

# COLTS NECK TOWNSHIP PUBLIC SCHOOLS

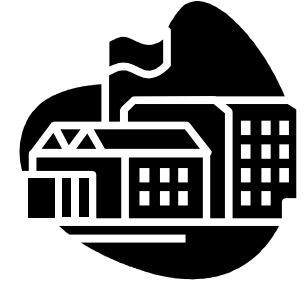


Connecting people to create...

COMMUNITY

Connecting curriculum to achieve...

COHERENCE



Connecting classrooms and resources to enrich the learning...

CLIMATE

Connecting learning to life to build...

CHARACTER\*

Partners

Working Together To Help Children

Become Life-Long Learners

2012 - 2013 PARENT HANDBOOK

**COLTS NECK TOWNSHIP SCHOOLS BOARD OF EDUCATION**

**Nancy LoCascio, President  
Fred Garber, Vice President**

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**SCHOOL ELECTIONS**

P.L. 2011, c. 202, signed into law on January 17, 2012, permits a board of education, a municipal governing body, or voters (by way of petition) to move the April annual school board election to the date of the November general election. The Colts Neck Board of Education voted to move the 2012 school board election to November 6, 2012. Voters will cast ballots to choose members of the Board of Education.

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

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

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

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

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

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

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

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

**[www.coltsneckschools.org](http://www.coltsneckschools.org)**

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Dear Parent/Guardian,

As your Superintendent, I look forward with great anticipation to welcoming your children back to the Colts Neck community of learners. I am honored to be serving as your Superintendent of Schools for the Colts Neck Township Public School System, a district widely recognized for its commitment to children and the pursuit of academic excellence. The quality of staff, the scope of the educational programs and services, and the vibrant and dynamic curricula, are trademarks of the district that bring distinction and recognition to our wonderful community. It is our goal to do everything in our power to recognize each individual student and promote the development and importance of character and personal competence in children.

We welcome your continued interest in the education of your children and recognize that parental involvement correlates directly with student achievement. The involvement of our parent community in the educational experience of our children is a perfect example of the benefits of strong home/school relationships. Thank you for this opportunity to work with you and your children as we work to promote an optimal learning environment for all learners.

For more information about our schools please visit our Web site at [www.coltsneckschools.org](http://www.coltsneckschools.org) or call me at 732-946-0055 Ext. 4104.

My sincere wishes for a happy and productive school year in Colts Neck.

Fredrik Oberkehr, Ed.D.  
Superintendent of Schools

**ADMINISTRATIVE OFFICES**  
**70 Conover Road**  
**Colts Neck, New Jersey 07722**

**DISTRICT TELEPHONE LINE**  
**732-946-0055**

**SUPERINTENDENT'S OFFICE**  
**Fredrik Oberkehr, Ed.D. Superintendent of Schools**  
**Tel.: 732-946-0055, Ext. 4104**  
**Fax: 732-858-8583**

Lori Marino  
 Secretary to the Superintendent  
 Ext. 4104

Joan Meyer  
 Assistant Secretary  
 Ext. 4127

**BUSINESS OFFICE**  
**John A. Paredes, Business Administrator/Board Secretary**  
**Tel.: 732-946-0055, Ext. 4104**  
**Fax: 732-946-7054**

Kathy Condron  
 Bookkeeper/Payroll Accounts Asst.  
 Ext. 4102

Laura Toth  
 Accounts Payable Assistant  
 Ext. 4100

**FACILITIES MANAGER**  
**Christopher Brown**  
**Tel.: 732-946-0055, Ext. 4758**

**TRANSPORTATION OFFICE**  
**Dawn Zeevalk**  
**Transportation Coordinator**  
**732-431-0681**  
 231 Route 34, Suite B  
 Colts Neck, NJ

