

*Neptune Township Board of Education*

# Student and Family Handbook 2024 - 2025

**School District Guidelines for Preschool – Grade 12 Students and Families**

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**NEPTUNE TOWNSHIP SCHOOL DISTRICT**  
60 Neptune Boulevard, Neptune, NJ 07753  
(732) 776-2200

Dear Parents/Guardians:

Welcome to the 2024-2025 school year. We are proud to once again offer a high quality education program and amazing opportunities for our students. Through comprehensive academic and co-curricular offerings, our students will benefit from a wide range of experiences. We are proud of our rigorous academic programs, extensive elective offerings, and after-school activities. We are also excited to offer opportunities for exploration of the arts, sports, clubs, and enrichment throughout the year. One has only to visit the district website to appreciate the many activities in which our students are involved and the learning that results from that involvement. I encourage you to visit the site and check out the “news” on each school’s page.

Over the past school year, our administrators, Board of Education, and staff collaborated with community stakeholders to develop a district-wide strategic plan that maps out our goals for the next five years. As always, we will continue to focus on the safety and security of our students and staff. We will also work toward improved communication, enhanced student engagement and learning, more frequent interactions with the community, and best practices in leveraging of district resources. I look forward to sharing our progress on these important goals.

As a reminder, please abide by the following visitor expectations.

- Visitors must have an appointment. Please refrain from coming to the school to meet with a staff member without a scheduled appointment. No visitors are to enter the building with students during arrival or dismissal.
- When visiting the school, **REMEMBER TO BRING PROPER PHOTO IDENTIFICATION.**
- At the buzzer, it is expected that you will state the purpose of your visit and/or specify with whom you have an appointment. Once the appointment is verified, you may enter the building.
- When you enter the building, do not hold the door for others behind you. They, too, will be asked to state the purpose of their visit.
- Once inside, report to the main office and provide the secretary with your photo identification and await directions from the secretary.
- If you must bring a forgotten item to school, please drop it off in the main office. Do not enter the hallway or go directly to classrooms unless directed by the Principal.
- Please remember that if you need to pick up your children earlier than scheduled dismissal time, you must notify the office in writing prior to dismissal. In an emergency, call the office to notify the school. **REMEMBER TO BRING PROPER PHOTO IDENTIFICATION.**

Our Neptune students deserve only the very best education we can provide. It is critical that schools and families work together to create ongoing support and feedback that will ensure success in all of our students. I encourage you to partner with us and become actively involved in your child’s education. A commitment to our “Community for All Learners” from educators as well as families is necessary in order for our students to succeed. I urge you to become an active member of the Neptune school community.

Best wishes for a successful school year.

Sincerely,

Dr. Tami R. Crader  
Superintendent, Neptune Township Schools  
A Community for ALL Learners  
*Opportunity, Diversity, Accountability*

# Neptune Township Student and Parent Handbook

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## **ARRIVAL/DISMISSAL**

### **School Hours**

	<u>Start</u>	<u>Dismissal</u>	<u>Delayed Opening</u>	<u>Abbreviated Day Dismissal</u>
Neptune High School	7:30	1:50	9:30	12:00
Neptune Middle School	7:45	2:05	9:45	12:15
Gables School	8:25	2:35	10:25	12:55
Green Grove School	9:00	3:10	11:00	1:30
Midtown Com. School	8:25	2:35	10:25	12:55
Shark River Hills School	8:25	2:35	10:25	12:55
Summerfield School	9:00	3:10	11:00	1:30

If you drop your student off in the morning, remember not to block the lanes of traffic around the school. Also, please adhere to the family drop off locations at each school building.

### **Delayed Opening**

*High/Middle/Elementary Schools* - Regular transportation services will be provided with a two hour delay. This schedule will apply to out-of-district routes regardless of the operational schedules adopted by the out-of-district schools. Champions before care services will not be provided. Breakfast will not be served.

### **Early Dismissal**

Families are encouraged to schedule student appointments after school hours.

*High/Middle/Elementary Schools* – A written, verifiable note (including your phone number) must be presented to the main office before the start of the school day. Only the school administrator and nurse may authorize early departure due to illness. Students must be in school 4 hours to be counted present. A child will be released only to the parents/guardians unless the school has been notified *in writing* by the parents/guardians that they have granted permission for someone else to pick up their student. The parent or authorized person must report to the main office and present photo identification when signing the student out of school. Leaving school without signing out properly will be considered as truancy.

### **Dismissal**

*Elementary Schools* – Generally, students who ride the bus will be dismissed before those who walk. If you are picking up your child, please do so in the designated area.

## **ATHLETIC ELIGIBILITY**

*High School* – Students who wish to participate in interscholastic athletics are required to meet all NJSIAA requirements and to pass three (3) courses each semester worth five (5) credits each. Students participating in other co-curricular activities must earn the equivalent of 27.5 credits per marking period. If this requirement is not met, students will be unable to participate. Note: Students ineligible for interscholastic athletics at the beginning of a semester cannot become eligible during that semester.

*Middle School* – Students who fail two or more courses in a marking period preceding or during a season are ineligible to participate and their removal from the activity is the responsibility of the coach/advisor; students assigned office detention cannot participate that day, assigned SNAP cannot participate Saturday and Sunday, and suspended cannot participate during suspension. Students who have reached their fifteenth birthday prior to September 1<sup>st</sup> are not eligible to compete on interscholastic athletic teams.

**Steroid Testing Program** – The NJ State Interscholastic Association has instituted a Steroid Testing Program for all high schools that participate in state championship competition. Each high school team member and parent/guardian must sign a consent form to be drug tested in order to participate in interscholastic athletics.

## **ATTENDANCE**

**Absences** – Regular attendance is essential to student success in school. Many subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. Your student's attendance will be monitored; excessive unexcused absences could result in court action and monetary loss. Absences and tardiness to school require a note. Excused absences include the following: 1) physician-certified illnesses; 2) court appearances; 3) death in immediate family; 4) suspensions from school; 5) religious holidays; 6) approved school field trips; 7) driving tests; 8) visitations to colleges (juniors and seniors only).

Excessive absenteeism may result in retention at the elementary and secondary levels or the loss of credit at the high school, as follows:

Elementary and Middle School-18 days, High School-12 days per semester.

A review appeal board may evaluate and make recommendations concerning individual students who exceed this maximum number of absences. Letters of appeal must be submitted to your building principal by June 3rd. High School letters are due by January 5th and June 3rd. It is the student's responsibility to make up all assignments, projects, tests, etc., missed during the absence.

### **Tardy to School**

Students are considered tardy to school if they have not reported to their school by:

<i>High School</i>	7:30 a.m.
<i>Middle School</i>	7:45 a.m.
<i>Gables/Midtown/Shark River Hills</i>	8:25 a.m.
<i>Green Grove/Summerfield</i>	9:00 a.m.

Consistency is important. Make every effort to have your student arrive on time.

## **CAFETERIA PROCEDURES**

The Neptune School District is committed to providing students with access to healthy and appealing meals at an affordable price, and serves both breakfast and/or lunch to thousands of students on a daily basis. All meals are prepared and served under the guidance and supervision of the New Jersey Department of Agriculture - Child Nutrition Program. Careful compliance with both Federal and State regulations and nutritional guidelines assures families that their children are receiving meals that meet stringent nutritional and food safety requirements.

Parents / guardians are responsible for monitoring the amount of money in their students' accounts and for paying balances due in a timely manner. Payment may be made via check made payable to the Neptune Township Board of Education, money order or through the district's online payment system which can be accessed through the district website at <https://www.myschoolbucks.com>.

When students are unable to pay at the time of service, the district will continue to serve full meals only (no snacks) on a credit basis. When the obligation reaches \$100 no further meals will be served. The district utilizes an automated phone system to send families weekly reminders of their financial obligations.

*High/Middle Schools* – Students are to remain in the cafeteria until dismissed. Deposit all trash in appropriate containers. Leave the table and floor around your place in clean condition. Do not remove food or drink. Glass or previously opened containers are not permitted in school. Eating and drinking are not permitted in the halls or classrooms at any time, with the exception of grab and go breakfast/lunch. Unsafe conduct such as the throwing of food, etc. will be dealt with vigorously. Students cannot order food/lunch deliveries before, during or after school hours due to safety and security measures.

*Elementary Schools* – Teachers will escort all K-5 classes to the cafeteria in orderly, quiet lines. Preschool classes eat in their classrooms. Students will line up for milk/lunch when directed by a staff member. Students are responsible for clearing tables and floors of their lunch trash, trays, wrappers, papers, etc. Students will be dismissed by a staff member and line up at the door. Students will not change tables, move about, run, throw food or remove food from the cafeteria.

