



## **INTRODUCTION**

The Fredon School Handbook has been carefully compiled to provide our families with all of the pertinent information needed for an informed and successful school experience. It reflects the joint efforts of parents, teachers, and administrators and is designed to enhance communication between school and home in addition to providing our students with an organizational tool, which will make them successful learners. Each week our school newsletter will be posted on our website. This will include notes from the administration as well as PTC and FEF upcoming events, student accomplishments, community announcements, sports information, and any other pertinent communications, which will assist us in our educational mission.

Timely information relative to our school and students' academic activities may be found on our web page: [www.fredon.org](http://www.fredon.org). Additional information about the school and the school district is available on the NJ School Report Card at [www.nj.gov](http://www.nj.gov).

Comments and suggestions pertaining to this handbook are welcomed and may be submitted to the secretary in our main office. **Have a wonderful 2017-2018 school year!**

## **MISSION STATEMENT**

### **Fredon's Mission**

- Welcomes Learners
- Fosters Growth
- Uncovers Potential
- Supports Experience
- Inspires Success
- Masters Common Core and NJ Student Learning Standards



## **BOARD OF EDUCATION**

The Fredon Township Board of Education holds regular monthly meetings. The meeting schedule may be found on our web page: [www.fredon.org](http://www.fredon.org). All regularly scheduled as well as special Board meetings are published in our local newspapers to provide timely public notification.

### **Members of the Fredon Board of Education**

President	Mrs. Courtney Wisinski
Vice-President	Mr. John W. Niemasz Jr.
Board Member	Mr. Thomas Knutelsky
Board Member	Mrs. Christina Liuzza
Board Member	Mrs. Catherine Higgins

Board of Education meetings are held in the School Library once a month at 7:30 P.M. Community members' attendance is greatly appreciated.

## **EARLY MORNING ARRIVALS**

Regular school hours are 8:15 AM – 3:15 PM. Students may be dropped off at school in the morning after 8:05 A.M. Students should report directly to the Gym. Students reporting to school prior to 8:05 A.M. will be placed in our morning program. Parents wishing to drop children off as early as 7:30 A.M. may enroll in our Morning Care program at a daily rate.

**Morning Buses Arrive - 8:15 A.M.**

**Morning Students Tardy – after 8:20 A.M.**

**Afternoon Buses Depart - 3:15 P.M.**

## **DISMISSAL PICK-UP PROCEDURES**

Parents/guardians must park in the main parking lot or in the spaces adjacent to the playground. No cars will be permitted to be parked in the spaces in front of the school. Afternoon student pick-up will be at the side doors by the parking lot, and parents/guardians must wait outside the side doors. A staff member will initiate sign-out procedures, and students will be dismissed only when all students transported by bus have boarded the buses. Cars will not be permitted to leave before the last bus has pulled out of the parking lot.

Students who wish to be picked up from school early must submit a note signed by a parent/guardian explaining the reason for leaving early. The note should be brought to the Main Office no later than 8:45 am on the day the student is requesting to leave early from school. Students who have submitted a written request for approval must be picked up prior to 2:25 pm. Please understand that students will not be dismissed during 9<sup>th</sup> period. Please be advised that when a student leaves prior to dismissal, they will now be considered absent from the class period(s) they miss. Any early pick-ups throughout the school day will occur between classes, not during classes, so that classroom instruction will not be disrupted.

## **FRIDAY FOLDERS**

Every Friday, your child will bring home a folder containing school work and possibly notes from the teacher. Please make sure to look through this folder every Friday. After you review the contents we ask you to sign on the appropriate dotted line and return the envelope with your child on Monday morning. Your child's daily and weekly papers may come home on other days of the week, but you should make a point to ask for the Friday Folder. Included in the folder will be notes from the administration, as well as PTC and FEF, upcoming events, student accomplishments, community announcements, sports information, and any other pertinent information.

## **ATTENDANCE POLICY**

In compliance with state compulsory attendance laws, and to ensure learning, all students are expected to be present in school on every school day. The Fredon Township Board of Education and Administration takes regular, on-time attendance very seriously. While due to illness and unplanned family matters students will invariably miss school on occasions, students are reminded of their responsibility to attend school consistently. Please see Attendance Policy #5200 below:

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level.

If a student is going to be absent from school, parents/guardians are asked **to call the school (973 - 383 - 4151) prior to 8:00 A.M. and leave a message including the following information: Child's name, teacher, grade, reason and date of the absence.** The Main Office must account for every student's whereabouts, and parents will be contacted when absences are not reported.

If the absence is illness related, please also identify to the best of your ability the nature of the illness (i.e. flu, respiratory, intestinal, etc.). If the absence was due to a physical injury and your physician has issued a physical education exclusion, please forward that request in writing to the school nurse. A doctor's note will be required before the child may return to regular activities. Please refer to our website for the complete Attendance Policy #5200.