<b>REGULAR SESSION</b>			
<b>School</b>	<b>Grades</b>	<b>Start</b>	<b>Dismissal</b>
Primary School	Pre K - AM	9:00 am	11:30 am
	Pre-K - PM	12:45 pm	3:15 pm
	Kindergarten - AM	9:00 am	11:30 am
	Kindergarten Complement	9:00 am	3:15 am
	Grades 1 - 2	9:00 am	3:15 am
Elementary School	Grades 3 - 5	9:00 am	3:20 pm
Middle School	Grades 6 - 8	7:48 am	2:20 pm
	Late Dismissal		3:35 pm
<b>SHORT SESSION</b>			
<b>School</b>	<b>Grades</b>	<b>Start</b>	<b>Dismissal</b>
Primary School	Pre K - AM	9:00 am	11:00 am
	Pre-K - PM	11:00 am	1:00 pm
	Kindergarten - AM	9:00 am	1:00 pm
	Kindergarten Complement	9:00 am	1:00 pm
	Grades 1 - 2	9:00 am	1:00 pm
Elementary School	Grades 3 - 5	9:00 am	1:00 pm
Middle School	Grades 6 - 8	7:48 am	12:00 pm
<b>DELAYED OPENING</b>			
<b>School</b>	<b>Grades</b>	<b>Start</b>	<b>Dismissal</b>
Primary School	Pre K - AM	11:00 am	1:00 pm
	Pre-K - PM	1:00 pm	3:15 pm
	Kindergarten - AM	11:00 am	3:15 pm
	Kindergarten Complement	11:00 am	3:15 pm
	Grades 1 - 2	11:00 am	3:15 pm
Elementary School	Grades 3 - 5	11:00 am	3:20 pm
Middle School	Grades 6 - 8	9:48 am	2:20 pm



**CURRICULUM AND INSTRUCTION**  
**Susan Ladd, Director**

Danielle Reese, Secretary  
Ext. 4107

Terry Pilitzer  
Technology Coordinator  
Ext. 4109

Joseph Leanza  
Network/Computer Technician  
Ext. 4750

**MATHEMATICS**

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

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

**LITERACY**

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

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

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

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

**SCIENCE**

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

- To provide our students with a curiosity and a wonderment about the physical and natural world that lead to the regular posing of questions and the pursuit of answers
- To provide our students with the ability to gain and evaluate scientific knowledge through observation, repeated experimentation, and a logical analysis of evidence
- To provide our students with a process of decision-making about the advancement of science that is informed by an understanding of the dependence of all living things on one another and on their environment.

**SOCIAL STUDIES**

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

It is the purpose of the Colts Neck social studies curriculum to provide our students with knowledge of the values, events, people and places that have formed our country and shaped our world. In addition, it is the purpose of the curriculum to develop in our young people the

ability and the attitude to make informed decisions and take responsible action as citizens of a culturally diverse, democratic society on an interdependent planet.

### **WORLD LANGUAGE**

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

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

### **PHYSICAL EDUCATION AND HEALTH**

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

### **VISUAL AND PERFORMING ARTS**

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

Our music program incorporates many different experiences for students of all abilities to grow and build upon through the K-8 learning journey. A coordinated general music program scaffolds across grade levels from kindergarten through grade eight. The

general music program is aligned to the NJ Core Curriculum Content Standards (“NJCC”) and offers opportunities for students of all ability levels. As students enter the elementary school, they are provided opportunities to participate in more specialized experiences within our choral music program and instrumental band program. These opportunities continue throughout the middle school years. It is our hope that students leave the K-8 learning journey with an appreciation and understanding of the arts.

### **ENRICHMENT SERVICES (ES)**

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

### **TECHNOLOGY**

The K-8 technology program incorporates the NJCC 8.1 and 8.2 to include both educational technology and technology education working hand in hand. To use technology wisely, we must understand what technology can do for us both pros and cons. To be able to keep up with an ever-changing world, technology education allows students to use basic tools and solve real life problems.

### **COLTS NECK PARENT-TEACHER ORGANIZATION 2012-2013 EXECUTIVE BOARD**

President  
Vice President  
Fundraising Directors  
Treasurer  
Assistant Treasurer  
Secretary  
Student Activities Director  
Publicity and Webmaster

Pam Molloy  
Patti Riddle  
Justine Buzetta  
Ellen Schauer  
Marian Castner  
Stephanie Schubert  
Cathy McNeill  
Tricia Krietzberg

Membership information can be found on Colts Neck PTO website, [www.coltsneckpto.org](http://www.coltsneckpto.org), by clicking on the link "Join the PTO. In order to volunteer for a PTO activity you must be a registered member. All members receive a complimentary copy of the PTO Directory.