*\*Breakfast/Lunch plans will be modified during a health emergency.*

## CHILDCARE PROGRAM

The school district works cooperatively with *Champions* in providing a PK-5 before and after school care program available at each elementary school. The sessions are open before school beginning at 7:00 a.m. and after school until 6:00 p.m. and will open early for abbreviated days. Contact *Champions* at [aleonardi@discoverchampions.com](mailto:aleonardi@discoverchampions.com).

## CODE OF CONDUCT – ELEMENTARY SCHOOLS

*Code of Conduct Policy* - Student Rights and Responsibilities

### Elementary Student Discipline Philosophy

The goal of Neptune Township Schools is to promote success for every student. We strive for each child to develop a love for learning, sense of responsibility, respect for others and high self-esteem. It is our desire that these traits carry them through their school age years and beyond. In order to help move our students toward positive growth and development we have developed an elementary discipline philosophy specifically designed for our youngest learners.

Students, teachers and staff members play an important role in the child development process. ***Our overall expectation is for every student and staff member to have a safe environment where they can work, learn and play.*** Teachers and staff members help foster positive social development and learning when providing a warm, caring and responsive environment. Students contribute to this with respectful, kind and safe behavior.

Students are generally more successful when they:

- Feel valued and important by adults and peers by developing healthy relationships
- Are supported academically, socially and emotionally in the classroom
- Understand what is expected of them academically and socially in a safe, respectful and inclusive school environment

Teachers are generally more successful when they:

- Consistently demonstrate that they care about their students as individuals
- Validate children's interests and feelings
- Support children's efforts to regulate themselves

### Student Rights and Responsibilities

Students have a fundamental right to a free public school education. Along with this right is the corresponding responsibility to join with other members of the school community in respecting one another. It is the obligation of each student to obey school regulations and school authorities who enforce them. Therefore, the Neptune Township School District has established standards for acceptable behavior, and shall ensure that preschool through grade 2 students are not suspended, long-term or short-term, and are not expelled from school, except when the behavior is of a violent or sexual nature that endangers others.

The Neptune Township Elementary Schools Code of Conduct is designed to support the school as a safe, inclusive and respectful environment for teaching and learning. This includes behavior on school premises, during school activities that are off school premises and are organized and/or sponsored by the school, and behavior beyond these times when it affects the safe, caring and orderly environment of the school and/or student learning.

The school will treat seriously and promote respecting the rights of all individuals in accordance with the law, prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender or sexual orientation, as well as those affiliated with such.

Teachers will be responsible for establishing classroom procedures and expectations. These may be developed with student input, as appropriate. Expectations will be provided to parents/guardians in writing at the onset of the school year.

### Rising and Increased Expectations

As students become older and progress through the elementary grades, expectations with regard to their behavior and level of responsibility also grows, as does the expectation that they will make more mature decisions regarding their own rights and responsibilities as well as those of others. Therefore, the consequences for inappropriate or disrespectful behavior may vary according to each student's age, cognitive development and special needs, and will be considered a factor when providing consequences / learning opportunities for students to learn from their mistakes and make more appropriate decisions demonstrating appropriate behaviors. It is understood that as students become older, more mature and move through successive grades, the school's increased student expectations regarding personal responsibility and self-discipline, as well as increasing consequences for unacceptable conduct. The goal of the elementary age years is to develop self-regulation in the students.

### Social and Emotional Learning Competencies

The Neptune Township School District community recognizes the importance of social-emotional learning, “the process through which our students acquire and effectively apply the knowledge, attitudes and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.”

**Self-awareness:** The ability to accurately recognize one’s emotions and thoughts and their influence on behavior. This includes accurately assessing one’s strengths and limitations and possessing a well-grounded sense of confidence and optimism.

**Self-management:** The ability to regulate one’s emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

**Social awareness:** The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.

**Relationship skills:** The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.

**Responsible decision-making:** The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.

### Acceptable and Expected Behaviors

The following are examples of behaviors that support learning and a safe, inclusive and respectful school environment:

- Respecting self, others and school
- Helping to make the school a safe, caring and orderly place
- Informing a trusted adult, in a timely manner (in advance if possible) of incidents of bullying, harassment or intimidation
- Engaging in purposeful learning activities
- Acting in a manner that reflects positively on our school, your family and yourself

### Unacceptable Behaviors

Below you will find examples of unacceptable leveled behaviors aligned to the development of the student and the designation of responsibility:

#### **PRESCHOOL - GRADE 2**

Level 1 Behaviors:

Responsibility: Teacher

Behaviors that are minor rule violations that are brief, non-serious, and low in intensity yet inappropriate.

Examples of Level 1 Behaviors:

- Disruption to class
- Refusal to follow directions
- Talking back to adults
- Use of unkind words
- Not keeping hands and feet to self (no intention to harm)

Level 2 Behaviors:

Responsibility: Teacher/Parent

Behaviors are more serious and deliberate in nature based upon the frequency and intensity of the behavior.



Examples of Level 2 Behaviors:

- Using unkind words toward peers and/or staff members
- Disruptive classroom behavior
  - Excessive calling out, teasing peers
- Combination and/or pattern of 2 or more Level 1 behaviors

Level 3 Behaviors:

Responsibility: Administration/Counselor/Teacher/Parent

Behaviors that are serious: fighting, harassment and verbal abuse that violates the dignity, well-being and safety of another person. These behaviors will not be tolerated and will result in an immediate referral to the principal.

Examples of Level 3 Behaviors:

- Destruction of school property
- Unacceptable language - Profanity or socially offensive language
- Intentional physical harm to peer and/or staff member
- Harassment and/or bullying

### **GRADES 3, 4 and 5**

Level 1 Behaviors:

Responsibility: Teacher

Behaviors that are minor rule violations that are brief, non-serious, and low in intensity yet inappropriate.

Examples of Level 1 Behaviors:

- Disruption to class
- Refusal to follow directions
- Talking back to adults
- Use of unkind words
- Not keeping hands and feet to self (no intention to harm)

Level 2 Behaviors:

Responsibility: Teacher/Parent

Behaviors are more serious and deliberate in nature based upon the frequency and intensity of the behavior.

Examples of Level 2 Behaviors:

- Using unkind words toward peers and/or staff members
- Unintentional inappropriate language/profanity
- Physical interactions with peers without intent to harm self or others
- Inappropriate behaviors outside the classroom (hallway, restroom, playground)
- Disruptive classroom behavior
  - Excessive calling out, teasing peers
  - Combination and/or pattern of 2 or more Level 1 behaviors

Level 3 Behaviors:

Responsibility: Administration/Counselor/Teacher/Parent

Behaviors that are serious: fighting, harassment and verbal abuse that violates the dignity, well-being and safety of another person. These behaviors will not be tolerated and will result in an immediate referral to the principal.

Examples of Level 3 Behaviors:

- Disruptive refusal to follow directions/consequences
- Unacceptable language directed AT peer or adult
- Intentional inappropriate touching
- Possession of weapon/illegal substance
- Dress Code Violation (offensive language, image, attire that causes disruption)
- Destruction of school property (vandalism)
- Stealing
- Disruptive/unsafe physical behavior

- Fighting
- Threat to peer
- Threat to adult
- Academic dishonesty and/or forgery

#### Notification

The school will advise other parties (family members, school district officials, police, and other agencies) as appropriate, of violations of the Student Code of Conduct in response to the escalating impact and seriousness of unacceptable conduct.

#### Discipline Plan

The discipline plan outlines the procedures that will be followed when students have problems meeting the responsibilities as outlined in the Student Code of Conduct. A firm, fair and effective discipline plan allows us to:

- Encourage and support the development of self-regulation
- Provide positive reinforcement for appropriate behavior
- Help students find alternatives to inappropriate behavior
- Provide opportunities for children to learn appropriate behaviors and to learn from their mistakes
- Provide consequences for inappropriate behavior
- Partner with families to support the plan

Board of Education policy details comprehensive alcohol, tobacco and drug abuse regulations for the prevention, assessment, intervention, and referral of students. Policies and regulations may be found online at

[https://www.neptuneschools.org/apps/pages/index.jsp?uREC\\_ID=447852&type=d](https://www.neptuneschools.org/apps/pages/index.jsp?uREC_ID=447852&type=d)

The school will make every effort to contact the family in the event that the student has been disciplined. In the case of suspensions, families will be notified in writing by a take home letter as well as through the U.S. mail. An attempt will also be made to notify the parent/legal guardian by phone.