## **PERFECT ATTENDANCE**

Perfect attendance requires that students be in school every day from 8:15 A.M. – 3:15 P.M. Arriving to school after 8:20 am or leaving school at any point throughout the school day will not count toward having perfect attendance. Students will be excused, however, for religious exempt holidays and class field trips for their own grade level.

## **ABSENTEE HOMEWORK REQUESTS**

Teachers will comply with requests for homework when a student is absent from school. In order to allow teachers sufficient time to organize materials and assignments, please make your request for homework **prior to 10:00 A.M.** If parent(s)/guardian(s) are unable to pick up homework, we ask that you make arrangements to have the work brought home with a fellow student or sibling. Homework may be picked up in the main office following dismissal.

## **VACATIONS DURING THE SCHOOL YEAR**

State law requires pupils to be in attendance for the 180 school days scheduled. At various times we receive requests from parents to make provisions for students who will be absent from school because of family vacations. While there may be times that students must be absent from school for family emergencies or crisis, parents are strongly urged not to take vacations while school is in session. Vacations taken while school is in session are disruptive to the student's education and sends the message that school is not the top priority. Make-up work may not be requested for vacations. It is the student's responsibility to make up work upon his/her return. Please see Attendance Policy #5200.

## **HOMEWORK TIPS:**

- Provide a comfortable place to complete homework, with all the necessary supplies at hand.
- Organize homework study groups with other classmates.
- Be a role model.
- Discourage TV viewing during homework time.
- If homework becomes a constant source of tension in the home, we suggest you might ask a high-school student to help as a "homework coach."
- Help plan a realistic schedule for completing long-term projects.
- If your child has too much or too little homework, let the teacher know of your concerns as soon as possible.
- Read with your child at every opportunity. Literacy is critical across all curricular areas.

## **HOMEWORK**

Homework expectations will be determined by the grade level team and discussed with the students during the opening days of school. The teaching staff will also address the expectations with the parents during Back to School Night. If there are any questions regarding homework, please contact your child's teacher.

## **ACCIDENT POLICY**

The school nurse or another trained person shall be responsible for administering first aid. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent/guardian and/or family physician immediately. In extreme emergencies, the school may make arrangements for medical transport and/or immediate hospitalization of injured pupils.

## **BEAUTIFICATION COMMITTEE**

The Beautification Committee undertakes the task of enhancing the appeal of our school property. This committee meets and plans for continued renewal of our grounds. It's a great way to come together and improve our school! If you would like to volunteer or donate cuttings, plants, or potting materials, please contact any one of our members.

We appreciate all donations.

**Beautification Committee Chairperson: Rosemary Polak**

## **BUS EVACUATIONS**

Bus Evacuation Drills are conducted twice during the school year. All students riding the bus are instructed on the correct way to evacuate the bus safely as well as assist those having difficulty evacuating in the event an accident or emergency were to occur.



## **BUS TRANSPORTATION**

**Students who are not going home on their bus:** All students not going home on their regular bus **must** have a note from their parents requesting the change. If another person is going to be responsible for childcare they must also let us know of the intended arrangements by note or phone call to the Main Office. Without written notification from both parties we may not honor the request for change of transportation or childcare. **“NOTE TO SCHOOL PADS”** may be purchased in the Main Office. Currently, the Fredon Board of Education provides bus transportation for all of the students attending Fredon Township School. Students riding the school bus to school in the morning should arrive at their bus stop at least ten (10) minutes early for the first couple of weeks school is in session. Once a consistent pick-up time has been established, students may arrive five (5) minutes early. This should guarantee that no child misses the bus in the morning.

**CHANGE OF BUS STOP** - When the need arises to change your child's bus stop, the main office must be notified in writing by **both** the child's parents and the person providing the childcare for that day. Otherwise, we will not be able to approve the requested change. Notes from **both** parties assure us that there will be someone available for your child when they are dropped off at the end of the day. If an emergency arises during the day, you, as well as your childcare provider, may notify the main office by phone by **2:00 P.M.** In addition, students are expected to follow the school's rules as well as the bus driver's directions so that our trips to and from school are safe. Should an adult guardian not be present at the bus stop, the student will be returned to school where we will contact his/her parents. Since Fredon is a rural community without sidewalks, students **MAY NOT** walk or ride their bikes to school, and children are not permitted to change buses.

## **CHILDCARE**

**Morning Childcare:** Fredon School provides childcare starting at **7:30 A.M.** Children should be signed in with the staff member providing supervision. The daily rate is \$10.00 per child for each day of attendance. A reduced rate of \$5.00 per child is charged for each additional child from a family. **There is no morning care on delayed opening mornings.** Students arriving at school prior to 8:05 will be placed in the morning care program and you will be informed as to the charges. On delayed openings there will NOT be Morning Childcare provided by Fredon School.