**PARENTS REACHING OUT AND UNITED WITH THE DISTRICT  
(PROUD)**

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

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

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

Mary Jean Chadwick, PROUD Chairperson  
E-mail: [proudnews@gmail.com](mailto:proudnews@gmail.com)

**SCHOOL CLOSING ANNOUNCEMENTS**

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

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

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

**DELAYED SCHOOL OPENING**

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

School	Grades	Start	Dismissal
Primary School	Pre K - AM	11:00 am	1:00 pm
	Pre-K - PM	1:00 pm	3:15 pm
	Kindergarten - AM	11:00 am	3:15 pm
	Kindergarten Complement	11:00 am	3:15 pm
	Grades 1 - 2	11:00 am	3:15 pm
Elementary School	Grades 3 - 5	11:00 am	3:20 pm
Middle School	Grades 6 - 8	9:48 am	2:20 pm

**EARLY EMERGENCY DISMISSAL**

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

When school is closed early for an emergency, the parents will be contacted through the School Messenger Alert System and bulk e-mail, and the information will be posed on the district web site. Parents should make sure their information is up-to-date on the Honeywell System. Morning kindergarten will be dismissed after the students have lunch (approximately 1:00 p.m.).

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



## MARKING PERIODS AND REPORT CARDS

Marking Period:	Begins:	Ends	Report Cards Distributed
#1	Sept. 6, 2012	Nov. 16, 2012	Nov. 26, 2012
#2	Nov.19, 2012	Feb. 1, 2013	Feb. 8, 2013
#3	Feb. 4, 2013	Apr.19, 2013	Apr. 26, 2013
#4	Apr. 22, 2013		June 26, 2012

### PARENT/TEACHER CONFERENCES

November 15, 2012 (Afternoon)  
November 16, 2012 (Afternoon)  
November 19,, 2012 (Afternoon)  
November 20, 2012 (Evening)  
March 6, 2013 (Afternoon)  
Mach 7, 2013 (Evening)

### REPORTING PUPIL PROGRESS

Formal parent teacher conferences are generally held in late November following the first marking period and again during early March following the second marking period.

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

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

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

Preschool conferences are scheduled three times yearly according to the Preschool Calendar.

### PARENT CONCERNS

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

### ACCIDENT INSURANCE

The Board of Education has purchased an accident insurance policy covering all Colts Neck students when they are present at school or attending any Board approved function/activity off school premises. This policy is excess coverage with the family insurance being the primary insurance. Parents and guardians may purchase extended accident insurance providing 24 hour per day/7 days per week coverage at their own expense. Applications are distributed every Sept. and are available throughout the school year. Purchase of this extended insurance is at the sole discretion of the parents/guardians.

### AFTER SCHOOL CARE PROGRAM

The YMCA offers an After School Care Program at the Conover Road Elementary. This program is run by a certified teacher who provides homework assistance, indoor and outdoor games and free play, arts and crafts, movies and more. For information and registration forms, please contact the Freehold YMCA, 470 East Freehold Road, Freehold, or call the YMCA at (732) 462-0464.

### **ATTENDANCE PROCEDURES**

Parents must contact the school office to report their child's absence prior to the start of school. Our school staff will then cross-check student attendance against the parental notification list. This procedure will not only increase our accuracy in attendance reporting, but enable us to quickly contact parents in the event of an unauthorized absence. Your assistance and cooperation is essential in making this process effective.

### **CAFETERIA**

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

Conover Road Primary School/Conover Road Elementary School	\$2.75
Cedar Drive Middle School	\$2.85
Reduced Price Lunch	\$0.40
Milk Price	\$0.55

Students have a choice for lunch of a "Special of the Day" or a variety of sandwiches as their lunch entree. A menu listing daily "Specials" will be sent home at the end of each month for the following month for the Primary & Elementary schools. All menus are posted on the schools website.

Free and Reduced Price lunches are available throughout the school year for children of families whose income level falls within established State guidelines. Notices of availability of this program are sent home during the first week of school. However, application may be made at any time during the school year, if there should be a change in income level. Applications may be obtained from the Principal's Office.

