red Ribbon Week



October 31 Halloween Parade

November

November 11 End of Marking Period 1

November 11 Veterans Day Celebration

November 25 ½ Day – Students & Staff

December

December 2 ½ Day – Parent-Teacher Conferences (Afternoon)

December 3 ½ Day – Parent-Teacher Conferences (Evening)

December 4 ½ Day – Parent-Teacher Conferences (Afternoon)

December 7–11 Computer Science Education Week

December 7 In-School Band & Chorus Assembly

December 8 Winter Concert

December 23 ½ Day – Holiday Sing-Along

January

January 13 In-School Band Assembly

January 14 Beginner Band Concert

January 27 End of Marking Period 2



February

February 11	ESL Awards
February 18	Science Expo Night
February 19	Science Expo Day
February 24	½ Day – Parent-Teacher Conferences (Afternoon)
February 25	½ Day – Parent-Teacher Conferences (Evening)
February 26	½ Day – Parent-Teacher Conferences (Afternoon)

March

March 1–5	Read Across America Week
March 11	Family Math Night
March 15	Spelling Bee
March 18	Family Math Night
March 19	Spring Picture Day

April

April 7	2nd & 3rd Grade Concert (SHS)
April 8	Family Math Night
April 12	End of Marking Period 3
April 15	Family Math Night
April 22	TYCTTW Day – Appleby/Milltown Spelling Bee
April 26–30	Drama Rehearsals



April 30 Drama Performance at SHS

May

May 3-7 Teacher Appreciation Week

May 6 Family Science/STEAM

May 13 Choirfest Rehearsal

May 14 Combined Choirfest

May 18 Band Concert

May 24 4th & 5th Grade Band Concert

May 27 Schoenly Visits Appleby

June

June 1 5th Grade Visits Memorial
Middle School

June 2 Field Day

June 9 Field Day (Rain Date)

June 11 5th Grade Picnic (*Tentative*)

June 16 5th Grade Promotion Practice

June 17 ½ Day – 5th Grade Promotion

June 18 ½ Day – End of Marking Period



School Hours

Regular School Day (Grades 2–5)

<i>Schedule</i>	<i>Time</i>
Breakfast Arrival	7:50–8:10 a.m.
Student Arrival Window	7:55–8:15 a.m.
School Begins	8:20 a.m.
Dismissal	2:45 p.m.

Half-Day Schedule (Grades 2–5)

<i>Schedule</i>	<i>Time</i>
Breakfast Arrival	7:50–8:10 a.m.
Student Arrival Window	7:55–8:15 a.m.
School Begins	8:20 a.m.
Dismissal	12:20 p.m.

Delayed Opening Schedule (Grades 2–5)

<i>Schedule</i>	<i>Time</i>
Student Arrival Window	10:05–10:20 a.m.
Dismissal	2:45 p.m.

Arrival Reminder - To ensure a smooth start to the school day, students should be dropped off **no later than 8:15 a.m.** This allows sufficient time to enter the building, organize their belongings, and arrive in their classrooms before instruction begins promptly at **8:20 a.m.**



Morning Arrival & Student Drop-Off

Student Drop-Off Location

Students should be dropped off in the **rear parking lot at the playground gates**.

Arrival Time

Students should arrive between **7:55 a.m. and 8:15 a.m.** This allows enough time to enter the building and arrive in their classrooms before the school day begins promptly at **8:20 a.m.**

Important: The playground gates close promptly at **8:15 a.m.** Students arriving after 8:15 a.m. must be brought to the **Main Office** by a parent/guardian to be signed in and may be marked **tardy**.

School Closings

Inclement Weather & Emergency Conditions

In the event of inclement weather or another emergency requiring a school closing, families will be notified through the following communication channels:

Notification Methods

- **SchoolMessenger (Instant Alert System)** (*Primary notification method*)
- **District Website:** www.spsd.us
- **X (formerly Twitter):** @SPSDCHARGERS
- **News 12 New Jersey**
- **WCTC 1450 AM** – New Brunswick
- **WMGQ 98.3 FM** – New Brunswick
- **NJ 101.5 FM** – Trenton
- **Comcast Channel 3**
- **Verizon Fios Channel 43**

Please do not call the school. SchoolMessenger (Instant Alert) will provide timely updates regarding school closings and delays.



Attendance

Regular school attendance is essential to your child's academic success and social-emotional growth. We ask families to make every effort to ensure students arrive at school on time each day and attend school regularly.

In accordance with Board of Education policy, students must be in attendance for **at least 164 days** to successfully complete the instructional requirements for their grade level.

Excused Absences

Under New Jersey law and Board of Education policy, absences may be excused for the following reasons:

- Illness or physical incapacity of the student
 - Death in the immediate family
 - Religious observance
 - Participation in **Take Your Child to Work Day**
-

Reporting an Absence

Parents/guardians **must notify the school by 8:30 a.m.** on the day of the absence, even if the classroom teacher has already been informed.

Appleby Elementary School

- Report your child's absence through the **Genesis Parent Portal**, or
- Call **732-723-2200, ext. 3005**

If your child will be absent for an extended period, please notify the Main Office or Principal.

Attendance Requirements

Under New Jersey Department of Education regulations, students must attend school for **at least four (4) hours** to be considered present for the day.



Students who are absent from school are **not eligible** to participate in after-school activities on that day. For weekend events, students must attend school on the **preceding school day** to participate.

Students sent home by the school nurse due to a fever, vomiting, diarrhea, or another potentially contagious illness may not participate in after-school activities and, at the nurse's discretion, may not return to school until they have been **symptom-free for at least 24 hours**. *(Please refer to the Health Services section for additional information.)*

Tardiness

Students should arrive between **7:55 a.m. and 8:15 a.m.**

To ensure students are in their classrooms and ready to learn by the **8:20 a.m.** start of the instructional day, all students should be dropped off **no later than 8:15 a.m.**

Students arriving after **8:15 a.m.** must be **signed in at the Main Office by a parent or guardian** and may be marked **tardy**.

When returning from an absence, students should provide a written note explaining the reason for the absence if requested by the school.

Excessive Absences and Tardiness

Consistent attendance and punctuality are essential to student success. If a pattern of excessive absences, tardiness, or early dismissals develops, parents/guardians may be contacted to schedule a meeting with the Principal and/or Assistant Principal to discuss strategies for improving attendance.

Students with excessive absences who are not receiving approved home instruction may be considered for retention based on the recommendation of the Principal and/or the Intervention and Referral Services (I&RS) Team.

In accordance with New Jersey law, truancy proceedings may be initiated if a student accumulates **10 or more unexcused absences**.



Early Pick-Up

Whenever possible, please schedule medical, dental, and other appointments outside of school hours.

If your child must arrive late or leave early, please notify the classroom teacher and the Main Office in advance. While emergencies do occur, frequent late arrivals or early dismissals interrupt instruction and reduce valuable learning time.

Appleby is committed to maximizing **bell-to-bell instruction**, and we appreciate your partnership in helping students arrive on time and remain in school for the full instructional day.

After-School Reflection, Detention & Activities

Occasionally, students may be required to remain after school for:

- Academic support or make-up work
- Extra help from a teacher
- School-sponsored extracurricular activities
- Behavioral reflection or disciplinary reasons

Whenever possible, parents/guardians will be notified **at least 24 hours in advance**.