**After-School Childcare** – K.E.E.P., Inc. (Kids Educational Enrichment Program), Sparta N.J. will be providing a child aftercare program for district students attending Fredon School for the 2017-2018 school year from 3:10 pm-6:00 pm daily; September-June. Parents will have the opportunity to enroll their Fredon School student(s) via the K.E.E.P website <http://keepkids.org/>. For further information and applications on the K.E.E.P after school care program please contact K.E.E.P., Inc. 11 Park Lake Road, Sparta, NJ 07871, Phone: 973-383-2213, Fax: 973-383-5915

## **CAFETERIA**



Lunchtime should be a relaxing and healthy time of the day. Students may either bring lunch or purchase a complete and balanced meal. Milk, juice and yogurt are also available on an a la carte basis. Students may also order a salad for lunch each day. The price of the salad is the same as a regular lunch.

To create a healthy and safe-eating environment in the cafeteria, students are expected to use good manners and obey the rules and procedures as stated in the Fredon School Code of Conduct. Students will be reminded that running, littering, yelling, or disturbing others is not acceptable behavior in the cafeteria. Lunches may be purchased daily. **PEANUT ALLERGIES:** Some of our children have peanut allergies and special seating arrangements are made in these cases.

## **COMPUTERS AND THE INTERNET**

Computers and the Internet provide our students and teachers with the most current technology and information available, as well as appropriate workplace-readiness skills. We encourage the access of information, which is directly related to the students' studies and clearly enhances the learning processes.

Information, which is deemed not relevant to the students' studies and/or is inappropriate material, which may lead to misuse are strictly prohibited.

Our faculty has been instructed to closely monitor all Internet access to assure educational relevance. We use a firewall device with software that blocks access to inappropriate sites. At the beginning of each school year, your child(ren) will receive an "Acceptable Use Policy", which you need to review with them, sign and return to the school as soon as possible.



## **PLAGIARISM:**

A huge misconception that students have is that rewriting something is not plagiarism, because they are "putting it in their own words." If the source is not officially acknowledged, IT IS PLAGIARISM. Copying and pasting actually accounts for only a small percentage of plagiarism. The accessibility of the Internet makes plagiarism very tempting, and unintentional plagiarism springs from this as well. Simply stated, plagiarism is using someone's work without giving the appropriate credit. This can mean several things...

- Copying and pasting text from on-line media, such as encyclopedias is plagiarism.
- Copying and pasting text from any web site is plagiarism.
- Transcribing text from any printed material, such as books, magazines, encyclopedias or newspapers, is plagiarism.
- Simply modifying text from any of the above sources is plagiarism.
- For example, replacing a few select words using a Thesaurus does not constitute original work.
- Using photographs, video or audio without permission or acknowledgment is plagiarism.

- Students may use a photographic, video or audio source with or in a paper or multimedia presentation that they create, as long as they do not profit from it or use it for any purpose other than the original assignment. You must include the source in your bibliography.
- Using another student's work and claiming it as ones own, even with permission, is academically unethical and is plagiarism.
- Acquiring work from commercial sources is academically unethical and is treated as plagiarism.
- Translation from one language to another fall under the guidelines for quotations, summaries and paraphrasing.
- Using an essay that was written for another class/another purpose without getting permission from the teacher of both the current class and the class for which the original work was used is SELF-PLAGIARISM and is basis for consequence or penalty.

### **D.A.K. - DAILY ACTS OF KINDNESS**

Focusing on positive, appropriate behavior is an important element that we strive for at Fredon Township School. The D.A.K. program is an incentive program where positive reinforcement is the key. Students are given D.A.K. tickets for displaying any of the following FREDON qualities: **F**AIR **R**ESPONSIBLE **E**NTHUSIASTIC **D**ISTINGUISHED **O**PTIMISTIC **N**OBLE. Once a student has received a ticket, he or she may enter the ticket into the month's general drawing. General drawings are held monthly. Students whose names are drawn are awarded various prizes.

### **DELAYED OPENINGS**

**Two Hour Delayed Openings** may occur when road conditions are not optimum for the buses to safely bring our students to school. In the event a delayed opening is called by the Superintendent, the Fredon Community will be notified by our automated phone system, by email, by broadcasts on our local designated radio stations - **WSUS FM 102.3, WNNJ FM 103.7 and WMAX FM 106.3** -or by accessing our Fredon School Web Page at [www.fredon.org](http://www.fredon.org). Our school-wide phone calling system will be utilized as well as broadcasts on NBC, CW11, FOX, and NEWS 12. Buses will then arrive at school by 10:15 A.M. on delayed openings. Please continue to listen for updates which may change our delayed opening to a 'School Closed' condition.