A Computerized Register System is in place at each of the district's three schools. Each student is assigned a student ID card that use as they go through the lunch line. Should modifications to the program be implemented in the future, parents will be kept up-to-date as changes are made. Each cashier will have each student's account information

in front of them when the child arrives at the register. Once the student's picture is taken for ID cards, their picture will be added to their account information thus insuring that only your child is expending the monies you have placed on account. All student information will be stored in a secured site on the computer. Once the photograph is entered into the system, the cashier will be able to identify the child using each account. Pictures WILL NOT be shared with any other media. The program has the ability to alert the cashier should the district have received information from the parent of a child's food allergies, thus preventing the purchase of harmful foods. Parents also have the ability, should they choose to do so, to monitor their child's nutrition through an on-line program by viewing their child's food choices.

### **DISCIPLINE CODE**

Principals are expected to enforce a discipline code routinely and consistently. While the Principals seek to consider specific circumstances in applying the code, it should be understood that the code is applicable district-wide and that it will be effected conscientiously and reasonably. When a student is given detention after school, parents will be advised in advance so that transportation home can be provided for or arranged by the parent. Parents are asked not to call the school to have the student excused from detention.

### **FINES FOR DAMAGE OR LOSS**

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

### **HEALTH**

A-nurse is employed full-time in each school.

It is the policy of the school that no medication will be given to any student during the course of a school day except in emergencies at which time the school must have written permission from the

physician authorizing designated school personnel or the student to dispense the medication. All medication (including aspirin) is to be administered by the school nurse or under her direction, only upon the prescription of a doctor. (Policy and Regulation #5330)

Please do not send your child to school if he/she has a slight temperature, a severe cold, or any other sign of illness. If he/she is recovering from a disease or illness, please do not let him/her return to school until he/she is able to participate in the regular activities of the school day, except in case of long convalescence. If your child becomes ill at school, you will be notified immediately.

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

#### **NURSE'S PHONE (Call-in Lines for Student Absences)**

Conover Road Primary School	732-946-0055 Ext. 4705
Conover Road Elementary School	732-946-0055 Ext. 4352
Cedar Drive Middle School	732-946-0055 Ext. 4502

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

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

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

If a child has been absent from school, the parent is requested to send a note of explanation with him/her the first day he/she returns to school.

#### **PERMISSION SLIPS**

##### **Request for Early Dismissal**

If it is necessary for you to take your child out of school during the day, please send a note saying that you will call for him/her at a specified time. No child will be allowed to leave the building unless he/she is accompanied by the parent or guardian.

Students who are excused early must present a written request from the parent/guardian stating the reason for early dismissal and indicating what time the student is to be picked up. The note will be given to the teacher, who will forward it to the office. **Students must be picked up 20 minutes prior to dismissal.**

Students who are excused early must be called for at the school office (not the classroom). Parents will be required to sign students out. This sign out procedure applies to afternoon bus dismissals, as well.

#### **PUPIL RECORDS**

The Colts Neck Board of Education shall conform in all respects to the requirements of state and federal law regarding the gathering, maintaining, securing, disclosing, allowing access to and destroying of student records.

Policy and Regulation 8330 provides detailed information to parents and pupils interested in accessing pupil records and shall assure that access to such records is limited to authorized persons.

#### **PUPIL VACATIONS DURING THE SCHOOL YEAR**

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

The following rules govern vacations when schools are open:

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

### **REGISTRATION REQUIREMENTS**

Children entering the Preschool program class must be three (3) years of age.

Children entering kindergarten must be five (5) years of age on or before Oct. 1. Children entering first grade must be six (6) years of age on or before Oct. 1. For specific immunization requirements and other documentation required for registration of children in the school district, please contact the Principal's Office.

### **RELIGIOUS HOLIDAYS**

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

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

A list of approved religious holidays for the 2012-13 school year can be found on the district website.

### **REPORTS ON THE SCHOOL DISTRICT**

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

Information is provided to the State Department of Education during September for the New Jersey Report Card. The Report Card is produced by the New Jersey State Department of Education and can be accessed on their website at [www.state.nj.us/education](http://www.state.nj.us/education).