If a student is unable to remain after school due to a prior commitment, a parent/guardian must notify the school. If a postponement is approved, the student will be expected to remain after school on the next scheduled day.

Early Dismissal During the School Day

If your child must leave school before the regular dismissal time:

- A parent/guardian or an authorized emergency contact **must present valid photo identification** when signing the student out.
- If someone other than a parent/guardian will be picking up your child, the school must receive written authorization or prior approval from the parent/guardian.
- Whenever possible, please notify your child's teacher **in advance** by sending a note or email explaining the reason for the early dismissal.



Students who become ill during the school day must also be signed out through the Main Office by an authorized adult.

For student safety, children who leave school before dismissal will not be permitted to walk home alone.

To help ensure a smooth dismissal process, families are encouraged to keep emergency contact information current in the **Genesis Parent Portal**.

Changes to Your Child's Dismissal Routine

If your child's normal dismissal routine will change, please:

- Inform your child of the change.
- Notify the school **in writing** with clear instructions regarding the dismissal plan.
- Include the name of the individual who will be picking up your child, if applicable.
- Update the information in your **parent portal**

In the event of an emergency, the school will make every effort to communicate important messages to your child.

Visitors to Appleby Elementary School

To help maintain a safe and secure learning environment, **all visitors must report directly to the Main Office upon entering the building.**

Visitors should:

- Call ahead whenever possible.
- Present a valid photo ID.
- Sign in at the Main Office before proceeding elsewhere in the building.
- Wear a visitor badge while on school property.

These procedures apply to all visitors, including those delivering lunches, medication, eyeglasses, homework, or other items for students.



School Volunteers

We greatly appreciate the support of our volunteers and value the partnership between home and school.

All parents, guardians, and community members who wish to volunteer—including **class parents** and **field trip chaperones**—must receive approval from the **Spotswood Board of Education** before volunteering.

Volunteer Expectations

While volunteering, individuals are expected to:

- Sign in at the Main Office and present valid photo identification.
- Wear a visitor badge at all times.
- Proceed directly to and from their assigned location.
- Sign out before leaving the building.
- Follow all school and district policies and safety procedures.
- Respect the direction of teachers and administrators.
- Maintain the confidentiality of all student and staff information.
- Treat every student with fairness, respect, and impartiality.
- Demonstrate professionalism at all times.
- Notify the school if unable to fulfill a volunteer commitment.
- Bring concerns to the classroom teacher or administration.
- Refrain from disciplining students or escorting students through the building unless directed by school staff.
- Follow the district's student photography and media guidelines.
- Avoid eating or drinking in classrooms or other student areas unless authorized.

Breakfast Program

A nutritious breakfast helps students begin the day ready to learn. Research shows that eating breakfast can improve concentration, academic performance, and overall well-being.

Appleby Breakfast Program

Breakfast is available **each school day** from **7:50–8:10 a.m.**

- Students purchasing breakfast may be dropped off beginning at **7:50 a.m.**



- Breakfast is served as a **grab-and-go** meal with a variety of rotating options, including:
 - Cereal bags
 - Muffin bags
 - Bagel bags
 - Breakfast bar bags
 - Other nutritious selections

Breakfast Cost: \$2.70

Students who qualify for the **Free or Reduced-Price Meal Program** receive breakfast **at no cost**.

Lunch Program

Students may purchase lunch each school day.

Lunch Cost: \$4.00 (*Subject to change each school year.*)

Monthly lunch menus, allergen information, and online meal payments are available through **PaySchools** and can be accessed on the **Spotswood Public Schools website**.

Please Note: Lunch prices and menus are subject to change.

Cafeteria Expectations

We expect all students to demonstrate respect, responsibility, and good manners while eating in the cafeteria.

Students are expected to:

- Follow directions from cafeteria staff.
- Use appropriate table manners.
- Keep their eating area clean.
- Treat others with kindness and respect.



If a student repeatedly fails to meet these expectations, appropriate consequences may include the temporary loss of recess privileges, reflection time, or other disciplinary action. Parents/guardians will be notified if concerns arise.

Gum, Candy & Snacks

Students are **not permitted to chew gum** during the school day.

Families are encouraged **not** to send candy or high-sugar snacks and drinks to school.

Students in **Grades 2–5** may bring **one healthy snack** each day unless otherwise directed by their classroom teacher.

Electronic Devices

To support a focused learning environment, student use of electronic devices—including, but not limited to, **cell phones, smart watches, tablets, and gaming devices**—is **not permitted** during the school day or while riding the school bus.

Students who bring electronic devices to school must:

- Turn the device **completely off** (not on silent or vibrate).
- Keep the device stored in their **backpack** throughout the school day.

Students who need to contact a parent or guardian during the school day may do so through the **Main Office**.

The school is **not responsible** for lost, stolen, or damaged electronic devices.

Failure to follow these expectations may result in disciplinary action in accordance with the **Student Code of Conduct**.

Items Prohibited at School

Students should **not** bring items to school that could interfere with learning or pose a safety concern.



Examples include, but are not limited to:

- Toys (unless requested by the teacher)
- Sports equipment (unless required for a school activity)
- Electronic devices used during the school day
- Items that may be hazardous or disruptive

Any prohibited item may be confiscated and returned in accordance with school procedures.

We appreciate your partnership in helping maintain a safe and productive learning environment for all students.

Personal Property

Students are encouraged to bring only the items necessary for school each day.

The school is **not responsible** for personal property that is lost, stolen, or damaged. Please do not send valuable items to school unless prior permission has been granted by school personnel.

To help prevent lost items:

- Label all clothing, lunch boxes, water bottles, and personal belongings with your child's name.
- Students should not bring extra money to school unless requested for a specific school purpose.
- Money sent to school should be placed in a sealed envelope labeled with:
 - Student's name
 - Teacher's name
 - Amount enclosed
 - Purpose of the payment

Students should not keep money or valuables in desks, lockers, or backpacks for extended periods.



Dress & Appearance

Students should come to school dressed appropriately for the weather, school activities, and a safe learning environment.

Because outdoor recess is an important part of the school day, students should wear clothing appropriate for the season.

Footwear

For student safety:

- Sneakers are required when using playground equipment, the basketball court, and athletic fields.
- Flip-flops, open-toed shoes, shoes with wheels (Heelys), and similar footwear are **not permitted**.
- Crocs and UGG-style boots may be worn to school; however, students wearing this footwear will not be permitted to use playground equipment, the basketball court, or athletic fields during recess.

Outerwear

During colder months, students should come prepared with appropriate outerwear, including:

- Coat
- Hat
- Gloves or mittens

For safety reasons:

- Scarves may not be worn while using playground equipment.
- Sunglasses may only be worn with documentation from a physician.

General Expectations

Students are expected to maintain a neat, clean, and appropriate appearance that supports a positive learning environment. Families are encouraged to help students make clothing choices that are safe, comfortable, and appropriate for school.



Student Accident Insurance

The Spotswood Board of Education makes student accident insurance available each school year.

Information and application materials are distributed to families at the beginning of the school year. Participation is **optional**, and premiums are the responsibility of families who choose to enroll.