### **EMERGENCY EARLY DISMISSALS**

Occasionally, during the course of a regular school day, an emergency situation arises or the weather conditions begin to deteriorate rapidly. The decision to close school early at 1:00 P.M. is made solely on our ability to transport our students' home safely. When we have considered all of the available factors which go into our decision-making procedure, we will notify our local designated radio stations - **WSUS FM 102.3, WNNJ FM 103.7, and WMAXFM 106.3**. Then, our emergency phone system will be utilized to inform parents of the early dismissal. If you do not recall filling out an EMERGENCY INFORMATION FORM, please call the Main Office and request that one be sent home with your child. **PLEASE BE CERTAIN THAT YOUR CONTACT INFORMATION THAT THE SCHOOL HAS IS CORRECT.**

When providing emergency numbers for child care purposes, assuming you are not available, please make sure that the individuals you have selected are local relatives/residents. Additionally, please ensure that these individuals are aware of the possibility the school may be calling them to pick up your child for reasons such as sickness or emergency early dismissals.

### **FIRE/EMERGENCY DRILLS**

Precautions are taken for the safety of your children throughout the school day. There is at least one (1) Fire Drill each month so that all who are present at Fredon School will know what to do in an emergency situation necessitating evacuation of the school building. Procedures have been developed to provide safety for your child(ren) in all types of emergency situations. These procedures are practiced each school year enabling our students to develop a level of comfort in learning where to go in the event of such an emergency. It is required to have one (1) emergency drill in addition to the one fire drill each month. These drills may be announced or unannounced.



### **Too Good For Drugs Program**

Our fifth graders participate in the Law Enforcement Against Drugs (L.E.A.D.) program, which is ten weeks long and follows the L.E.A.D Vision to create safer, healthier communities free of drugs, bullying, and violence and challenges the students to participate in active learning. The benefit to the students is the strong foundation of decision-making skills that they apply to real-life situations about the use of drugs and alcohol. The students are actively engaged as they learn how to cope with the pressures associated with adolescence. The topics discussed are specific to the needs of this age group, with an emphasis on student progression.

### **EXTRA & CO-CURRICULAR ACTIVITIES**

Students at Fredon School have the opportunity to participate in a wide variety of activities that take place before, during, and after the regular school day. These programs are conducted by members of our faculty. Inquiries pertaining to these programs may be made at the Main Office.

#### **Programs include:**

1. Student Council -Grades 4-6
2. Chorus & Band- Grades 4-6
3. Intramural – Volleyball Grades 4-6
4. Student Council Activity Nights - Grades 4-6. Activities include: music, computers, volleyball & snacks.
5. SEEK - An adventure socialization program for Grades 5 & 6.
6. Safety Patrol - Grade 6

Many of these activities take place before and after school hours. Separate parental notes are necessary for after-school programs designating individuals who will be able to transport your child(ren) home in the event you are not available.

### **FREDON Fox News**

Fredon Fox News is a live morning program of daily announcements broadcasted on our closed-circuit TV system into every classroom. Students volunteer to actively participate in the announcements and also in the operation of the camera. Programming originates in the Media Center and is produced under the guidance of a staff member.



Fredon Fox News has evolved into a smoothly operating student-run production hosting daily specials, guest appearances, and regular weather spot. Students who produce the program learn confidence, poise, teamwork, and the importance of timing and organization as well as how much fun live television can be. Students and teachers are delighted with this visual and audio format of daily announcements.

### **GOVERNOR'S TEACHER RECOGNITION AWARD**

This program was developed in 1985 for the purpose of acknowledging teachers who exhibit outstanding performance. A letter is sent home in November requesting that parents reflect on our teaching staff and nominate an individual who meets the following criteria: uses effective instructional techniques and methods, has good rapport with students, supports a productive classroom climate, and develops a feeling of self-worth and love of learning in their students. In December, a selection panel composed of parents, teachers and administrators is established. The teacher nominated by the selection panel will be recognized at a faculty meeting, and at the County Superintendent's Roundtable Luncheon. For the 2016-2017 school year, Mr. Rory Karl was the recipient of the Governor's Educator of the Year Recognition Award. **Congratulations Mr. Karl!!!**

### **INSURANCE**

In the beginning of each school year, all families will receive an application for group health insurance provided by the Bollinger Fowler Insurance Company. If you would like to participate in this program and did not receive the form, please call the Main Office. We will have a Bollinger Fowler Insurance Company application sent home with your child. **Please return the form whether or not you chose to participate.**

### **INVITATIONS TO PARTIES**

All too often hurt feelings occur when students use the classroom environment to hand out invitations to a select few for parties held outside of school. If all students within a class are not to be invited, please use either the U.S. Mail or hand deliver these invitations outside of the school. In this way, we can avoid hurt feelings. Sending invites to all children in the class can also send an inclusive message to our children. This is encouraged but not required.