Board goals are developed in the Spring each year for the following school year. A report on the progress in meeting those goals is presented during March, with a final report on the attainment of goals presented during July. Copies of all reports are available in the Office of the Superintendent, Business Administrator's or Principal's office for review.

### **SCHOOL ATTIRE**

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

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

### **SCHOOL PICTURES**

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

### **SCHOOL VISITORS**

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

All visitors are required to report to the school office to sign-in when they enter a school building and must obtain a badge from the Principal's Office before visiting any part of the building or any member of the staff. The maintenance of safety and order in our schools necessitates this request.

### **SEXUAL HARASSMENT**

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

### **TRANSPORTATION**

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

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

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

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

communication with details of the complaint shall be sent to the Business Administrator for review or possible forwarding to the Safety Committee for review and further action.

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

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

All school buses meet Federal and State regulations and are equipped with the following safety devices: stop arms, crossing arms, seat belts and the Silent Witness. The Silent Witness is a video system that monitors bus activities.

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

### **Pupil Transportation By Private Automobile**

#### Cedar Drive Middle School

Parents transporting students to and from the Cedar Drive Middle School at bus arrival and departure times must use the **parking lot** adjacent to the library for drop off and pick up. **NO CARS ARE TO STOP OR PARK ALONG THE FRONT OF THE BUILDING AT ANY TIME.**

#### Conover Road Primary And Elementary Schools

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

### A.M. DROP-OFF PROCEDURE

- When you pull up in front of the school, have your children ready to exit the car. Do not let children leave your car until you see youngsters leaving the buses.
- Watch the car in front of you as you exit the parking lot. Teachers posted in front of the school will monitor that your child safely enters the building.
- **Drop-off should only take place between the first set of cones and the school gymnasium.**
- Children without a note cannot be picked up from either the Conover Road Primary or Elementary Schools between 3:15 and 3:20 p.m.

### P.M. PICK-UP PROCEDURE

- **Send your child with a note in the morning** if you will be picking your child up at dismissal time.
- Pick-up for the Primary School is in the **media center** at 3:15 p.m.; for the Elementary School, pick-up is at 3:15 p.m. in the **cafetorium**.
- **Park your car in a parking spot, not in the fire zone or on the grass.**

### **POLICY OVERVIEW**

Parents, guardians and residents may review any and all Board Policies and Regulations, which can be accessed on the district website at [www.coltsneckschools.org](http://www.coltsneckschools.org) via the “Our District” link located on navigation bar at the top of the page. Please choose “Policies and Regulations” from the drop down list under “Our District”.

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

### **Affirmative Action**

Any student/parent/guardian or Board employee seeking information, assistance or redress regarding equality of opportunity in all employment and educational policies, practices and procedures, should contact the Affirmative Action Officer, Mr. Henry Rose, LCSW

at 732-946-0055, Ext. 4124 (Policy and Regulation #1550, #2260 and #5750).

### **Asbestos Hazard Emergency Response Act**

Each year the Colts Neck Township School District is required by the Asbestos Hazard Emergency Response Act (“AHERA”) to notify each building occupant about the Asbestos Containing Building Materials (“ACBM”) in the district’s buildings. To assure that all buildings are safe and in compliance with the requirements of AHERA, the district has retained the services of Rullo & Julliett Associates, a company certified by the NJ Department of Health, to inspect each building for ACBM and develop a plan for the management of these materials. Each school has a copy of the Management Plan and it is available for your inspection in the Principal’s office of each school. Copies of the Management Plans for all school buildings are on file in the Administration Building at 70 Conover Road.

Every six months, all potentially friable ABCM are inspected for possible deterioration. If any are found, the area is repaired and cleaned by trained and certified personnel. Asbestos remediation and maintenance is conducted with the guidelines of Asbestos Containing Materials in Schools: Final Rule and Notice (40 CFR, Part 763).

### **Drugs, Alcohol, Tobacco (Substance Abuse)**

The Board of Education recognizes that the misuse of drugs, alcohol, tobacco or steroids threatens the positive development of that student and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, alcohol, tobacco and steroid abuse and the rehabilitation of identified abusers.