Traffic & Student Safety

The safety of our students, families, and staff is our highest priority. Because parking is limited, traffic congestion may occur, particularly during arrival and dismissal and in inclement weather. We appreciate your patience and cooperation.

Parking & Traffic

- School buses and authorized school vehicles always have priority access to the building.
- At **Appleby Elementary School**, the **front parking lot is reserved for staff only**.
- Please follow all posted traffic signs and directions from school staff.

Crossing Guards

Crossing guards are provided by the **Spotswood Police Department** to assist students at designated intersections.

Students and adults are expected to follow all directions given by crossing guards.

Please note that crossing guards may **not** be on duty following after-school activities. Families should plan accordingly if students will be walking home after an extracurricular event.

Monitoring Devices on School Vehicles



In accordance with **Board Policy 8690**, school buses and other district transportation vehicles may be equipped with audio and/or video monitoring devices to help maintain a safe environment for students and staff.

Lost & Found

Please label all coats, jackets, lunch boxes, water bottles, and other personal belongings with your child's name.

Each school maintains a **Lost and Found** area where misplaced items are kept. Unclaimed items are periodically donated to a charitable organization.

Care of School Property

Students are expected to respect all school property and facilities.

Any student who intentionally damages or defaces school property—including desks, textbooks, restrooms, playground equipment, or other school property—will be subject to appropriate disciplinary action. Parents/guardians may be held financially responsible for the repair or replacement of damaged property.

Bicycles

Students who ride bicycles to **Appleby Elementary School** should use the bicycle rack located at the front of the building.

Students are encouraged to use a bicycle lock.

The school is **not responsible** for bicycles that are lost, stolen, or damaged.



Home Instruction

Students who are absent for an extended period due to illness or injury may be eligible for **home instruction**.

A written recommendation from the student's physician must be submitted to the Principal. Home instruction services will be arranged in accordance with district policy based on the student's educational needs.

Homework

Homework is an important part of the learning process. It provides opportunities for students to practice newly learned skills, reinforce classroom instruction, and develop responsibility, organization, and independent work habits.

Students are expected to complete homework assignments on time. If extenuating circumstances prevent your child from completing an assignment, please contact the classroom teacher.

Homework During an Absence

If your child is absent due to illness, homework requests should be made through the Main Office by **9:00 a.m.**

Homework may be picked up in the front vestibule after dismissal.

Please note that valid photo identification is required to enter the building.

Requests received after **9:00 a.m.** may not allow teachers enough time to prepare assignments for same-day pickup.

Homework Guidelines

Homework expectations increase as students progress through each grade level. These guidelines are intended to provide families with a general understanding of the amount of homework students may receive.



Grade 2

Students may receive **two to three assignments** each evening, Monday through Thursday. In addition, students are encouraged to read for **15 minutes each evening** (at least five nights per week) and regularly practice math facts and high-frequency words.

Grade 3

Students may receive **two to four assignments** each evening, Monday through Thursday. Students are also encouraged to read for **20 minutes each evening** (at least four nights per week) and practice math facts regularly.

Grade 4

Students typically receive assignments in **approximately three subject areas** each evening. Homework should average **30–40 minutes** per night.

Grade 5

Students will receive homework on most evenings. Homework should average **40–50 minutes** per night.

Incomplete Homework

Homework reinforces classroom learning and helps students develop responsibility and organizational skills.

Students who develop a pattern of incomplete assignments may experience difficulty mastering classroom concepts, which could impact academic progress and report card performance.

If homework completion becomes a concern, the classroom teacher will communicate with the family to discuss strategies for improvement. When appropriate, a conference may be scheduled with the teacher and administration to develop a plan that supports the student's success.



Standards-Based Report Cards

At Appleby Elementary School, students receive **standards-based report cards**. Unlike traditional report cards that assign a single letter grade for each subject, standards-based report cards measure a student's progress toward mastering specific New Jersey Student Learning Standards.

This reporting system provides families with a clearer understanding of what students know and are able to do in each subject area. Students are evaluated on individual learning standards and skills rather than compared to their classmates.

Standards-based reporting:

- Communicates each student's progress toward grade-level expectations.
- Highlights individual strengths and identifies areas where additional growth is needed.
- Encourages continuous learning by focusing on skill development and mastery over time.
- Provides meaningful feedback to help families support learning at home.

Because learning is a process, students may show growth throughout the school year as they continue to develop and master grade-level standards. We encourage families to review report cards carefully, celebrate progress, and partner with teachers to support their child's continued success.

If you have questions about your child's report card or academic progress, please contact your child's teacher. We value our partnership with families and are committed to helping every student achieve success. Report cards will be available electronically through the Genesis Parent Portal. As the school year progresses, we will communicate with families when each marking period's report cards have been posted and are available for viewing.

School Programs

At Appleby Elementary School, we are committed to providing a nurturing, engaging, and innovative learning environment where every student is encouraged to grow academically, socially, emotionally, and physically.

Our teachers inspire curiosity, encourage creativity, and challenge students to become independent thinkers and problem-solvers. Through collaboration with families, we strive to meet the unique needs of every learner while fostering a lifelong love of learning.



We encourage all families to attend **Back-to-School Night** to learn more about the curriculum, classroom expectations, and ways to support student success throughout the school year.

Student of Character

Each month, students at Appleby and Schoenly Elementary Schools are recognized through our **Student of Character** program.

Students are selected for demonstrating the **Pillars of Character** through their actions, choices, and positive contributions to our school community. This recognition celebrates students who consistently model respect, responsibility, kindness, citizenship, fairness, trustworthiness, and caring.

Enrichment Studies Program (ESP)

The **Enrichment Studies Program (ESP)** provides advanced learning opportunities for students who demonstrate exceptional academic aptitude and intellectual ability across multiple subject areas.

The program emphasizes:

- Inquiry-based learning
- Project-based learning
- Critical thinking
- Creativity
- Collaboration
- Problem-solving

Students are identified for participation using **multiple measures** to ensure equitable access to the program.



Music Program

Appleby offers students a variety of opportunities to develop their musical talents.

Recorder Program

Students in **Grade 3** are introduced to instrumental music through recorder instruction. Grade 3 students showcase their musical skills alongside Grade 2 students during the **Grade 2/3 Spring Concert**.

Band

Students are invited to join the **Band Program** beginning in **Grade 4**.

Band students receive:

- Small-group instrumental instruction during the school day
- Full ensemble rehearsals after school

Chorus

Students in **Grades 4 and 5** are invited to participate in the **Elementary Chorus**, which meets after school throughout the year.

Additional information regarding the Band and Chorus programs will be shared with eligible students and families.



Spotswood PTA

The Spotswood PTA plays an important role in supporting our students, staff, and school community. Through the dedication of parents, guardians, teachers, and volunteers, the PTA helps enhance the educational experience by sponsoring programs, assemblies, family events, and fundraising activities that benefit all students.

The PTA is committed to fostering strong partnerships between families and our schools while creating opportunities for parents to become actively involved in their child's education. Whether you volunteer at an event, serve on a committee, or simply attend meetings, your involvement makes a meaningful difference.

We encourage all Appleby families to become members of the PTA. Membership is a wonderful way to meet other families, support our school community, and help create memorable experiences for our students.

For additional information or to get involved, please contact the PTA at:

 spotswoodnjpta@gmail.com

We look forward to partnering with you throughout the school year!