### **TARDINESS TO SCHOOL**

All students arriving after **8:20 A.M.** should report directly to the Main Office to receive a late pass. **The person dropping them off must sign in students arriving after 8:25 A.M. at the Main Office.** Students who are tardy will not be accepted into class without a late pass. Arriving at school in a timely fashion is very important because students and teachers have a great deal to accomplish during their homeroom time. This organizational period sets the stage for a productive school day, and students who are consistently late begin the day at a disadvantage. Students entering homeroom late also represent a potential disruption for classmates participating in the homeroom period. A record of student tardiness is recorded on attendance records, report cards, and permanent record files.

### **LOST & FOUND**

A Lost and Found container is located on the stage for all articles misplaced by our students. We ask that all clothing be labeled so that lost clothing may be returned as soon as possible. All lost articles will be displayed during lunch times. Those articles not claimed after two months will be donated to a needy family or church in the area.



### **DROP-OFF TABLE**

A drop-off table is available in the school foyer for the convenience of parents who are bringing forgotten musical instruments, lunches, homework or clothing to school. Please let the office know you are dropping off items and please advise children to check with the office for items to be picked up. Thank you!

### **PLAYGROUND**

Free time should be fun, safe, and relaxing. It is an integral part of the school day. The playground will always be supervised by school staff. Any emergency, injury, or behavior problem(s) will be reported to the playground staff immediately. Students are reminded to follow the Guidelines for Student Conduct while on the playground. Collaborative, cooperative behaviors are encouraged. In addition, the following behaviors are not acceptable:

- fighting or pushing
- improper language
- throwing objects other than sport equipment
- interfering with another person(s)/group(s) activity
- un-sportsperson-like conduct
- tag games
- gum chewing



### **REPORT CARDS, PROGRESS REPORTS AND CONFERENCES**

Report cards are issued four times a year. Teachers regularly post grades on the Parent Portal so that you are able to see how your child is progressing at any time throughout the school year. Students in grades 5 and 6 may receive Superintendent's Honor Roll recognition with all A's or Honor Roll recognition with a combination of A's and B's, however in either case the student may not have an "N" or "U" on the effort side of their report card.

Parent/Teacher Conferences are scheduled during the fall and spring; however, conferences may be scheduled at any time a teacher or a student's parents deem necessary. Parents are urged to communicate with teachers whenever the need arises. Your child's teacher may be contacted by calling the school, by sending in a note with your child or by e-mail.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult pupils certain rights with respect to the pupil's education records. Please see the district website to access the full policy.

### **SCHEDULED EARLY DISMISSALS**

Several times during the school year there are scheduled early dismissals for the purpose of providing time for Parent/Teacher Conferences and Staff Workshops. Parents will be given advanced notice on these days. We dismiss our students at 1:00 P.M. using the regular P.M. dismissal process. Lunch will be served on Early Dismissal Days.

### **SCHOOL DRESS CODE**

The following School Dress Code has been established for our entire student body. The Board of Education recognizes that the basic responsibility for proper dress lies with the students and their parents. However, it is felt that guidance and direction from the school is necessary in order to instill an atmosphere conducive to learning and maintaining good order. The administration accepts the responsibility for making all decisions relating to acceptable dress. Dress that is too casual or distracting in nature often leads to a relaxed attitude concerning the student's responsibility for his/her education and association with others in the school. Students shall wear apparel, which is appropriate for school and the maintenance of reasonable standards and decency.

#### **Inappropriate and unacceptable clothing:**

- Rolling-runner shoes with the built-in wheels
- Clothing which is torn or dirty
- Clothing which draws undue attention and, thereby, distracts from the educational environment within a classroom
- Open-toed shoes, such as flip-flops, may not be worn. Sneakers or shoes must be worn to school.
- Halter/spaghetti-strap tops may not be worn. Shirts must have sleeves that reach the tip of the shoulder
- Clothing which is not safe to wear
- Bandanas may be worn in school during the same period shorts are allowed.
- Shorts, other than those specified - Shorts that are appropriate in style and wear will be permitted as the weather dictates. All shorts must be mid- thigh length and made of substantial material. To check for appropriate short length, have your child hold their hands down at their side. If the shorts are as long as or longer than the tips of their fingers, the shorts are acceptable and may be worn to school.

The administration reserves the right to modify this code as weather conditions dictate. The ultimate goal for having a dress code is not to discourage individuality, but to encourage a positive learning environment.

### **SCHOOL VISITORS**

The Fredon School welcomes parents as well as community members and encourages ongoing participation in our daily school life. ALL visitors must announce their arrival at the main office, sign in, and receive a visitor's sticker, which must be visibly worn. Once the purpose for your visit has been completed, you may not walk about the building. You must immediately return to the main office to sign out and return your sticker. This is done with the safety of all students, faculty, and other visitors in mind. The only exception to this procedure would be emergency personnel, responding to an emergency call. If you need to deliver material, forgotten please utilize the **Drop-Off Table**. We will gladly make sure these items arrive to your child's class.