Drug, alcohol, tobacco and steroid education, appropriate for pupils given their age, maturity and grade level, shall continue to be incorporated into the curriculum.

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

The Principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by the designated school staff shall comply with the standards prescribed by the United States Court in New Jersey.

All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential (Policy and Regulation #5530 and #5600, Policy #5533)

### **Extracurricular Activities**

The purpose of extracurricular activities shall be to:

1. Develop useful new capabilities in pupils;
2. Develop pupil initiative and provide for the exercise of responsibility;
3. Develop leadership capabilities and good organizational skills;
4. Aid pupils in the social skills; and
5. Enable pupils to explore a wider range of individual interests than might be available in the regular program.

These activities are supervised by properly certified personnel.

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

**NOTE: Participation in extra-curricular activities at Cedar Drive Middle School is based on eligibility. The guidelines for eligibility will be communicated through the school in the beginning of the school year.**

### **Harassment, Intimidation and Bullying**

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

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

<u>Position</u>	<u>Contact Information</u>
Anti-Bullying Coordinator	Henry Rose, Director of Special Services 70 Conover Road Colts Neck, NJ 07722 Telephone: 732-946-0055, Ext. 4124 Email: <a href="mailto:rose@coltsneckschools.org">rose@coltsneckschools.org</a>
Anti-Bully Specialist Conover Road Primary School	Jeanette Riggelman, Teacher 56 Conover Road Colts Neck, NJ 07722 Telephone: 732-946-0055, Ext. 4700 Email: <a href="mailto:riggelman@coltsneckschools.org">riggelman@coltsneckschools.org</a>
Anti-Bully Specialist Conover Road Elementary School	Lauren Guariglia, Guidance Counselor 80 Conover Road Colts Neck, NJ 07722 Telephone: 732-946-0055, Ext. 4300 Email: <a href="mailto:guariglia@coltsneckschools.org">guariglia@coltsneckschools.org</a>
Anti-Bully Specialist Cedar Drive Middle School	Merri Milano, Guidance Counselor 73 Cedar Drive Road Colts Neck, NJ 07722 Telephone: 732-946-0055, Ext. 4500 Email: <a href="mailto:milano@coltsneckschools.org">milano@coltsneckschools.org</a>

### **Homework**

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the pupil's knowledge. Teachers must use discretion in deciding the number and length of assignments, and coordinate

homework assignments with their colleagues when applicable. Homework shall not be used for punitive reasons. Students bear the responsibility for make up assignments. (Policy and Regulation #2230)

### **Integrated Pest Management**

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

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

As part of the IPM Plan, the district may use pesticides to control pests. The U.S. Environmental Protection Agency (“EPA”) and the NJ Department of Environmental Protection (“DEP”) register pesticides to determine that the use of a pesticide in accordance with the printed instructions does not pose an unreasonable risk to human health and environment. The EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. Where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Only low impact pesticides and non-pesticide methods have been used within the last 12 months. Policy and Regulation 7422 and the Annual Notification of the School IPM Program for the 2011-12 school year are available for review on the district’s website

### **Internet**

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

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

### **No Smoking**

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

### **Nondiscrimination**

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

### **Nonresident Students**

The Colts Neck Board of Education does not allow any children of a future resident to be educated in the school system until they are domiciled in the Township. (Policy and Regulation #5111)

### **Promotion/Retention**

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



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

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

#### **Section 504 (Rehabilitation Act)**

The Colts Neck Township School District makes facilities accessible to disabled pupils and employees. (Policy and Regulation #1510)

#### **Transportation**

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

Students with Disabilities When a pupil's IEP outlines transportation as a related service, permissible modes of transportation may include privately owned vehicles and commercial carriers. The mode of transportation utilized will be based on transporting the pupil in the most expeditious manner and at the lowest cost consistent with the IEP.

2. Senior Citizens. Senior citizen groups may use district-owned school buses as a means of transportation to and from events within Colts Neck or in the contiguous townships of Freehold, Holmdel, Howell, Marlboro, Tinton Falls and Wall. For specifics on such transportation, see Policy #8651.
3. Bus Conduct. Good pupil conduct contributes to safety and helps to avoid accidents which may result from the distraction of the driver. It also reduces the number of accidents in which pupils injure themselves or each other. The driver is in full charge of the school bus at all times and shall be responsible for order and safety. The driver does not exclude children from the bus; however, the driver shall report unmanageable pupils to the building Principal who has the authority to remove the pupil from bus and/or suspend transportation service for the pupil.