### **CODE OF CONDUCT SPECIFICS – HIGH SCHOOL / MIDDLE SCHOOL**

#### *Code of Conduct Policy*

#### **1. STUDENTS' RIGHTS**

All students have a fundamental right to a free public school education. Along with this right is the corresponding responsibility to join with other members of the school community in respecting one another. Students also have the right and responsibility to live by the rules of law while being entitled to equal protection under the law. It is the obligation of each student to obey school regulations and school authorities who enforce them. Therefore, the Neptune Township School District has established standards for acceptable student behavior while also ensuring due process rights for all students.

The Neptune Township Schools Code of Conduct is designed to support the school as a safe, inclusive and respectful environment for teaching and learning. This includes behavior on school premises, during school activities that are off school premises and are organized and/or sponsored by the school, and behavior beyond these times when it affects the safe, caring and orderly environment of the school and/or student learning.

The school will treat seriously and promote the respect of the rights of all individuals in accordance with the law, prohibiting discrimination based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender or sexual orientation, as well as those affiliated with such.

Teachers will be responsible for establishing classroom procedures and expectations. These may be developed with student input, as appropriate. Expectations will be provided to parents/guardians in writing at the onset of the school year.

#### **Rising and Increased Expectations**

As students become older and progress through all grades, expectations with regard to their behavior and level of responsibility also grows, as does the expectation that they will make more mature decisions regarding their own rights and responsibilities as well as those of others. Therefore, the consequences for inappropriate or disrespectful behavior may vary according to each student's age, cognitive development and special needs, and will be considered a factor when providing consequences / learning opportunities for students to learn from their mistakes and make more appropriate decisions that demonstrate appropriate behaviors. The goal of the Middle School and High School code of conduct is to develop self-regulation in the students.

## Social and Emotional Learning Competencies

The Neptune Township School District community recognizes the importance of social-emotional learning, “the process through which our students acquire and effectively apply the knowledge, attitudes and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.” Learning competencies include:

**Self-awareness:** The ability to accurately recognize one’s emotions and thoughts and their influence on behavior. This includes accurately assessing one’s strengths and limitations and possessing a well-grounded sense of confidence and optimism.

**Self-management:** The ability to regulate one’s emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.

**Social awareness:** The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.

**Relationship skills:** The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.

**Responsible decision-making:** The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.

### 2. ALCOHOL, TOBACCO & DRUG ABUSE

Board of Education policy details comprehensive alcohol, tobacco and drug abuse regulations for the prevention, assessment, intervention, and referral of students. Policies and regulations may be found online at [https://www.neptuneschools.org/apps/pages/index.jsp?uREC\\_ID=447852&type=d](https://www.neptuneschools.org/apps/pages/index.jsp?uREC_ID=447852&type=d).

### 3. SUSPENSION

Suspensions are assigned for severe disciplinary infractions as well as repeat instances of lower level offenses. School administrators may operate an in-school suspension and/or an out-of-school suspension program.

Students assigned **out-of-school suspension** are NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME FOR ANY REASON unless permission to be present has been requested and granted by a building administrator. Furthermore, a suspended student may not participate in or attend ANY school-sponsored event, including promotion, dances, athletic events, etc. Failure to abide by this regulation is to risk further disciplinary action as well as a police complaint for trespassing.

Suspensions from school are considered EXCUSED absences and will not count toward the total number of absences in the credit withdrawal limit. When a student is suspended from school, a readmission conference with the principal, vice principal, or their designee must be held before the student is allowed to resume classes. It is preferred that the parent/guardian participate in re-entry meetings as well, and in some instances, the parent/guardian will be required to attend the re-entry meeting.

### 4. WEAPONS

The **New Jersey Code of Criminal Justice, Title 2C** defines "weapon" as "anything readily capable of lethal use or of inflicting serious bodily injury ... including firearms; firearm components which can be readily assembled for operation; knives; stun guns; and any weapon or device which projects or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air" (N.J.S.A. 2C:39-lr). Students and parents should note that facsimiles of weapons are also banned from school property. Any attempt to bring a weapon or a facsimile of a weapon to school will be considered a serious offense and will result in disciplinary action. The bringing of weapons or facsimiles of weapons of any sort into the school is strictly forbidden. Possession of any of the above is cause for immediate suspension and/or placement in a 45 day program and referral to the authorities.

5. DISCIPLINARY CONSEQUENCES

To assist students in choosing appropriate behavior, the disciplinary consequences for a given infraction are listed below: "a" lists the **possible actions** for the First Offense, "b" for the Second Offense and "c" for the Third Offense, ...etc. **Each situation is unique and may result in less or more severe penalties as determined by the school administrator and/or their representative. All students are guaranteed due process rights for each offense and actions will be determined by the offense's effect on safety for staff and students, frequency, and severity of offenses, student programmatic needs, and knowledge of extenuating circumstances related to the student.**

6. UNEXCUSED TARDY TO SCHOOL – HIGH SCHOOL

- a. Teacher counsels/teacher detention is suggested/teacher contact parent
- b. Office detention is assigned/Parent Conference
- c. And every time thereafter, office detention is assigned/Parent Conference

6A. UNEXCUSED TARDY TO SCHOOL – MIDDLE SCHOOL

- 1<sup>st</sup> Tardy Parent notified via School Messenger
- 2<sup>nd</sup> Tardy Parent notified via School Messenger
- 3<sup>rd</sup> Tardy Parent notified by administration
- 4<sup>th</sup> Tardy And thereafter Office Detention; a parent notified by administration

7. TRUANCY – HIGH SCHOOL

- a. Parent contact
- b. Parent contact/Saturday detention (SNAP)
- c. Possible referral to authorities (Neptune Township Municipal Court)

**(Leaving the School Building without Permission)** Leaving the school building without authorization from the principal or his/her designee is truancy. This applies to students who go to the parking lot, the stadium, the athletic fields, outside restaurants etc. without permission.

8. CUTTING CLASS – HIGH SCHOOL (A cut is defined as being more than 10 minutes unexcused late to class or not attending class when present in school)

- a. Parent contact by teacher and Counseling/CST Referral, VP referral
- b. Office detention, VP Referral
- c. Parental conference, Saturday detention (SNAP), letter to parents
- d. Saturday detention (SNAP), Warning letter to parents
- e. Possible loss of Credit and/or immediate enrollment in credit recovery program

Unexcused Tardy to Class (Student must be present in class before late bell)

- 1<sup>st</sup> tardy Teacher, Counseling and parent contact
- 2<sup>nd</sup> tardy Assignment of office detention
- 3<sup>rd</sup> tardy Parent conference; 2 day office detention (OD)
- 4<sup>th</sup> /more tardy Assignment of Saturday detention (SNAP); letter to parent, warning letter to parents possible loss of credit
- 5<sup>th</sup> Loss of credit/ Saturday detention (SNAP);

Leaving School Grounds (Truancy)

- a. 1 day suspension and parent conference (HS)
- b. 2 or more days suspension and parental conference (Breach of security for assisting reentry same consequence)

8A CUTTING CLASS – MIDDLE SCHOOL

- a. Parent contact and lunch detention
- b. Parent contact and office detention
- c. Parent conference and Saturday detention (SNAP)

Tardy to Class

- a. Student counseled
- b. Parent contact/ Teacher detention
- c. Parent contact/Office detention

9. UNAUTHORIZED PARKING/DRIVER (HIGH SCHOOL)

Student parking is a privilege only granted to seniors who have completed all necessary paperwork and related fees. Students are permitted to park in student designated areas. Violation of policies related to driving and parking will result in revocation of parking privileges.

10. LOITERING/UNAUTHORIZED AREA (HIGH SCHOOL)

Being in the hall without a pass or not going directly to and from specified destination will result in the following at the discretion of the administrator or his/her designee.

- a. Counseling / Office Detention
- b. Saturday detention (SNAP) / parent contact
- c. Out of School Suspension (OSS) 1-3 days
- d. Out of School Suspension (OSS) 3 or more days

10B. LOITERING/UNAUTHORIZED ENTERING INTO THE GYM &/OR N.A.C. (Aquatic Center)

- a. Counseling / Office Detention
- b. Saturday detention (SNAP)/Parent Contact
- c. Out of School Suspension (OSS) 1-3 days
- d. Out-of-School Suspension (OSS) 3 or more days

**LOITERING WANDERING UNAUTHORIZED AREAS** Students should ensure that they are supervised at all times – before, during, and after school. Students are not to be in the building before 7am. During school hours, the student schedule should be followed exactly. Loitering in the halls is prohibited as is wandering. After school, all team and club members are to report to their activities immediately. Students waiting for transportation pick up are to **wait only in the Main Office vestibule**.