### **SCHOOL VINE NEWS**

Each week a synopsis of the week's activities is summarized in the School Vine News. In addition, information related to future activities are listed with their dates and times. Please review the School Vine News, which will be sent home in the Friday Folder, as well as being on our school website ([www.fredon.org](http://www.fredon.org)), each week to stay current with all of our super activities.

### **STUDENT INFORMATION/PERMANENT RECORDS**

Each student shall have a Permanent Record File for the purpose of providing teachers with necessary student information as well as documenting academic progress. Information contained in this file is subject to review by the students' teachers, administration, and parents. Students' Permanent Records are kept secure in the Main Office. If you would like to review your child's Permanent Records, please contact the Main Office to make an appointment.

### **STUDENT SERVICES**

Support services are provided for students with identified special needs. The following is a list of specialists who are available to administer these services:

- **Child Study Team (C.S.T.)** is comprised of a School Social Worker, School Psychologist, Learning Disabilities Teacher Consultant, a Speech/Language Specialist and an Occupational Therapist and a Physical Therapist.
- **Basic Skills Instruction (B.S.I.)** in Math & Language Arts.
- **Intervention and Referral Services (I&RS)** is comprised of teachers, administrators, and the learning consultant for the purpose of reviewing general education students who are exhibiting academic and/or social difficulties.
- **Wrap Around Support** is available for students experiencing school anxiety.

**TESTING** Students in Grades 3-6 will be assessed annually using an on-line test called the **PARCC** (Partnership for Assessment of Readiness for College and Careers) in the areas of Language Arts Literacy and Mathematics. The assessment is aligned to the Common Core State Standards (CCSS). This testing will be administered during the months of March-April (End-of-Year Assessment). Test results are distributed to parents as soon as possible after they are received. Students in Grade 4 will be tested for the **NJASK Science** New Jersey Assessment of Skills and Knowledge Science. The Science test measures fourth and eighth grade students' ability to recall information and to solve problems by applying science concepts. Assessment results are useful in determining individual student progress year over year and the alignment of our curriculum and instruction with standards.

**WEAPONS, DANGEROUS INSTRUMENTS AND ASSAULT** See Weapons Policy #8467 below:

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation.

"Weapon" means anything capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, fire arms, knives, dangerous instruments, components that can be readily assembled into a weapon, explosive devices, and imitation firearms.

Any pupil who possesses, uses, or exchanges a weapon in violation of school policy shall be subject to stringent discipline, which may include expulsion.



**SCHOOL NURSE- 973 - 383 – 4151 Extension 1005**

The School Nurse is available if a student becomes ill while in school. The nurse may not administer medication without authorization from the child's parent. Parents should deliver all medications directly to the school nurse. All medications must be in their original container, clearly labeled and the nurse must have a note from the child's doctor giving permission for the school nurse to dispense medication as prescribed during school hours. In addition to the doctor's note, a parental note to the school nurse giving permission to follow the doctor's order is

necessary by law. Medications which are to be sent home at the end of the school year should be picked up by the parent; otherwise, they will be discarded. Students may self-medicate only with prior administrative approval and a physician's authorization.

**MEDICATION POLICY**

Whenever it is necessary for a student to take medication during school hours, it must be brought to the nurse's office in the original labeled prescription container. When obtaining the prescription, ask the pharmacist for an extra labeled bottle. If it is an over-the-counter (non-prescription) medication, it must be in its original labeled bottle. For the nurse to administer any medication, prescription or non prescription, a written request from the doctor and a parent is required. The doctor's order, preferably on school forms, must indicate:

1. Student's name
2. Name of medication
3. Dose to be given
4. Time to be given
5. Length of time to be given
6. Reason for medication
7. Physician's signature
8. Possible side effects



The parent's note must include:

1. Permission given to the nurse to administer the medication to their child.

Give the nurse only the amount necessary for the doses to be given at school. An adult must transport the medication to and from school. **DO NOT** give it to the child to bring to school. If your child will be going on a school trip, please call the school nurse a few days before to discuss options and complete the field trip permission form accordingly. Any school-sponsored overnight field trips or camp experiences are governed by the same medication policy. A doctor's order, parental permission, and a limited supply of the medication must be submitted to the school nurse prior to the event for any daily medications and/or contingency medications that need to be given during the course of the trip. If your child will be going on a one-day school field trip with no nurse in attendance, please call the school nurse a few days before to discuss medication options, and then complete the field trip permission form accordingly.

**Self-Administration of Medication**

A student with a potentially life-threatening illness, such as asthma, may be given permission to self-administer medication.

- A physician must certify that the child has a life-threatening illness and that the child is capable of and has been instructed in the proper method of administering the required medication.
- The parent/guardian must provide written permission for the child to self-administer the medication.
- If permission is granted by the school nurse and chief school administrator, the school district, the board of education, and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the child.
- Permission may be revoked if the student proves to be incapable of safely self-administering medication at the school.