2026–2027 PTA Executive Board & Committee Chairs

Executive Board

- **President:** Erika Tirpak
- **Vice President – Memorial:** Theresa Reed
- **Vice President – Appleby:** Elena Persico
- **Vice President – Schoenly:** Colleen Alano
- **Treasurer:** Charlene Ducane
- **Corresponding Secretary:** Mary Leaver
- **Recording Secretary:** Jessica Caruso



Committee Chairs

- **Bylaws & Legislation:** Mallory Santucci
- **Fundraising:** Alex Casler, Kristen Hayes, Amanda Jucks, Stacy Thatcher & Emily Waldman
- **Cultural Arts:** Sophia Ciesielski & Giselle Oliva
- **Membership:** Emily Elizondo
- **Community Liaison:** Karyn Bassano
- **Hospitality – Memorial:** Jennifer Gilbride
- **Hospitality – Appleby:** Tatiana Sanchez
- **Hospitality – Schoenly:** LeAnn O'Hara
- **Founders' Day:** Elizabeth Mutch
- **Lifetime Membership:** Kristen Zak
- **Scholarships:** Christine Francisco
- **Webmaster:** Jennifer Michalowski
- **Social Media:** Corinne Malo
- **5th Grade Yearbook:** Becky Rivera
- **Appleby Dance Coordinator:** Tom Oliva



Health Services

The health and well-being of our students is a top priority. To help maintain a healthy school environment, we ask families to keep students home when they are ill and notify the school of any absence.

If your child is sick, please report the absence through the **Genesis Parent Portal** or call the school attendance line.

When Should My Child Stay Home?

Students should remain home if they have symptoms of a contagious illness, including, but not limited to:

- Fever of **100°F or higher**
- Persistent cough
- Shortness of breath or difficulty breathing
- Sore throat
- Vomiting or diarrhea
- Nausea
- Chills
- Fatigue
- Muscle aches
- Headache
- Congestion or runny nose
- Loss of taste or smell, when associated with illness

If your child develops these or other concerning symptoms during the school day, they will be evaluated by the school nurse.

The school nurse will:

- Assess your child's condition.
 - Contact a parent/guardian if your child needs to be picked up.
 - Provide guidance regarding return-to-school expectations when appropriate.
-



Helping Keep Our School Healthy

Students are expected to help maintain a healthy learning environment by:

- Washing or sanitizing their hands regularly.
- Covering coughs and sneezes.
- Avoiding sharing food, drinks, or personal items.
- Informing a teacher or staff member if they are not feeling well.

Health recommendations may change based on guidance from the **New Jersey Department of Health, New Jersey Department of Education, Centers for Disease Control and Prevention (CDC)**, and the **Spotswood Board of Education**. Families will be notified of any significant updates.

Emergency Care

If a student becomes ill or is injured during the school day, the school nurse will provide appropriate first aid and nursing care.

When necessary, the nurse will:

- Contact a parent/guardian.
- Recommend that the student be picked up from school.
- Provide guidance regarding follow-up care.

Parents/guardians are responsible for transporting students home or to a healthcare provider.

In the event of a serious medical emergency, emergency medical services (EMS) will be contacted immediately, and parents/guardians will be notified as quickly as possible.

Students who are seriously ill or injured will only be released to a responsible adult.



Physical Education & Recess

The school nurse may excuse a student from physical education for **one or two days** based on assessment or a written request from a parent/guardian.

A physician's note is required for:

- Excuses lasting **three or more days**
- Students returning after wearing a cast, splint, using crutches, or recovering from surgery or significant injury

Students who are excused from physical education are generally **not permitted to participate in recess, Field Day, or other physical activities** unless otherwise authorized by their physician.

Medication at School

Whenever possible, medication should be administered at home.

When medication must be given during the school day:

- A completed physician's authorization form is required.
- A parent/guardian must complete and sign the required district forms.
- Medication must be delivered to the school by a parent/guardian.
- Medication must remain in its original pharmacy-labeled container.

Students may not carry medication during the school day unless permitted by law and authorized through district policy (for example, certain emergency medications).

Please contact the school nurse with any questions regarding medication procedures.

Communicable Diseases

Parents/guardians should notify the school nurse if their child is diagnosed with a communicable or infectious disease.



Examples include, but are not limited to:

- Influenza (Flu)
- COVID-19
- Strep throat
- Chickenpox
- Conjunctivitis (Pink Eye)
- Impetigo
- Ringworm
- Mononucleosis
- Meningitis
- Hepatitis
- Tuberculosis

Notification helps the school monitor illness trends and comply with state reporting requirements.

Health Screenings

In accordance with New Jersey Department of Education requirements, school health screenings include:

- Physical examinations (required for school entry and recommended at designated grade levels)
- Vision screenings
- Hearing screenings
- Annual height, weight, and blood pressure screenings
- Spinal screenings at designated grade levels

Parents/guardians will be notified if follow-up is recommended.



Exclusion from School

The school nurse may recommend that a student be excluded from school when necessary to protect the health and safety of the student or others.

Reasons for exclusion may include:

- Fever
- Vomiting or diarrhea
- Suspected communicable disease
- Certain contagious skin conditions or rashes
- Conjunctivitis (Pink Eye)
- Failure to meet New Jersey immunization requirements
- Other conditions requiring medical evaluation

Students may return to school when they meet district and state health guidelines or when cleared by a healthcare provider, as appropriate.

GUIDELINES FOR KEEPING YOUR CHILD HOME

The main reason to keep your child home is if he/she is too sick to be comfortable at school or if he/she might spread a contagious disease to others. As a rule, your child should be kept home if there is:

- Elevated temperature (100 degrees or higher)
- Acute cold symptoms or persistent cough
- vomiting, nausea, repeated diarrhea or severe stomach pain
- Red, inflamed eyes with thick discharge
- Widespread rash

24 HOUR RULE

- Fever: Children with a fever of 100 degrees or higher must be fever free for 24 hours without fever reducing medication
- Strep throat: Children must have 24 hours of antibiotic and be fever free
- Pink Eye: Children must have 24 hours of antibiotic eye drops and symptoms must have subsided.



POSSESSION AND USE OF COUGH DROPS, SUNSCREEN, ETC.

Children are not permitted to have cough drops, sunscreen, etc. in school unless there is a medical reason. In most cases or in the case of extenuating circumstances, a note must be submitted to the nurse. For extended use of such items, the note must be from your doctor. Without a note, the items will be confiscated until we are able to contact the parent.

Questions?

For questions regarding your child's health or school health procedures, please contact:

Amanda Rodriguez, RN

School Nurse

E. Raymond Appleby Elementary School

 arodriguez@spsd.us



Frequently Asked Questions

What if I have a question or concern?

We encourage open communication between home and school. If you have a question or concern, please begin by contacting your child's teacher. If additional assistance is needed, please contact the Main Office or administration.

Appleby Main Office:

☎ 732-723-2200, ext. 3000/3001

Teacher email addresses are available on the Appleby website.

What if I would like to meet with my child's teacher?

The best way to communicate with your child's teacher is by email. Conferences may also be scheduled by contacting the teacher directly.

What if my child becomes ill during the school day?

Students who become ill during the school day will be evaluated by the school nurse.