**Substance Abuse (High School)**

Drugs of any kind, including alcohol, may result in permanent physical and psychological damage and are usually the first steps toward drug addiction. Students are warned against the use of drugs. Anyone found possessing, selling, or buying drugs on school grounds will be placed in police custody. Smoking anywhere on school grounds is prohibited by law and is punishable by suspension. Per State regulations, a teacher shall report his/her suspicion of substance abuse to the school nurse and vice principal regarding any student. The vice principal and the nurse will coordinate the notification of both the principal and parent. **Testing is mandated.** Refusal to take the test is, by policy, an automatic positive. Prior to his/her return to school, the school must receive medical notification from a physician either clearing the student and/or specifying appropriate medical treatment under an approved program

11. INSUBORDINATION or DEFIANCE TO STAFF MEMBER

- a. Parent Conference /multiple detentions, Saturday detention (SNAP) or 1-2-3 day suspension
- b. 1-5 day suspension and parental conference

**(Insubordination:** Failure to respond to any teacher or person having authority by not following classroom/school rules, regulations, or procedures. In addition, the refusal to follow a staff member's reasonable request or directive is considered an act of insubordination)

12. USING A FALSE ID and/or REFUSAL TO GIVE NAME

- a. Office Detention (MS) or Saturday detention (SNAP), (HS)
- b. 1 day out of school suspension
- c. 2 day out of school suspension

13. VULGARITY/DISRESPECT

- a. Parent Conference, detention(s), Saturday detention (SNAP) or 1 day suspension
- b. Parent Conference /Multiple detentions, Saturday detention (SNAP) or 1-2-3 day suspension
- c. 1-5 day suspension and parental conference

14. SEXUAL HARASSMENT

Verbal/Non-Verbal (Inappropriate gesture, offensive literature, pictures, notes, sexual staring, derogatory comments, jokes, slurs or remarks/questions of a sexual nature)

- a. Possible HIB Investigation  
Office Detention, parental notification, & possible police notification

- b. 1-3 day suspension, parental conference, and possible police notification
  - c. 3-5 day suspension, parental conference, expulsion referral, and possible police notification  
Physical (Unwanted or offensive touching, holding, grabbing, kissing)
  - d. 1-3 day suspension, parental conference, and police notification
  - e. 5-9 day suspension, parental conference, expulsion referral, and police notification
15. HARASSMENT-VERBAL/NON-VERBAL (Bullying)  
(Inappropriate remarks, "bullying" or threatening behavior)
- a. HIB Investigation
  - b. Counseling / Support Services
  - c. Parent contact, office detention, possible police notification
- CONFIRMED HIB
- d. Parent contact, Multiple ODs/SNAP or 1-3 day suspension, possible police notification
  - e. Parent contact, 3-5 day suspension, possible police notification
16. BIAS INCIDENT  
(Inappropriate gestures, offensive literature, pictures, notes, derogatory comments, jokes, slurs or remarks/questions related to race, ethnicity, gender, religion or sexual orientation on or off school premises that may cause a substantial disruption to the school day)
- a. HIB Investigation
  - b. Counseling / Support Services
  - c. Parent contact, detention, , & possible police notification
- CONFIRMED HIB
- d. Parent contact, Multiple ODs/SNAP or 1-3 day suspension, possible police notification
  - e. Parent contact, 3-5 day suspension, possible police notification
17. INCITING BEHAVIOR (Physical / Verbal, and/or ELECTRONIC)
- a. 1-3 day out of school suspension and parental contact
  - b. 3-5 day out of school suspension and parental contact
  - c. 5-9 day out of school suspension and parental contact
18. FIGHTING
- a. 3-5 day suspension, parental conference & possible police notification
  - b. 5-9 day suspension, parental conference & possible police notification
  - c. 9 or more day(s) suspension, parental conference & possible expulsion referral or enrollment in alternative program
19. OUTRAGEOUS CONDUCT/AGGRESSIVE BEHAVIOR
- a. 1-3 day suspension and parental conference
  - b. 3-5 day suspension and parental conference
  - c. 5-10 day suspension, parental conference, and possible police notification
20. DANGEROUS HORSEPLAY
- a. Saturday detention (SNAP), or 1 day suspension and parental contact
  - b. Multiple detentions, Saturday detention (SNAP) or 1-3 day suspension and parental contact
  - c. 1-5 day suspension and parental conference
21. ASSAULT
- a. 10 or more days suspension, parental conference, police notification and possible expulsion referral
22. TERRORISTIC THREATS MADE TO STAFF/STUDENT
- a. 5 day suspension, parental notification, and police notification
  - b. Initial 10 day suspension, police notification, parental conference and/or 45 day alternative placement concurrent with 10 day suspension
23. WEAPONS (Possession/Use) CHEMICAL SPRAY (Use)
- a. Initial 10 day suspension, police notification, parental conference and/or 45 day alternative placement to run concurrent with 10 day suspension
- NOTE: This includes pocket knives - refer to "Weapons"

24. **FIREWORKS**
- 1-3 day suspension, parental conference and police notification
  - 5 day suspension, parental conference, police notification
  - 5 day suspension, parental conference, police notification and possible expulsion referral
25. **BOMB THREAT** \*(Possible School Behavioral Threat Assessment Follow up)
- 10 day suspension, police notification, parental conference and expulsion referral
26. **INTERNET/INTRANET VIOLATION**
- Possible loss of privileges and/or detention(s) Saturday detention (SNAP), or 1 day suspension
  - Multiple detention, Saturday detention (SNAP), or 1-3 day suspension and loss of privilege
  - 1-5 day suspension and parental conference
27. **POSSESSION OF CELL PHONES/REMOTELY ACTIVATED or ACTIVATING COMMUNICATION DEVICES – MIDDLE SCHOOL ONLY - Between Homeroom and End of Period 8 daily**
- Confiscate, return at end of day and parental notification
  - Confiscate, detention(s) and surrender to parent
  - Confiscate and keep until the end of the year, suspension
28. **POSSESSION OF ANY ELECTRONICS DEVICE AND ACCESSORIES INCLUDING BUT NOT LIMITED TO CELL PHONES, TABLETS, PERSONAL LAPTOPS, SMART WATCHES, EAR BUDS, ETC. DURING THE SCHOOL DAY– MIDDLE SCHOOL ONLY**
- Confiscate, detention, and parental conference
  - Confiscate, Office detention (s) and parental notification
  - Confiscate, multiple Office detentions and/or Saturday detention (SNAP), surrender to parent
- Failure to surrender camera/cell phone with camera (including battery) to staff member will be considered insubordination and will result in further disciplinary action.
29. **CUTTING DETENTION (OD)**
- Reschedule Office Detention – 2 days High School/1 day Middle School
  - Saturday detention (SNAP) or 1 day out-of-school suspension (OSS)
  - 1-3 day out of school suspension
30. **PLAGIARISM/ACADEMIC DISHONESTY/CHEATING**  
(Using or providing someone else's ideas or phrasing as one's own)
- Reprimand, withhold credit on assignment, and parent notification
  - Reprimand, withhold credit on assignment, parent notification, and refer to Building Administrator or designee for additional disciplines
31. **FORGERY/FALSIFICATION OF OFFICIAL OR SCHOOL DOCUMENT**
- 1 day out of school suspension and/or Saturday detention (SNAP), and parental notification
  - 1-3 day out of school suspension and parental notification
  - 2 day suspension and parental notification
32. **GAMBLING/POSSESSION OF GAMBLING PARAPHERNALIA i.e. cards, dice**  
(May require police notification)
- Detention and/or Saturday detentions (SNAP) and parent conference
  - Saturday detentions (SNAP) and/or 1-3 days suspension and parent conference
  - 1-3 day suspension and parent conference
33. **POSSESSION OF TOBACCO PRODUCTS /VAPE/E-CIGS**  
Possession, sale, or distribution of any tobacco or tobacco related product is prohibited. This includes: vapes, e-cigs, chewed or ingestible products.
- Detention(s), confiscate and parent notification and SAC assessment and follow up intervention
  - Confiscate, Saturday detention (SNAP) or suspension and parent conference and SAC notification
  - Confiscate, 1-5 day suspension, parent conference with building administration and SAC notification
  - Referral to support services

34. SMOKING/VAPING

Burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also prohibited. Smoking and/or chewing at school events is also prohibited. Use of any tobacco or tobacco related products are prohibited and this includes: vapes, e-cigs, chewed or ingestible products.