**SCHOOL HEALTH SERVICES**

Annual screenings provided by the school nurse, as per the NJ School Health Services Guidelines include: height, weight, BMI, blood pressure, vision and hearing. Please provide written notice to the school nurse if you wish to exclude your child from any of the above screenings. Scoliosis (at least 10 years old) screenings will be done in the spring for grades 4 and 6. Permission forms will be sent at that time. Parents/Guardians will be notified of any results that deviate from normal ranges.

### **PHYSICAL EXAMINATIONS/IMMUNIZATIONS**

All students must present an immunization record and documentation of a medical examination prior to being admitted to school. Subsequent physical examinations are recommended at least once during each of the students' developmental stages: Early Childhood (K-Grade 3), Pre-Adolescence (Grade 4-6), Adolescence (Grades 7-12).

### **OBLIGATIONS TO REPORT CHILD ABUSE/NEGLECT**

By law (N.J.S.A. 9:6-8.10 and 18A:36-25) and Department of Education regulations (N.J.A.C. 6A:16-11), any person having reasonable cause to believe that a child has been abused or neglected by a parent or caretaker is required to immediately notify DCP&P (Division of Child Protection and Permanency, formerly the Division of Youth and Family Services - DYFS). After reporting to DCP&P, any school district employee, volunteer or intern must inform the principal or other designated school official so that law enforcement authorities can be notified.

School personnel play an important role as reporters since they closely observe and interact with children on a daily basis. The name of a reporter is kept confidential, and reports to DCP&P can be made anonymously. However, the investigator may need to clarify information with the reporter or have additional questions.

If you need help deciding whether to report a specific situation, contact the Child Abuse Hotline at 1-877 NJ ABUSE to speak to a screener.

### **INTEGRATED PEST MANAGEMENT (IPM)**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. We are providing this notice in compliance with New Jersey law and regulations as per N.J.A.C. 7:30-13.1(b): When implementing its IPM Plan, each school shall use IPM methods to determine when to control pests, including:

1. Considering the full range of pest management options, including no action at all;
2. Using non-pesticide pest management methods whenever possible; and
3. Choosing to use a pesticide based on a review of all other available options and a determination that these options are not effective or not reasonable.
4. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

As per board policy the Fredon Township School Board and the Superintendent have implemented Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. The Fredon Township School District has developed and maintains an IPM plan as part of the school's policy.

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property and the environment.

The Buildings and Grounds Supervisor has been designated as the integrated pest management coordinator and is responsible for the implementation of the school integrated pest management policy.

The Buildings and Grounds Supervisor of the Fredon Township School District is responsible for timely notification to the Superintendent who will in turn notify students, parents/guardians and staff of pesticide treatments pursuant to the School IPM Act.

### **DRINKING WATER QUALITY REPORTS**

As of September 1999, NJDEP requires all operators of public water systems to notify parents and employees of any water samples that test positive for pollutants during the previous year's water tests. Should you feel it necessary to see actual test results, they are available at school. Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons who have undergone organ transplants, people who have HIV/AIDS or other immune deficiency disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

### **CELL PHONES**

Pupils are not permitted to bring cellular telephones on to school district property at any time. If a student has to make a phone call home, with permission, he or she may use the main office telephone or the telephone that is in the classroom. Likewise, if a parent needs to contact his/her child, parents are asked to call the main office.

### **SCHOOL SAFETY TEAM**

In compliance with the new law on Harassment, Intimidation and Bullying, Fredon School will have a School Safety Team which will develop, foster and maintain a positive school climate, as well as investigate any reported HIB incidents. Should your child be involved you may be contacted by a member of the School Safety Team. If you have any questions regarding the School Safety Team, you can email the school administrator.

### **GUIDELINES FOR STUDENT CONDUCT**

The Student Code of Conduct is designed to protect the rights of the entire school community. Students are expected to follow the school's rules and be on their best behavior, to be respectful of others, and to be responsible for their actions. When a student does not follow the Fredon School Code of Conduct, they will receive a Disciplinary Referral form. For each incident, students will receive the appropriate amount of points. Upon accumulating 6 points, an after-school detention will occur (Grades 4-6) or a recess detention will occur (K-3). The following is an outline of the expectations for student behavior and the consequences that be assigned to students as a result of poor behavior choices.