If your child needs to go home, a parent/guardian will be contacted and asked to arrange transportation. Students will only be released to a parent/guardian or an authorized emergency contact.

What if my child is absent and needs homework?

Homework requests should be made through the Main Office by 9:00 a.m.

Assignments may be picked up after dismissal.

If your child is absent due to a family vacation, missed assignments will generally be provided upon the student's return. Teachers are not required to prepare assignments in advance but may do so if they believe it is educationally appropriate.



What if my child is absent?

Parents/guardians must notify the Main Office by 8:30 a.m. on the day of the absence.

Please report absences through the Genesis Parent Portal or by calling the Appleby attendance line:

☎ 732-723-2200, ext. 3005

Upon returning to school, students may be asked to provide documentation regarding the reason for the absence. A physician's note may be required for certain absences in accordance with district policy.

(I would remove "An absence is only excused with a valid doctor's note" unless that is your district's official policy. Many districts recognize several excused absence categories beyond a doctor's note.)

What if my contact information changes?

Please keep your contact information current by updating your information in the Genesis Parent Portal.

For address changes, please contact the District Registrar:

☎ 732-723-2200, ext. 5020

What if we are planning a vacation?

Please notify the Main Office in writing prior to your child's absence.

What if we are moving?

Please notify the Main Office several days before your child's last day of school. The office will assist with preparing transfer records and will request the name and address of your child's new school.



What if my child's dismissal plans change?

Please notify your child's teacher in writing whenever there is a change to your child's normal dismissal routine.

If your child attends the YMCA After-School Program, please notify both the school and the YMCA Director of any changes.

School Bus Expectations

Riding the school bus is a privilege. Students are expected to follow all school rules and bus safety procedures while riding the bus.

The bus driver is responsible for maintaining a safe environment and must be treated with courtesy and respect.

Students are expected to:

- Follow all directions given by the bus driver.
- Remain seated with seat belts fastened (when applicable).
- Speak quietly and use appropriate language.
- Keep hands, feet, and personal belongings to themselves.
- Keep aisles clear at all times.
- Respect fellow passengers and school property.
- Keep all body parts inside the bus.
- Refrain from eating, drinking, or throwing objects.
- Wait safely and respectfully at the bus stop.

Unsafe or inappropriate behavior may result in disciplinary action, including the temporary or permanent loss of bus privileges.

Students and families may also be held financially responsible for intentional damage to school buses.



Electronic Devices on the Bus

The school bus is considered an extension of the school day.

Students may not use electronic devices, including cell phones and smart watches, to play games, watch videos, or otherwise distract themselves or others while riding the bus.

Students who need to contact a parent or guardian may use a phone only for that purpose when appropriate.

Failure to follow this expectation may result in disciplinary action or the loss of bus privileges.

Playground Expectations

Recess provides students with opportunities to play, exercise, and build positive relationships with classmates. Students are expected to demonstrate respect, responsibility, and safe behavior at all times.

Footwear

For safety reasons, sneakers are required when using playground equipment, the basketball court, and athletic fields.

Students wearing Crocs, sandals, UGG-style boots, or other open-toed or backless shoes may participate in recess but may not use playground equipment, the basketball court, or athletic fields.

Playground Safety

Students are expected to:

- Follow the directions of playground supervisors at all times.
- Remain within designated play areas.
- Use playground equipment safely and as intended.
- Include others and demonstrate good sportsmanship.
- Respect classmates and resolve conflicts peacefully.
- Report unsafe situations, injuries, or strangers to an adult immediately.



Students may not:

- Engage in rough play, fighting, or aggressive behavior.
- Leave the supervised playground area without permission.
- Climb fences or enter parking lots, wooded areas, or roadways.
- Return to the playground without adult supervision.
- Play games involving chasing or tagging if prohibited by school staff.

Failure to follow playground expectations may result in the temporary loss of recess privileges or other appropriate disciplinary consequences.

Harassment, Intimidation & Bullying (HIB)

At **Spotswood Public Schools**, we are committed to providing a safe, inclusive, and respectful learning environment where every student feels valued and supported.

Harassment, Intimidation, and Bullying (HIB) is prohibited on school property, at school-sponsored events, on school buses, and in situations where student conduct substantially disrupts the educational environment.

HIB may include any written, verbal, physical, or electronic act that is motivated by an actual or perceived characteristic—such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, disability, or any other distinguishing characteristic—and that:

- Causes physical or emotional harm to a student;
- Places a student in reasonable fear of harm;
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

All reports of Harassment, Intimidation, and Bullying are investigated promptly in accordance with **New Jersey's Anti-Bullying Bill of Rights Act** and **Board Policy 5512**.

Parents, students, and staff are encouraged to report concerns to the building administration.

Appleby Anti-Bullying Specialists

Sean Henry

Principal

 shenry@spsd.us



Alexandria Yanick

School Counselor / Anti-Bullying Specialist

 ayanick@spsd.us

 732-723-2200, ext. 3000

District Anti-Bullying Coordinator

Lauren Buchanan

 732-723-2200, ext. 5047

 lbuchanan@spsd.us

The complete **Harassment, Intimidation, and Bullying Policy (Policy 5512)** is available on the **Spotswood Public Schools website**.

Title IX Notice

Spotswood Public Schools prohibits discrimination on the basis of sex in any education program or activity in accordance with **Title IX of the Education Amendments of 1972**.

Questions or concerns regarding Title IX may be directed to the District's Title IX Coordinator:

Amy Jablonski

Title IX Coordinator

Additional information, reporting procedures, and the District's Nondiscrimination Statement are available on the **Spotswood Public Schools Title IX webpage**.

Technology & Acceptable Use

Technology is an important instructional tool that supports learning, creativity, collaboration, and communication.

Students are expected to use school-issued devices, computers, networks, and Internet resources responsibly and for educational purposes only.



Students may **not**:

- Access inappropriate or non-educational content.
- Damage, alter, or interfere with school technology or networks.
- Attempt to gain unauthorized access to accounts or files.
- Share personal information online.
- Use school technology for illegal, unsafe, or disruptive activities.
- Violate copyright or licensing agreements.
- Engage in cyberbullying or inappropriate online behavior.

Failure to follow the District's Acceptable Use Policy may result in disciplinary action and/or the loss of technology privileges.

Internet Safety

Spotswood Public Schools complies with the **Children's Internet Protection Act (CIPA)** and the **Neighborhood Children's Internet Protection Act**.

District technology includes Internet filtering and monitoring systems designed to help protect students from inappropriate online content while using school devices and networks.

In addition, students receive instruction on:

- Digital citizenship
 - Responsible online behavior
 - Internet safety
 - Cyberbullying awareness and prevention
 - Protecting personal information online
-

Technology Consent

Students may use district technology resources only after a signed **Technology Acceptable Use Agreement** has been submitted by a parent/guardian.



Violations

Failure to follow the District's technology expectations may result in consequences including:

- Loss of technology privileges
- School disciplinary action
- Financial responsibility for damaged equipment
- Legal action, when appropriate

Complete technology policies, including **Board Policy 2361**, are available on the **Spotswood Public Schools website**.

Family Educational Rights and Privacy Act (FERPA)

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records and provides parents/guardians (and eligible students over the age of 18) with specific rights regarding those records.