- a. 1 day suspension or Saturday detention (SNAP) and parent notification as applicable and SAC notification
- b. Multiple Saturday detentions (SNAP) and parent notification or 2-3 day suspension, as applicable and SAC notification
- c. 3-5 day suspension and parental conference and complaint filed with Board of Health, where applicable and SAC notification
- d. Referral to support services

35. VANDALISM

- a. Restitution / Mediation, and/or office detention, and/or SNAP
- b. 1-9 day suspension, restitution, parental conference, and police notification
- c. 5-10 day suspension, restitution, parental conference, possible expulsion referral and police notification

36. THEFT/LARCENY

- a. Restitution / Mediation, 1-3 day suspension, possible police notification & parental conference
- b. Restitution / Mediation, 3-5 day suspension, possible police notification & parental conference
- c. Restitution / Mediation, 5 day suspension, possible police notification & parental conference

37. THEFT/LARCENY INVOLVING SCHOOL PROPERTY AND/OR STAFF MEMBER

- a. 10 or more days suspension, police notification, parental conference

38. STUDENT DRESS CODE – HIGH SCHOOL

Students not conforming to the Dress and Grooming Regulations shall be disciplined by building administration in accordance with other Board policies.

- a. Warning and change of clothes
- b. Parent contact, In-School Suspension (ISS), and change of clothes
- c. Parent contact, 2 days In-School Suspension (ISS), and change of clothes

39. STUDENT DRESS CODE – MIDDLE SCHOOL

Students not conforming to the Dress and Grooming Regulations shall be disciplined by building administration in accordance with other Board policies.

- a. Warning and change of clothes (*Teacher Give Option*)
- b. Parent contact, 1-2 days OD and change of clothes
- c. Parent contact, 1 day SNAP, and change of clothes

40. SUPERINTENDENT'S ADMINISTRATIVE HEARING

When a student commits a serious infraction of the discipline code, the building administrator may make a referral to the Superintendent of Schools for an administrative hearing. For example, if a student has three positive drug screenings, the principal will refer the student for an administrative hearing during the ten (10) day suspension period. This hearing may result in an expulsion proceeding before the Board of Education.

41. UNDER THE INFLUENCE OF OR ALCOHOL/POSSESSION OF DRUGS, THC VAPES, PARAPHERNALIA, AND/OR PACKAGING

(Possible chemical screening/failure or refusal to undergo screening) – Refer to Board Policy

First Offense

- a. 5 day suspension, parent conference, SAC counseling, 10 day loss of extra-curricular activities

Second Offense

- b. 10 day suspension (5 days OSS, 5 day participation in Twilight program), parent conference, Mandatory SAC counseling 1-2 times, 15 day loss of extra-curricular privileges, medical clearance to return

Third Offense

- c. 10 day suspension and a 45-day placement in an alternate educational setting (to run concurrent with 10 day suspension), Superintendent Hearing, Mandatory SAC re-assessment, 45 day loss of extra-curricular privileges, medical clearance



42. DISTRIBUTING AND/OR SELLING A CHEMICAL SUBSTANCE OR DRUG PARAPHERNALIA  
a. 10 day out of school suspension and police notification
43. CREATING FALSE EMERGENCIES (*pulls fire alarm or dials 911 without cause*)  
a. 10 or more days suspension, police notification, parental conference
44. Defibrillator Cabinet Intentionally opening a locked Defibrillator Cabinet, which sets off an alarm and electronically alerts authorities. **This is a 2 day suspension.**
45. CUTTING SNAP  
High School  
a. 2 day out of school suspension  
Middle School  
a. Reassignment of Saturday detention (SNAP), at a future date and possible two days of out of School Suspension
46. Unauthorized Cell Phone/ Headphone Use  
a. Teacher Counseling, Parent Contact, Teacher Detention Optional  
b. Office detention VP Referral  
c. Parental conference, SNAP, letter to parents
47. INTRUDERS/UNAUTHORIZED ENTRY  
NJ2C:18-3 – “Unlicensed entry is a crime of the fourth degree if it is committed in a school or on school property.” No one is authorized or allowed to open the secured doors and allow others to enter. This is a serious breach of school security. No one is to enter through a secured door. **All visitors must report directly to the Main Office via the front entrance.**  
  
a. 2 days Suspension and/or immediate placement in an alternate program for 45 days
48. MISUSE OF PASS  
  
a. Teacher, Counseling and parent contact  
b. Assignment of office detention, 1 day suspension from extracurricular activities, pass restriction  
c. Parent conference; 2 day office detention (OD), 3 day suspension from extracurricular activities, pass restriction  
d. Assignment of Saturday detention (SNAP); letter to parent, 5 day suspension from extracurricular activities, pass restriction

## **NEPTUNE HIGH SCHOOL EXPECTATIONS**

Scarlet Fliers are extraordinary students who take their academics seriously, and strive to be the best that they can each day. Once students enter Neptune High School, administration, faculty and staff members are confident that student actions and interactions each day within Neptune High School, and at activities, reflect high expectations, respect, and positivity.

The Neptune High School Administrative team believes that all students belong in school with as little interruption to the academic process as possible. Neptune High School will be maintained as a safe place, both physically and emotionally, for students, parents, and staff.

The goal of the Neptune High School discipline system is to prevent infractions, correct behaviors through progressive disciplinary practices, and ensure students can continue their academic journey safely and without disruption.

Students' conduct in school will help determine their ability to develop and maintain positive and professional relationships in the future. All students are considered in good standing at the start of every school year. Behaviors that contradict what we expect from a Scarlet Flier will be handled with a whole child approach to both support the student and to ensure a safe and educationally appropriate environment for all students and staff. Neptune High School Administration will make decisions based on a personalized approach to each student and in consideration of the frequency and severity of infractions, the impact of infractions on school safety, and knowledge of the student.

All students will be given due process rights, as well as an opportunity to explore how they could have avoided, or improved, the situation. To ensure proper modeling and appropriate behaviors as well as maintain a culture of positivity, students can be “Caught being a Flier” and will be referred to administration to be honored and congratulated in both school wide assemblies and raffles.

The school is NOT responsible for misplaced, lost, and stolen items. Students found in the locker room unauthorized and unsupervised are subject to suspension. Do not store money, electronics, or other valuables in lockers.

### “What it Means to Be a FLIER”

Neptune High Schools students who display the expectations of a true Scarlet Flier can be referred to the office for any single act. These referrals are unaffected by the student’s standing academically or behaviorally and are used to reward and support any student who is modeling exceptional behavior. Awards will be organized by the tenets of being a F.L.I.E.R outlined below. Each documented referral will result in a ticket for a raffle to be held monthly, and a certificate of achievement to be awarded each semester at grade level assemblies.

Teachers and staff will refer students who show the following traits:

<b>Fearlessness</b>	Ex. Student volunteers to present material in class even though they are incredibly shy. Student takes an academic risk.
<b>Leadership</b>	Ex. Students taking lead roles in encouraging others to follow Flier principles. Talks students out of negative behavior, participates in successful conflict resolution.
<b>Integrity</b>	Ex. Student returns something another student lost.
<b>Empathy</b>	Ex. Student is witnessed helping another student. Reports students in crisis for support.
<b>Respect</b>	Ex. Student exemplifies pride in his/her work, the school, or the community.

**ID badges** as per BOE Policy 5517: Students are to carry District issued identification cards at all times and present them to staff upon request. Refusal to present ID is considered insubordination and subject to disciplinary action.

### **PROM/End of Year Activities** (*High School*)

Participation in the Junior and/or Senior Prom and other such important public events is a privilege, not a right. Appropriate standards of student conduct are mandated both to earn the privilege to attend. Students with excessive and egregious conduct during the academic year are subject to review to prom/end of year activities. Additionally, the District dress code is in effect and applicable for admission to the prom.

- A student engages in fighting in school at any time in the current school year is subject to prom and other end of year activities denial
- Students with excessive absences and lates to school are subject to review to participate in end of year activities
- A student has any outstanding obligations in monies, texts, or equipment owed
- A student engages in any other egregious act as determined by school administration. \*\*The time frame begins on the first day of school through the last day of school. \*\*

## **OBLIGATIONS**

Participation in school events such as senior and junior proms, class trips, military ball and Powder Puff football will be denied if there are outstanding obligations (monies, texts, or equipment owed.)