#### **Use of School Facilities**

The Board believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools. Requests for use of facilities should be made through the following website, [www.myschoolbuilding.com](http://www.myschoolbuilding.com)

Organizations must initially register with this website prior to any request for facilities use. To register, please go to the above website and enter Account No. "129006488".

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

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

<b>2012</b>		
Monday	August 27	New Student Orientation – Primary School @9:00 AM, Elementary School @ 11:00 AM, Middle School @ 1:00 PM
Tuesday-Thursday	August 28-30	New Staff Orientation
Tuesday	September 4	School Closed for Students – All Staff Report – Staff Orientation Day
Wednesday	September 5	Staff Inservice (Full Day) – All Staff Report
Thursday	September 6	Schools Reopen for Students
Wednesday	September 12	Back to School Night @ Primary School (7:00 p.m. - 9:00 p.m.)
Monday-Tuesday	September 17-18	Rosh Hashanah – Schools/Central Office Closed
Thursday	September 20	Back to School Night @ Elementary School (7:00 p.m.-9:00 p.m.)
Wednesday	September 26	Yom Kippur – Schools/Central Office Closed
Thursday	September 27	Back to School Night @ Middle School (7:00 p.m.-9:00 p.m.)
Monday	October 8	Columbus Day – Schools/Central Office Closed
Tuesday	November 6	Election Day – Schools Closed for Students – Staff Inservice (Full Day)
Thursday-Friday	November 8-9	NJEA Convention – Schools/Central Office Closed
Thursday	November 15	Short Session Day – Parent/Teacher Conferences (Afternoon)
Friday	November 16	Short Session Day – Parent/Teacher Conferences (Afternoon)
Monday	November 19	Short Session Day – Parent/Teacher Conferences (Afternoon)
Tuesday	November 20	Full Session Day – Parent/Teacher Conferences (Evening)
Wednesday	November 21	Short Session Day
Thursday-Friday	November 22-23	Thanksgiving Recess – Schools/Central Office Closed
Friday	December 21	Short Session Day – Winter Recess Begins at End of Day
Monday-Monday	December 24-31	Winter Recess – Schools/Central Office Closed
<b>2013</b>		
Tuesday	January 1	New Year’s Day – Schools/Central Office Closed
Wednesday	January 2	Schools/Central Office Reopen
Monday	January 21	Martin L. King’s Birthday - Schools/Central Office Closed
Thursday	February 14	Short Session Day for Students/Staff Inservice (Half-Day)
Friday-Monday	February 15-18	Presidents’ Weekend – Schools/Central Office Closed
Wednesday	March 6	Short Session Day – Parent/Teacher Conferences (Afternoon)
Thursday	March 7	Full Session Day – Parent/Teacher Conferences (Evening)
Friday	March 8	Short Session Day
Friday	March 22	Spring Recess Begins at End of Day
Monday-Monday	March 25-April 1	Spring Recess – Schools/Central Office Closed
Tuesday	April 2	Schools Reopen
Friday	May 24	Short Session Day for Students/Staff Inservice (Half Day )
Monday	May 27	Memorial Day – Schools/Central Office Closed
Tuesday	June 25	Short Session Day
Wednesday	June 26	Short Session Day – Last Day of School

There are three (3) days built into the calendar for inclement weather and other emergencies. In the event the district needs to make-up more than three (3) days due to emergency closing, the calendar will be modified to make up those days on holidays and/or days added to the calendar.

- ◆ In the event the district must make up one day, prior to and including January 18, 2013, the day will be made up by opening school on January 21, 2013 (Martin L. King Day). In the event the district must make up a school day between January 21, 2013 (Martin L. King Day) and February 14, 2013, schools will be opened on February 18, 2013 (Presidents’ Day). In the event the district must make up additional days after the Presidents’ Day holiday (February 18, 2013), make up dates will be added to the calendar beginning June 27, 2013.