Under FERPA, parents/guardians have the right to:

- Inspect and review their child's education records.
- Request corrections to records they believe are inaccurate or misleading.
- Provide written consent before personally identifiable information is released, except when disclosure is permitted by law.
- File a complaint with the U.S. Department of Education if they believe their FERPA rights have been violated.

Requests to review or amend student records should be submitted in writing to the building principal.

Student Supervision After Dismissal

The safety of our students is a shared responsibility.

Parents/guardians of students in **Grades 2–5** who do **not** use district-provided transportation may request that their child **only be released to a parent/guardian or an authorized adult** after dismissal.



Families wishing to participate in this supervision program must complete the required **Request for Supervision at Dismissal** form, available in the Main Office.

Please note:

- The request remains in effect for the entire school year.
- The request must be renewed annually.
- Parents may rescind the request at any time by submitting written notification to the Principal.
- School staff will supervise students until an authorized adult arrives.

Additional information regarding this policy is available through the Main Office or on the district website.

Integrated Pest Management (IPM)

In accordance with the **New Jersey School Integrated Pest Management Act**, Spotswood Public Schools maintains an **Integrated Pest Management (IPM) Program** to provide a safe and healthy learning environment.

The district uses preventive pest management practices and minimizes the use of pesticides whenever possible. When pesticide applications are necessary, they are conducted in accordance with state regulations.

The District's **Integrated Pest Management Coordinator** is:

Donald Sinclair

☎ 732-723-2200, ext. 5062

Additional information regarding the District's IPM Program is available through the Main Office or on the Spotswood Public Schools website



Student Code of Conduct

At Appleby Elementary School, we are committed to creating a safe, respectful, and supportive learning environment where every student has the opportunity to succeed academically, socially, and emotionally.

Students are expected to demonstrate respect, responsibility, kindness, and integrity in their interactions with others and to follow all school rules and expectations. Families play an important role in reinforcing these expectations and partnering with the school to support positive student behavior.

Disciplinary Interventions & Restorative Practices

When students make mistakes, our goal is to help them learn from the experience, repair relationships, and make better choices in the future.

Appleby utilizes **restorative practices** as an important part of our approach to student discipline. Restorative practices encourage students to:

- Reflect on their actions and their impact on others.
- Accept responsibility for their behavior.
- Repair harm caused by their actions.
- Develop strategies for making positive choices moving forward.

Examples of restorative practices may include:

- Reflection or "Think Sheets"
- Restorative conversations
- Problem-solving conferences
- Written or verbal apologies
- Conflict resolution activities
- Restitution when appropriate

All restorative activities are conducted under the supervision of a certified staff member.



DISCIPLINE GUIDELINES FOR THE ELEMENTARY STUDENT ATTENDANCE

Tardies to Class/School	Grades 2-3	Grades 4-5
(4 Tardies)	Parent notified Verbal warning issued	Parent notified Verbal warning issued
(6 Tardies)	Parent notified Lunch detention is assigned	Parent notified Lunch detention is assigned
(10 Tardies)	Parent conference is scheduled 2-3 days of Lunch Detention	Parent conference is scheduled 1-2 Days of After-School Detention
(15 Tardies)	Parent conference is scheduled Multiple days of after school detention	1 Day of Forward Focus Parent conference is scheduled

INSUBORDINATION

Failure to Report to Teacher Detention	Grades 2-3	Grades 4-5
1st Incident	Parent notified Verbal warning issued	Parent notified Verbal warning issued
2nd Incident	Parent notified 1 day Lunch Detention/Parent contacted	1-2 days Administrative Detention after school/Parent notified
3rd Incident	1-2 days After School Detention Parent conference is scheduled	3-4 days Administrative Detention Parent notified
4th Incident	Parent notified 2 Focus Forward Sessions	Parent notified 2 Focus Forward Sessions



Failure to Report to Administrative Detention	Grades 2-3	Grades 4-5
1st Incident	Parent notified 2 additional Administrative Detentions	Parent notified 2 additional Administrative Detentions
2nd Incident	Parent notified 3 additional Administrative Detentions	Parent notified 3 additional Administrative Detentions
3rd Incident	Parent notified 1 Focus Forward Session	Parent notified 1 Focus Forward Session
4th - 5th Incident	Parent notified/2 Focus Forward Sessions	Parent notified/1 day In-School Suspension

Defiance of Authority/Willful Disobedience/Insolence to Staff Member	Grades 2-3	Grades 4-5
1st Incident	Referral to Administrator, Parent notified, Warning issued	1-2 days Administrative Detention
2nd Incident	1-2 Lunch Detention Parent Notification	2-3 days Administrative Detention
3rd Incident	2-3 Days of After School Detention Parent notified	3-5 days Administrative Detention Parent Meeting
4th Incident	Parent notified 1 Focus Forward Session	Parent notified 1 day In-School Suspension



Failure to Follow Administrative Direction/Continued and Willful Disobedience	Grades 2-3	Grades 4-5
1st Incident	Parent notified, 1 Day Administrative Detention	Parent notified, 2 Days Administrative Detention
2nd Incident	Parent notified 2-3 Days Administrative Detention	Parent notified 1 Focus Forward Session
3rd Incident	Parent meeting 1 Focus Forward Session	1 Day Out-of-School Suspension Parent meeting

VANDALISM AND THEFT

Vandalism/Graffiti	Grades 2-3	Grades 4-5
1st Incident	1-2 Lunch Detention, Parent notified, and Restitution	1-2 Lunch Detention, Parent notified, and Restitution
2nd Incident	1-2 After School Detention, Parent notified, Restitution	1 Day of Forward Focus and Restitution
3rd Incident	1 Day of Forward Focus, Restitution	1-2 days In-School Suspension, Restitution



Taking Property from another classmate or staff member without permission	Grades 2-3	Grades 4-5
1st Incident	1-2 Lunch Detention, Parent notified, Restitution	1-2 Lunch Detention, Parent notified, Restitution
2nd Incident	1 day After School Detention, Parent notified, Restitution	1-2 day After School Detention, Parent notified, Restitution
3rd Incident	1 Forward Focus Session Restitution of Stolen Item Parent notified	1-2 Forward Focus Session Restitution of Stolen Item Parent notified

INAPPROPRIATE/DISRESPECTFUL BEHAVIOR

Disruptive/ Inappropriate Behavior	Grades 2-3	Grades 4-5
1st Incident	Parent notified Verbal warning issued	Parent notified Verbal warning issued
2nd Incident	Parent notified Lunch detention is assigned	Parent notified 1-2 Days of After-School Detention
3rd Incident	Parent conference is scheduled 1-2 Days of After-School Detention	1 Forward Focus Session Parent notified
4th Incident	1 Forward Focus Session Parent notified	1 - 2 days In-School Suspension Parent notified



Cell Phone/Electronic Device Use Violation	Grades 2-3	Grades 4-5
1st Incident	Confiscation of electronic device by Administration, Parent notified, Student may pick up the confiscated device at the end of the school day, Verbal warning issued	Confiscation of electronic device by Administration, Parent notified, Student may pick up the confiscated device at the end of the school day, Verbal warning issued
2nd Incident	Confiscation of electronic device by Administration, Parent notified, Student may pick up the confiscated device at the end of the school day, Lunch detention is assigned	Confiscation of electronic device by Administration, Parent notified, Student may pick up the confiscated device at the end of the school day, Lunch detention is assigned
3rd Incident	Confiscation of electronic device by Administration, Parent notified, Student may pick up the confiscated device at the end of the school day, After-school detention is assigned	Confiscation of electronic device by Administration, Parent notified, Student may pick up the confiscated device at the end of the school day, After-school detention is assigned
4th Incident	Confiscation of electronic device by Administration, Parent must pick up student's phone, Multiple days of after-school detention are assigned, and a parent conference is scheduled.	Confiscation of electronic device by Administration, Parent must pick up student's phone, Multiple days of after-school detention are assigned, and a parent conference is scheduled.