## **NEPTUNE MIDDLE SCHOOL POSITIVE POINT SYSTEM**

### **What incentives will my positive points earn me?**

- Every student begins each school year with **500** points.
- Students must meet the posted point requirement in order to participate in all “regular” NMS extracurricular activities, events, and programs.
- 650 points: Recognition at the Celebration of Excellence
- 800+: Special High Earner Activity
- Top points earner (one per grade): \$25 gift card
- Referral Free: Special School Sponsored Event
- Each month that a student does not receive a disciplinary referral, 25 points will be added to his/her yearly total.
- Points are either added for positive behavior or subtracted for a disciplinary infraction monthly.
- Students with fewer than 250 points will not be permitted to participate in NMS activities.\*

### **Infractions, Positive Referrals & Point Values**

No Discipline Referral in a Calendar Month (+25 Points)
Positive Written Referral/Student of the Month Nomination (+25 Points)
Contest Winner/Student of the Month Winner (+50 points)
Level Up Recommendations (+50)
Confirmed HIB (-250 Points)
Accosts a Teacher/Administrator/Staff Member (-250 Points)
Physical Fighting (-250 Points)
Outrageous Conduct/Insubordination/Vulgarity (-100 Points)
Class Cut/Leaving Class without Permission/Cutting SNAP (-50 Points)
Referral/Classroom Removal/Cell Phone Violation/Cutting Office Detention (-25 Points)

\*Individual participation events include, but are not limited to, grade-level trips, dances, viewing of sporting events, viewing of performances i.e. chorus, band, dramatic presentations, etc.

## **CONTACT PROTOCOL**

Although each individual school, division and department makes every effort to keep families informed regarding decisions that are made in the best interest of their child(ren), situations do arise where families need further information or confirmation. Please utilize the following protocol in solving each situation:

1. Contact the school secretary/teacher to set up a meeting with the teacher.
2. *Middle/High Schools – contact the school secretary to arrange a meeting with the vice principal.*
3. Contact the school secretary to arrange a meeting with the principal.
4. Contact the Assistant Superintendent’s Office.
5. Contact the Superintendent’s Office.

## **COMPUTER USE AND THE INTERNET**

Neptune Township School District provides access to the Internet for all students, faculty and staff. The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or cancellation of that privilege. A student’s activity while using the Internet in school must be in support of education or research and guided by the teacher in charge. A student accessing the Internet from the school site is responsible for all online activities that take place throughout their use. The following list, which is not limited, constitutes unacceptable use of the Internet:

- Using impolite, abusive or objectionable language
- Placing unlawful information on the Internet
- Using the Internet illegally
- Using the Internet at school for non-school related activities
- Sending messages that are likely to result in the loss of the recipient's work or systems
- Sending chain letters or pyramid schemes to lists or individuals
- Using the Internet for commercial purposes
- Using the Internet for political lobbying
- Changing any computer file that does not belong to the user/system
- Sending or receiving copyrighted materials without permission
- Knowingly giving one's password to others
- Using another person's password
- Use of Instagram, SnapChat, or any other social media accounts in school is prohibited.
- Using Internet access for sending or retrieving pornographic materials
- Falsifying one's identity to others while using the Internet.
- Respect and the right to privacy are part of our value system. The use of home computers to ridicule or harass fellow students and/or staff by means of the Internet is illegal. Such activity will be immediately reported to Neptune Police.
- 

**DIRECTORY**      **(Use automated telephone directory 732-776-2200)**

**NEPTUNE HIGH SCHOOL**

55 Neptune Boulevard

Neptune, NJ 07753

<https://hs.neptuneschools.org>

Thomas Decker, Principal

Mark Smith, Vice Principal

Patrizia Weber, Vice Principal

Mahon Ryan-Hannaway, Vice Principal

Richard Arnao, Athletic Administrator

**NEPTUNE MIDDLE SCHOOL**

2300 Heck Avenue

Neptune, NJ 07753

<https://ms.neptuneschools.org>

Janelle Opoku, Ed.D., Principal

Michael Smurro, Vice Principal

Thomas Johnson, Vice Principal

**GABLES ELEMENTARY SCHOOL**

One Gables Court

Neptune, NJ 07753

<https://gs.neptuneschools.org>

Kathleen Thomsen, Principal

**GREEN GROVE ELEMENTARY SCHOOL**

909 Green Grove Road

Neptune, NJ 07753

<https://ggs.neptuneschools.org>

James Nulle, Principal

**MIDTOWN COMMUNITY ELEMENTARY SCHOOL**

1155 Corlies Avenue

Neptune, NJ 07753

<https://mcs.neptuneschools.org>

Mark Alfone, Ed.D., Principal

**SHARK RIVER HILLS ELEMENTARY SCHOOL**

312 Brighton Avenue

Neptune, NJ 07753

<https://srh.neptuneschools.org>

Joshua Loveland, Principal

**SUMMERFIELD ELEMENTARY SCHOOL**

One Summerfield Lane

Neptune, NJ 07753

<https://ses.neptuneschools.org>

Jerard Terrell, Ed.D., Principal

## **DRESS CODE**

Dress code regulations are imposed to prohibit any offense to faculty or students and to prevent any disturbance to the learning environment. Students should keep in mind that the way they dress indicates character. Students should dress in a manner that promotes a positive image of themselves and the school district.

Board of Education Regulations require the following:

- a) Students shall be physically clean, neat and well groomed.
- b) Students' attire shall be neat, clean, and reflect an appearance of modesty and good taste.
- c) Dresses and skirts are to be no shorter than mid-thigh.
- d) Undershirts are not to be worn as outer shirts.
- e) Clean t-shirts, collared shirts, or blouses are to be worn.
- f) Clothes bearing inappropriate images or messages depicting drugs, "hustling," "snitching," and alcohol is not permitted.
- g) Pants should be worn at waist level and belted.
- h) Shorts are to be no shorter than mid-thigh.
- i) Shoes are to be worn at all times. Adidas-styled slippers, flip-flops, bedroom slippers, plastic beach shoes and/or plastic shoes of any kind as well as excessively high heels or platform shoes are not permitted.
- j) Head coverings are not to be worn in school. This shall not apply to head coverings of a religious significance.
- k) Earrings with posts only are permitted to be worn during physical activities.
- l) Picks, pencils or similar items are not to be worn in hair or behind the ears.
- m) Sunglasses, unless prescribed, are not permitted.
- n) Immodest dressing is not permitted. Skin-tight or spandex styled clothing, cut-offs, swimsuits- except in the Aquatic Center, see-through tops and pants are not to be worn during school hours. Leggings are permitted to be worn under jeans, slacks, skirts, or tunics. Pants/Jean with holes or rips above the knee are not to be worn during school hours. Pajama pants are not permitted in school.
- o) Blouses and shirts shall not leave the stomach area or shoulders exposed (i.e. halter tops), have spaghetti straps, or be low cut/revealing.
- p) Safety and protective clothing, as well as athletic/gym clothing, are to be worn only when required by the subject area teacher or club advisor. Gym clothing is to be worn only during physical education class and is not permitted attire during school hours in the classroom or hallways.
- q) Spiked chokers, dog collars, dog chains, one-piece multi-fingered rings, chained wallets or oversized medallions are not permitted.
- r) Students shall not wear clothing deemed to be a safety hazard while participating in activities so regulated.
- s) Dress that restricts the student from doing his/her best work is discouraged.
- t) Styles that create or may create a classroom disturbance are not permitted.
- u) Articles of clothing that cause excessive wear or damage to school property are not permitted.

### **Uniformity of Dress - School Uniform Provision of Dress Code Policy**

- a) The Board of Education believes school dress can influence pupil behavior and a school uniform policy will enhance a school's learning environment. In accordance with N.J.S.A. 18A:11-7 and N.J.S.A. 18A:11-8, the Board adopts a school uniform provision of this Dress Code Policy to encourage pupils at all elementary schools, and the Middle School to wear a school uniform. (Grades Pre-K through Grade Eight)
- b) A school uniform policy has been requested by parent(s)/legal guardian(s) of pupils in all of the schools listed above.
- c) The Board held a public hearing prior to the adoption and implementation of this Policy.
- d) This Policy was implemented in individual schools three months after Board approval and after providing notice to the parent(s)/legal guardian(s) of the pupils in the school.
- e) Footwear is not included as part of the school uniform.
- f) A description of the encouraged school uniform for each school listed above shall be maintained in the Principal's office at each school and on the school's website.
- g) The Board believes the cost of school uniforms will result in less expense for each pupil than not wearing school uniforms.
- h) This School Uniform Policy does not prohibit pupils who participate in administratively approved school sponsored theme/ spirit days or nationally recognized youth organizations (i.e., Girl Scouts, Boy Scouts, etc.) that are approved and/or recognized by the Board, from wearing organization uniforms to school on select days or on the day the organization has a scheduled meeting or for a scheduled and specific purpose for wearing such organization uniform approved in advance by the Principal.
- i) A pupil shall not be determined non-compliant with this Policy in the event the pupil is determined by the Principal or designee, to be exercising his/her First Amendment rights.

- j) A pupil will not be penalized academically or otherwise discriminated against nor denied admittance to school if the pupil opts not to follow the school uniform provisions of the dress code policy.