**I. Disrespect Toward Authority/Uncooperative Behavior/Insubordination (3 points)**

- 1. 1st offense:
  - (1) Recess detention & parent conference
- 2. 2nd offense
  - (1) After-school detention & parent conference
- 3. Subsequent offenses
  - (1) Parent conference & in-school suspension

**II. Inappropriate Language (2 points)**

- 1. 1st offense
  - Verbal warning
- 2. 2nd offense
  - Recess detention & parent conference
- 3. Third offense
  - (1) After-school detention & parent conference

**III. Theft (6 points)**

- 1. Any offense
  - (1) The police will be notified of serious offenses. Out-of-school suspension & parent conference

**IV. Vandalism (2 – 6 points; amount of points to be determined by Fredon School Staff)**

- 1. Any offense
  - (1) Student and/or parent will be held responsible for the cost of the vandalism and may be suspended from school, depending upon the incident

**V. Aggressive Physical Contact (6 points)**

- 1. 1st offense
  - Student will be assigned an after-school detention and may be suspended from school, depending on the circumstances of the incident
- 2. 2nd offense
  - pupil will be suspended from school
- 3. Subsequent offenses
  - (1) Out-of-school suspension for a minimum of three days & will return only after a parent conference.

**VI. Public Displays of Affections (2 points)**

\*As determined to be inappropriate by Fredon School Staff.

- 1. 1st Offense
  - (1) Recess detention & parent notification
- 2. 2nd offense
  - (1) After-school detention & parent conference
- 3. Subsequent offenses
  - (1) Parent conference & in-school suspension

**VII. Intimidation/Bullying/Harassment/Sexual Harassment (6 points)**

\*Defined as: tormenting, annoying, teasing, unwanted and unwelcome advances, and/or other inappropriate verbal or physical conduct.

- 1. 1st offense
  - (1) After-school detention & parent notification
- 2. 2nd offense
  - (1) After-school detention & parent notification
- 3. Subsequent offenses
  - (1) Parent conference & suspension

**VIII. Weapons (6 points)**

\*Toy weapons will be confiscated and dealt with by the Principal

- 1. Bringing a weapon to school
  - (1) The police will be notified
- 2. Possessing a weapon in school or on school grounds
  - (1) The police will be notified

**IX. Bus conduct (3 points)**

At the discretion of administration, a student may also lose bus privileges, for an appropriate length of time.

**X. Cheating (3 points)**

- 1. 1st offense – Receive zero grade and parent notification
- 2. 2nd offense – Receive zero grade; after-school detention; parent notification
- 3. 3rd offense – Receive zero grade; in-school suspension; parent notification

**XI. Electronic Device (1 point)**

1. 1st offense-Device confiscated and parent informed
2. 2nd offense-Device confiscated and recess detention
3. 3rd offense-Device confiscated and after-school detention

**XII. Invasion of Personal Space (2 points)**

1. 1st offense-Verbal warning
2. 2nd offense-Recess detention & parent conference
3. 3rd offense- (2) After-school detention & parent conference

**XIII. Rude/Discourteous Behavior (2 points)**

1. 1st offense-Verbal warning
2. 2nd offense-Recess detention & parent conference
3. 3rd offense- (2) After-school detention & parent conference

**XIV. Excessive Talking (2 points)**

1. 1st offense-Verbal warning
2. 2nd offense-Recess detention & parent conference
3. 3rd offense- (2) After-school detention & parent conference



**Fredon Township School**  
**Harassment, Intimidation and Bullying**

Fredon's Mission:  
 Welcomes Learners • Fosters Growth • Uncovers Potential • Supports Experience • Inspires Success  
 • Masters Common Core and NJ Student Learning Standards

Dr. Gayle Carrick- Anti-bullying Coordinator ext. 1006  
 Mr. Paul Gallagher – Anti-bullying Team Member ext. 1003/1004  
 Mrs. Kristel Caffrey – Anti-bullying Specialist ext. 1007

The law defines harassment, intimidation or bullying as “ any gesture, any written, verbal or physical act or any electronic communication, whether it be a single incident or series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristics.... That takes place on school property, at any school-sponsored function, on a school bus, or off school grounds... that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging a student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage his property.”

This includes but is not limited to:

- Punching, shoving, and other acts that might cause physical harm
- Spreading rumors (including email, text messaging, Facebook, Twitter, FaceTime, Myspace, Tumblr, Instagram, Snapchat)
- Excluding people from a “group” or isolating someone in a classroom or gym class
- Teasing in a mean way, name calling, or making gestures and or sounds to belittle a student
- Getting other people to “gang” up on another student
- Damaging or writing obscene or inappropriate comments on lockers, notebooks etc.



H.I.B involves more than a “bully” and a “victim”

Bullying has five categories of involvement: bullies, victims, bully-victims, bystanders and those not involved with bullying. Bystanders by doing nothing are being supportive of H.I.B actions.

H.I.B. adversely affects many aspects of a student’s life

- Poor academic performance, school failure, and disciplinary problems
- Poor mental and psychological health (e.g. depression, anxiety, suicidal ideation & behavioral problems)
- Poor attendance or even delinquency
- Poor peer relationships



**Fredon Township School**  
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 Newton, N.J. 07860  
 Phone 973-383-4151  
 Fax 973-383-3644  
[www.fredon.org](http://www.fredon.org)

**Have a wonderful school year!**