Note: The New Jersey Legislature enacted a "bell-to-bell" law prohibiting the use of cell phones and internet-enabled devices (smartphones, tablets, smart glasses and smartwatches) during the school day. The ban, applying to all K-12 public schools, covers regular school hours, school buses, and supervised events, and takes effect for the 2026-2027 academic year.



Unauthorized Photography & Video	Grades 2-3	Grades 4-5
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Depending on the severity of the incident, consequences may range from Administrative Detention to OSS pending BOE hearing to determine placement. For subsequent offenses: A progressive approach will be coupled with incident severity to determine consequences. In all instances, the device shall be confiscated and parent pickup required for return.

Creating an Unsafe School Environment	Grades 2-3	Grades 4-5
1st Incident	1-2 Lunch Detention, Parent Notified	1-2 After School Detention, Parent Notified
2nd Incident	1 day After School Detention, Parent Notified	1 Forward Focus Session, Parent Notified
3rd Incident	1 Forward Focus Session, Parent Notified	1 Day Out-of-School Suspension, Parent Notified

Throwing Items (Including Food in the Lunchroom)	Grades 2-3	Grades 4-5
1st Incident	Verbal Warning	Verbal Warning
2nd Incident	1 Day Lunch Detention, Parent Notified	1 Day Lunch Detention, Parent Notified
3rd Incident	2-3 Days Lunch Detention, Parent Notified	2-3 Days After School Detention, Parent Notified
4th Incident	1-2 Days After School Detention, Parent Conference	1 Forward Focus Session, Parent Conference



Profanity/Obscene Gestures/Vulgarity/Inappropriate Comment	Grades 2-3	Grades 4-5
1st Incident	Parent Notified, Verbal warning issued	Parent Notified, Verbal warning issued
2nd Incident	Parent Notified, Lunch detention is assigned	Parent Notified, 1-2 Days of After-School Detention
3rd Incident	Parent conference is scheduled, 1-2 Days of After-School Detention	1 Day of Forward Focus, Parent notification
4th Incident	1 Day of Forward Focus, Parent notification	1 - 2 days In-School Suspension, Parent notification

Profanity/Obscene Gestures/Vulgarity Directed at a Staff Member	Grades 2-3	Grades 4-5
1st Incident	Parent Notified, Verbal warning issued	1-2 After School Detention, Parent Notified
2nd Incident	1-2 After School Detention, Parent Notified	1 Day of Forward Focus, Parent Notified
3rd Incident	1 Day of Forward Focus, Parent Notified	1 Day Out-of-School Suspension, Parent Notified



Bus Conduct Violation	Grades 2-3	Grades 4-5
1st Incident	Parent Notified, Possible Seat Change, and/or Lunch Detention	Parent Notified, Possible Seat Change, and/or After-School Detention
2nd Incident	1-2 day Bus Suspension	1-2 day Bus Suspension
3rd Incident	3 day Bus Suspension	3 day Bus Suspension

Scuffle/Physical Misconduct	Grades 2-3	Grades 4-5
1st Incident	Parent Notified, Verbal warning issued	Parent Notified, Verbal warning issued
2nd Incident	Parent Notified, Lunch detention is assigned	Parent Notified, 1-2 Days of After-School Detention
3rd Incident	Parent conference is scheduled, 1-2 Days of After-School Detention	1 Day of Forward Focus, Parent Conference
4th Incident	1-2 Forward Focus Sessions, Parent conference is scheduled	1 - 2 days In-School Suspension, Parent Conference



Fight	Grades 2-3	Grades 4-5
1st Incident	Parent conference is scheduled, 1-2 Days of After-School Detention	1-2 day Out-of-School Suspension, Parent Conference
2nd Incident	Parent conference is scheduled, 2-3 Days of After-School Detention	2-3 day Out-of-School Suspension, Parent Conference
3rd Incident	1-2 Forward Focus Sessions, Parent conference is scheduled	4 Days of Out-of-School Suspension, Parent Conference

Assault	Grades 2-3	Grades 4-5
1st Incident	1-2 days Administrative Detention, I&RS Team Referral and Police Report	Minimum of 1-2 Days Out of School Suspension, Parent Conference, Student Counseling, Police Report
2nd Incident	2-3 days Administrative Detention, I&RS Team Referral and Police Report	Minimum of 2-3 Days Out-of-School Suspension, Parent Conference, Student Counselling, Police Report
3rd Incident	1-2 Forward Focus Sessions, Parent conference is scheduled	3-4 Days Out-of-School Suspension, Parent Conference, Referral to I & R S Team, Police Report



Engaging in Harassing Behavior	Grades 2-3	Grades 4-5
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Depending on the severity of the incident, consequences may range from Lunch Detention up to OSS pending a Board of Education hearing to determine placement.

For subsequent offenses: A progressive approach will be coupled with incident severity to determine consequences.

False Public Alarm	Grades 2-3	Grades 4-5
1st Incident	1-2 days Administrative Detention, Referral to Guidance and I&RS and Police Report	1-2 days Suspension, Referral to Guidance and I&RS and Police Report
2nd Incident	3-5 days Administrative Detention, Referral to Guidance and I&RS and Police Report	3-4 days Suspension, Referral to Guidance and I&RS and Police Report
3rd Incident	1-2 Forward Focus Sessions Parent conference is scheduled	4 days Suspension, Referral to Guidance and I&RS and Police Report

NOTE: Initiating or circulating a report or warning of an impending fire, explosion, bombing, crime, catastrophe, or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, school bus, or other place of assembly on school grounds. This includes knowingly setting off a fire alarm when no fire exists.