## **ELECTRONIC DEVICES**

Students have access to telephones in emergency situations throughout the school day. There is no need for grade PK-5 students to have cellphones in school. Cellular phones, cameras, recording devices, radios, laser pointers, digital cameras, DVD players, etc. are not permitted in school. Smart watches must be placed on watch only settings. Students in possession of these items will have them confiscated and returned according to their building/grade level procedures. Please note: The right to privacy precludes the use of cellular phones or cameras to take pictures of fellow students and/or staff anywhere at the school. Students who violate the privacy of students and/or staff will be subject to consequences outlined within the Code of Conduct.

## **ELECTRONIC SURVEILLANCE & DETECTION IN SCHOOL BUILDINGS/GROUNDS**

The Neptune Township Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members and other building occupants and to protect the school district's buildings and properties. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

The content produced by the surveillance system under certain circumstances may be considered a student record, in which it will be subject to the Board of Education policy and regulations governing confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

## **EMERGENCY INFORMATION**

### **School Closings**

In the event of weather conditions or emergencies that make it necessary to close school, do not call the school. The following warning systems will be used to announce school closings and all emergency days will be made up at the end of the school year:

Radio	The Point	94.3 FM
	NJ 101.5	101.5 FM
Television	News12 NJ on Cablevision	
Automated voice message from the district		

Internet [www.neptuneschools.org](http://www.neptuneschools.org)

Childcare: Childcare services are not available when schools close. In the event of an early closing, emergency card phone numbers are used for notification. It is imperative that all telephone numbers are current and in working order.

### **Emergency Required Student Information**

Parents should complete emergency contact information through the parent portal and any emergency cards that Principals send home.

### **Fire/Security Drills**

Fire/security drills are held semi-monthly at irregular intervals throughout the school year. Students should remember these basic rules: a) check the instructions in each classroom indicating route of exit in case of fire; and b) walk with no talking, moving quickly and quietly to designated areas.

## School Lockdowns

The school district utilizes an automated phone / email messaging service to keep families advised of local or regional emergencies that could impact their children. To ensure that such messages are received, families are encouraged to update contact information through parent portal and/or complete the Emergency Contact Card distributed at the start of each school year and to keep schools informed about changes to contact information that occur during the school year. When emergency messages are broadcast, families should be certain to listen to the entire message as it may include specific cautions or instructions. In the rare instance of a security lock-down – an event triggered by law enforcement authorities – parents/legal guardians should **not** go to the school expecting to pick up their children as lockdown conditions typically prevent access to the building or the departure of students or staff.

## Student/Parent Emergency Reunification

Circumstances may occur at the school that require families to pick-up their students in a formalized, controlled release. This process of controlled release is called **reunification** and may be necessary due to weather, a power outage or if a crisis occurs at the school. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than your child's school. If this location is another school, then those students may be subject to a controlled release as well. Parents and legal guardians are urged to keep emergency contact information current and accurate. You will be notified of an event by the Neptune Township School District's School Messenger system. Parents/legal guardians are urged to listen carefully and follow the procedures and instructions in the message. This is for the safety of your children, you and our staff.

Respond safely and calmly to the assigned parent/legal guardian check-in location. Follow traffic directions to maximize safety. **DO NOT call/clog the 911 system with calls for information.** Positive identification and a signature will be required for release of a child.

## FOOD ALLERGIES

The school district recognizes students may have allergies to certain foods and other substances and as such, has developed in-depth guidelines through its policy and regulation #5331, *Management of Life Threatening Allergies in Schools*, which may be viewed in its entirety on the district's website. It is incumbent upon parents/legal guardians to inform your school health office of your child(ren)'s allergies so the district may be proactive in protecting your child during the course of the school year.

## FREE & REDUCED BREAKFAST / LUNCH PROGRAM

Lunch applications are mailed home prior to the opening of school. Applications must be completed **annually** and mailed back to the address on the letterhead or dropped off at your child's school office. Families are expected to respond to any request for additional information as may be required by federal regulations.

The school menu and prices for breakfast and lunch can be found online at [www.neptuneschools.org](http://www.neptuneschools.org) under Food Services Program at the top of the page.

## GUIDANCE SERVICES

Counseling Services are available to all students. Many problems concerning both school and a student's personal life may be addressed through counseling. Appointments may be made by requesting a pass from the teacher, office personnel or counselor.

## HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an official hall pass from an authorized staff member.

**Students must have immediate access to their ID tags at all times (High School and Middle School)**

*High/Middle Schools* - Students may not be excused from a subject class by another staff member. It is reasonable for any staff member to ask students in the hallway both their complete name and destination. Students are expected to provide this information.

## **HARASSMENT, INTIMIDATION OR BULLYING**

The Board of Education expects students to treat each other with civility and respect and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a student's ability to learn and a school's ability to educate its students in a safe environment.

Harassment, intimidation and bullying are defined by policy and law as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic that takes place on school property, at any school-sponsored function or on a school vehicle.

Any such act that will have the effect of: a) harming a student; b) placing a student in reasonable fear of harm to his/her person; c) damage to his/her property; d) insulting or demeaning any student or group of students in such a way as to cause substantial disruption or substantial interference with the orderly operation of the school, will be deemed in violation of Board of Education policy #5512 and disciplinary action will follow.

Reports are to be made to the school's Anti Bullying Specialist.

## **MEDICAL ISSUES**

### **Immunizations**

Current student immunization records must be maintained in the nurse's office. Immunizations must be validated by a physician or health clinic. Health records transferred from another school are accepted if properly authorized. Failure to keep immunizations up-to-date can result in keeping the student out of school until the obligation is met. For further information, contact the school's health office.

### **Immunization Requirements**

The nurse will review each student's health record.

*Preschool Requirements* – New Jersey Department of Health and Senior Services now require that all Preschool students receive the SEASONAL INFLUENZA vaccine between September and December.

- **DPT-** Series of 4, **Polio** - Series of 3
- MMR, Varicella, HIB, PCV (Pneumococcal)- 1 dose after the 1st Birthday
- Annual Influenza Vaccine to administered between September and December of the current school year.  
Flu shots given before September 1st will not be accepted for the current school year.

*Kindergarten Requirements* - Your child must have their 4yr old boosters for DTP, IPV and MMR in order to start school in September. Your child will be sent home if their vaccine records are deficient.

- DPT- At least 5 doses with one being on or after the fourth birthday
- IPV- At least 4 doses with one being on or after the fourth birthday
- MMR- 2 doses with the first one given on or after the FIRST birthday
- Hepatitis B- 3 doses or any vaccine combination containing Hepatitis B virus
- Varicella/Varivax (Chicken Pox) – one dose on or after first birthday

*Elementary/Middle/High Schools* – All students will have met the above requirements PLUS Every child entering or attending 6th grade is required to receive a booster dose of the diphtheria, tetanus and pertussis booster (Tdap) and one dose of a meningococcal-containing vaccine (MCV). You must provide documentation of these two immunizations by your child's 11th birthday.



## Illnesses

Parents/Guardians should keep children home who have a fever of 100 degrees or higher and/or:

- Cough
- Shortness of breath or difficulty breathing
- Repeated shaking or chills
- Headache
- Sore throat
- Muscle pain
- New loss of taste or smell

*High/Middle Schools* – In order to visit the nurse, all students must create a *Smart Pass* in the HIGH SCHOOL or a paper pass in the MIDDLE SCHOOL. To provide a safe and healthy environment for all students, please do not send children to school if they exhibit any obvious signs of infection. Ailments and injuries happening at home are to be treated at home. Call the school nurse if any student contracts a communicable condition, such as chicken pox, infectious hepatitis, impetigo, scabies, lice, ringworm or pink eye.

Keep students home if they have a fever of 100 degrees or more, diarrhea, red draining eyes, an undiagnosed rash or vomiting. Students must be kept home until they are free of fever for twenty-four (24) hours. If your child receives a “quick strep” test, which was negative and the 24-hour strep test will not be resulted until the following day, please keep your child home until all results are negative and submit a doctor’s note to the school nurse. The student can return after they have started antibiotics.

During the year, students will be tested for scoliosis.

*Elementary/Pre-School* – Keep students home if they have a fever of 100 degrees or more, diarrhea, red draining eyes, an undiagnosed rash or vomiting. Students must be kept home until they are free of fever for twenty-four (24) hours. Call the school nurse if any student contracts a communicable condition, such as chicken pox, measles, mumps, infectious hepatitis, impetigo, scabies, lice, ringworm or pink eye. If your child receives a “quick strep” test, which was negative and the 24-hour strep test will not be resulted until the following day, please keep your child home until all results are negative and submit a doctor’s note to the school nurse.

All students who are diagnosed with strep, ringworm, pink eye or impetigo must be on antibiotics for 24-hours prior to returning to school.