Taunting, Teasing and/or Ridiculing Classmates	Grades 2-3	Grades 4-5
1st Incident	Verbal warning issued, Lunch Detention	1-2 Lunch Detention, Parent Notified
2nd Incident	Parent Notified, Lunch detention is assigned	1-2 days After School Detention Parent Conference
3rd Incident	Parent Notified, 1-2 Days of After-School Detention	1-2 Forward Focus Sessions, Parent conference is scheduled
4th Incident	1-2 Forward Focus Sessions, Parent conference is scheduled	1 Day In-School Suspension, Parent Conference, Student Counseling

Hateful Speech*	Grades 2-3	Grades 4-5
1st Incident	Parent Notified, Lunch detention is assigned	1 Day After School Detention Parent Notified, Student Conference with Administration
2nd Incident	Parent Notified, 1-2 Days of After-School Detention	1 Day In-School Suspension, Parent Conference, Student Counseling
3rd Incident	1-2 Forward Focus Sessions, Parent conference is scheduled	1 Day Out-of-School Suspension, Parent Conference



THREATS, BIAS, AND HARASSMENT

NOTE: If the offense is determined to be a bias incident, a police report and/or complaint will also be filed. Additionally, all actions determined to be a threat will be reported to the police as per NJ DOE MOU

Threat (Verbal, Gestural, Written or Electronic, such as Social Media)	Grades 2-3	Grades 4-5
1st Incident	1-2 days Administrative Detention, I&RS and Police Report	1-2 days Administrative Detention and Police Report
2nd Incident	2-3 days Administrative Detention, I&RS and Police Report	1 day Suspension and I&RS Referral and Police Report
3rd Incident	1-2 Forward Focus Sessions, Parent conference is scheduled, I&RS and Police Report	3 days Out of School Suspension, I&RS Referral, and Police Report

Bias Incident	Grades 2-3	Grades 4-5
1st Incident	1-3 Administrative Detention and Police Report	1 days In School Suspension, I&RS Referral,
2nd Incident	2-4 days Administrative Detention and I&RS Referral and Police Report	2-3 days Out of School Suspension, I&RS Referral,
3rd Incident	1-2 Forward Focus Sessions, Parent conference is scheduled I&RS and Police Report	3-4 days Out of School Suspension, I&RS Referral



Bias Intimidation (Confirmation by police required)	Grades 2-3	Grades 4-5
1st Incident	1-3 Administrative Detention, Police Report	1 days In School Suspension, I&RS Referral, Police Report
2nd Incident	2-4 days Administrative Detention, I&RS Referral and Police Report	1-3 Days Out-of-School Suspension, Parent Conference, Police Report
3rd Incident	1-2 Forward Focus Sessions, Parent conference is scheduled, I&RS and Police Report	3-4 Days Out-of-School Suspension, Parent Conference, I&RS Referral, Police Report

Sexual Harassment	Grades 2-3	Grades 4-5
1st Incident	Referral to Administration, Parent Conference & I&RS	1-2 Days Out-of-School Suspension, Parent Notification, Conference with Administration
2nd Incident	Referral to Administration, Parent Conference & I&RS	2-3 Days Out-of-School Suspension, Parent Notified, I&RS Referral
3rd Incident	Referral to Administration, Parent Conference & I&RS	4-5 Days Out-of-School Suspension, Parent Notified, I&RS Referral



Sexual Contact	Grades 2-3	Grades 4-5
1st Incident	Mandatory Parent-Administrator Conference, Referral to Guidance, I&RS and Police Report	1-2 Days Out-of-School Suspension, Referral to Guidance, I&RS and Police Report
2nd Incident	3-5 days Administrative Detention, Referral to Guidance, I&RS and Police Report	2-3 Days Out-of-School Suspension, Referral to Guidance, I&RS Police Report
3rd Incident	5+ days Administrative Detention, Referral to Guidance, I&RS and Police Report	3-5 days Suspension, Referral to Guidance, I&RS and Police Report

NOTE: Intentional touching by the offender, either directly or through clothing, of the victim's or offender's intimate body parts, that degrades or humiliates the victim who the offender knows to be present. If sexual contact occurs with a victim less than 13 years old and an offender at least four years older than the victim, this should be considered sexual assault.

Sexual Assault	Grades 2-3	Grades 4-5
1st Incident	School Suspension pending BOE hearing. Police report	Out of School Suspension pending BOE hearing. Police report
2nd Incident	School Suspension pending BOE hearing. Police report	Out of School Suspension pending BOE hearing. Police report
3rd Incident	School Suspension pending BOE hearing. Police report	Out of School Suspension pending BOE hearing. Police report

NOTE: Sexual assault occurs if one of the following takes place:

- An offender commits an act of sexual penetration with another person and
 - o Uses physical force or coercion
 - o The victim is at least 13 years old but less than 16 years old, and the offender is at least four years older than the victim
- An offender commits an act of sexual contact with a victim who is less than 13 years old, and he/she is at least four years older than the victim.



Substance Abuse

Use of Substance/Under the Influence of Drugs/Alcohol	Grades 2-3	Grades 4-5
1st Incident	5 Days Out of School Suspension, completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board Policy). Police report filed	5 Days Out of School Suspension, completion of an evaluation by the SAC and an appropriate rehabilitation protocol (see Board Policy). Police report filed
2nd Incident	Out of School Suspension pending BOE hearing to determine placement	Out of School Suspension pending BOE hearing to determine placement

Possession of a Controlled or Dangerous Substance or Alcohol	Grades 2-3	Grades 4-5
1st Incident	In School Suspension pending BOE hearing to determine placement and a police complaint filed	5-10 Days Suspension pending BOE hearing to determine placement and a police complaint filed
2nd Incident	In School Suspension pending BOE hearing to determine placement and a police complaint filed	Out of School Suspension pending BOE hearing to determine placement and a police complaint filed

Possession with Intent to Distribute	Grades 2-3	Grades 4-5
1st Incident	In School Suspension pending BOE hearing to determine placement and a police complaint filed	Out of School Suspension pending BOE hearing to determine placement and a police complaint filed



Smoking/Possession of Igniter, Electronic Cigarettes, Smokeless Tobacco or Cigarettes	Grades 2-3	Grades 4-5
1st Incident	5 Days Administrative Detention	5 Days Administrative Detention
2nd Incident	1-2 Days Suspension	1-2 Days Suspension
3rd Incident	2-3 Days Suspension	2-3 Days Suspension

Violation of the Technology Acceptable Use Agreement

Violation of the Technology Acceptable Use Agreement	Grades 2-3	Grades 4-5
1st Incident	1 Week Suspension of Technology Privileges	1 Week Suspension of Technology Privileges and 3 days Administrative Detention
2nd Incident	2 Weeks Suspension of Technology Privileges	2 Weeks Suspension of Technology Privileges and 3 days Administrative Detention
3rd Incident	3 Weeks Suspension of Technology Privileges	3 Weeks Suspension of Technology Privileges and 1 Day Suspension



Severe Violation of the Technology Acceptable Use Agreement	Grades 2-3	Grades 4-5
1st Incident	2 Days Administrative Detention, 2 week suspension of technology privileges	5 Days Administrative Detention, 2 week suspension of technology privileges
2nd Incident	3-4 Days Administrative Detention, 3 week suspension of technology privileges	1-2 Days Suspension, 3 week suspension of technology privileges
3rd Incident	5 Days Administrative Detention, 4 week suspension of technology privileges	3-5 Days Suspension, 4 week suspension of technology privileges

Unauthorized Possession or Use of Cell Phone/Electronic Device	Grades 2-3	Grades 4-5
1st Incident	1-2 days Administrative Detention, phone confiscated and only returned to parent	1-3 days Administrative Detention, phone confiscated and only returned to parent
2nd Incident	3-4 days Administrative Detention, phone confiscated and only returned to parent	3-5 days Administrative Detention, phone confiscated and only returned to parent
3rd Incident	5 days Administrative Detention, phone confiscated and only returned to parent	5 days Administrative Detention, phone confiscated and only returned to parent



**ALL GUIDELINES ARE SUBJECT TO CHANGE DEPENDENT UPON
STUDENTS' CHRONOLOGICAL AGE AND COGNITIVE
DEVELOPMENT.**

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.



The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the



developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing



the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;

18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

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