Should your student become seriously ill at school, the school will immediately contact the parent/legal guardian. If the parent/legal guardian cannot be reached, information on the student emergency card/form will be used; therefore, it is vital that all families complete and submit emergency medical forms. Ill students cannot remain in school.

All students returning to school following an absence should be accompanied by a note from the parent/legal guardian or doctor. Doctors’ notes are always appreciated and sometimes required.

## Medications

*High/Middle Schools* – If a student is permitted to take aspirin or other medication, that student must bring the medication to the nurse. The school cannot supply students with any medication without proper medical documentation, including but not limited to: Tylenol, Midol, Ambesol or aspirin. A medical permission form must be completed each year in order for a student to take any medication in school. Students may take Acetaminophen (Tylenol) Midol, Pamprim, or Ibuprofen (Advil, Motrin) with parent permission and provide the medication to the nurse. Any other medication, the Medication Form must be completed in part by the child’s physician.

*Elementary/Pre-Schools* – Do not send students to school with any type of medication. This includes prescription medication or over-the-counter (OTC) medicine, such as cough drops, Aspergum, Tylenol, allergy pills, cold medicine or antacids. Only an adult (over 18 yrs. old) should bring in medication, which should be accompanied by medical consent documentation.

Students are not permitted to take any medication in the classroom unless it is an inhaler with an asthma treatment plan completed. Written orders should detail the name of the student, diagnosis or illness, name of drug, dosage and time of administration. All medications, including OTC, must be in the original container labeled by the pharmacy. A certified school nurse, substitute school nurse, Epi-pen delegate, glucagon delegate or parent/legal guardian are the only persons permitted to administer medication in school.

## **PARENT CONFERENCES**

*Preschool Program* – Family conferences to review student progress are conducted twice per year.

*Elementary Schools* – Parents/legal guardians are welcomed and encouraged to come to school to talk with teachers. Appointments should be made to coincide with teacher schedules, which do not allow time for drop-in conferences. Appointments can be made through the main office. Family conferences are twice per year and as needed.

*High/Middle Schools* – Parents/legal guardians may make appointments for conferences with teachers and/or counselors by calling the guidance office or by contacting the teacher directly via email or on the voice mail system. Family conferences are conducted during each semester.

## **PARENT PORTAL**

The district's student information system, PowerSchool, is an Internet based student data system designed to share information between parents/legal guardians, students and teachers. The PowerSchool Parent Portal gives parents/legal guardians and students access to real-time information including attendance, grades and detailed assignment descriptions. Students stay on top of assignments and families are able to participate more fully in their student's progress. Students and parents/legal guardians will be able to view grades and future assignments in order to work together for the student's academic success.

Email notification reports are available for parents/legal guardians as an option. The Parent Portal is available from any computer with Internet access on a round-the-clock-basis. A letter with parent/legal guardian and student login information will be provided to parents and legal guardians each September. A link to the Parent Portal and detailed instructions can be found on the Neptune Township School District web page. We encourage parents/legal guardians to access the Parent Portal immediately to confirm that all contact information is correct. Parents/Guardians will have access to update all contact phone numbers via Parent Portal.

## **PARENTAL RESPONSIBILITIES**

The education of our youth is a cooperative effort involving students, school and parents. Informed parents make fine partners in the education process. While every effort is made to keep parents informed, parental initiative to know their child's program and status is strongly encouraged. Parents should regard it as their responsibility to send their children to school in the proper state of health, appropriately dressed and groomed. Encouraging positive attitudes toward learning as well as respect for school personnel and other students are other important steps that parents can take to ensure a child's success. Please do not call students on their cell phones during the school day, especially while in class. Throughout the school year, parents should work cooperatively with school personnel to maintain and/or improve student attitudes and behavior, motivate students, and promote involvement in extracurricular activities.

## **PROMOTION REQUIREMENTS**

*Elementary Schools* – All students, including Section 504 students, will be promoted to the next grade level when they have demonstrated a) the achievement of minimum proficiency levels in language arts literacy and mathematics related to district goals and objectives; b) continuous growth and achievement in all subject areas commensurate with ability and grade level expectations; c) evidence of social and emotional maturity necessary for success at the next grade level; and d) attendance in accordance with district policy/regulations and state regulations.

*Middle School* – To be eligible for promotion to the next grade, students are required to pass mathematics and language arts. Students must also possess a passing average in Science, Social Studies and Physical Education. Students who fail to meet promotion requirements must successfully complete summer school to become eligible for promotion. Summer School is provided for required courses 4 days per week for 5 weeks in the summer. Failure to meet promotion requirements will result in retention.

<i>High School</i> –	9 <sup>th</sup> grade to 10 <sup>th</sup> grade	25 credits
	10 <sup>th</sup> grade to 11 <sup>th</sup> grade	55 credits
	11 <sup>th</sup> grade to 12 <sup>th</sup> grade	80 credits
	12 <sup>th</sup> grade to graduate	120 credits

The State of New Jersey and the Board of Education require that each student completes a year of health and physical education for every year in school, one year of world history, two years of US history, four years of English, three years of mathematics, three years of science, one year of practical arts, one year of fine/performing arts, one year of a world/classical language, and one-half year of financial, economic, business and entrepreneurial literacy.

### Summer School

High School students may be recommended for the Summer Credit Recovery program. Guidance Counselors will work with students to identify needs and classes. Availability is limited, and students must abide by the guidelines provided within the permission slip, complete all course work on or before the last scheduled day of the program, and earn a passing grade (65 or above) in the summer course in order to receive credit.

### **REGISTRATION / TRANSFERS**

For the convenience of our community members, a central location for the registration of new students has been established at the Neptune Board of Education, 60 Neptune Blvd. All students are registered through Power School Enrollment Express Online Registration Portal found under Enrollment on the district website, [www.neptuneschools.org](http://www.neptuneschools.org). An appointment with the Registrar must be scheduled once the online information has been entered. Students are not enrolled until documents are accepted and this appointment has been completed. Transferring students out of the district requires the custodial parent's/legal guardian's signature at the school level, along with the name and location of the school district in which the child will enroll and the expected date of enrollment. Please contact your child's school for further information.

The following required documentation should be brought to the registration appointment.

1. Birth Certificate
2. Immunization Record
3. Current Physical Exam (less than 12 months)
4. Legal Guardianship Papers (if applicable)
5. DCP & P Resource Parent I.D. Document (if applicable)

In addition to the above you must provide – in the parent/guardian's name – at least four of the following showing a Neptune Township address, for residency verification: *(For preschool registration at least one must be a utility bill.)* (1) Utility Bills: Gas, Electric, Water, Sewer, Phone; (2) Automobile: Driver's License, Auto Registration, or Insurance Documents; (3) Home: Rental Agreement, Lease, or Mortgage (signed & dated); (4) Other: Tax Bill or Certificate of Occupancy.

If you cannot submit the proofs of residency noted above because you have recently moved into Neptune, if you are living with family or friends who are Neptune residents, or the child lives with a Neptune resident other than the parent or guardian, you must also complete Supplementary Enrollment Forms/Affidavit and submit proof of residency for the person who actually owns or leases the home or apartment in which the child lives. These forms must be notarized, and will allow your child to attend school pending receipt of documents in your own name.

Please be advised that the Neptune Township Board of Education reserves the right to conduct periodic, random home visits to verify residency of all students enrolled in the district.

### Other Documents:

Any of the following, if available, should be submitted so that the district can provide appropriate educational services as promptly as possible.

1. School records (report cards, official transcripts, attendance/behavioral records, participation in Gifted and Talented program, etc.)
2. Transfer Form (issued by the previous district of enrollment)
3. IEP or 504 Plan (for students requiring Special Education or Modifications)
4. Latest standardized tests results
5. ESL test results for English Language Learners
6. The absence of previous school records at time of registration can delay class placement or the creation of schedules for the incoming student, especially those entering middle or high school.

## **REGISTRATION – PRESCHOOL GUIDELINES**

Neptune Township School District offers a free 10-month, 6-hour daily preschool program for children who are three- and four-years old and are Neptune Township residents only. Your child must have turned three or four years old before October 1st of the upcoming school year. Preschool placement is based on attendance zone school location (home school) and determined by space availability.

Information regarding the preschool program registration and enrollment is located at [www.neptuneschools.org](http://www.neptuneschools.org). (Select “REGISTRATION” tab along top black bar, then click “STUDENT ENROLLMENT” link). The District’s Power School Enrollment Express Online Registration Portal link is located on this page. The natural/adoptive parent, court appointed guardian, or parent who has “residential custody” can access the online Registration Portal at home or at the Registration Office located at the Neptune Township Board of Education, 60 Neptune Blvd., for families who do not have computer access. An appointment with the Registration Office must be scheduled by calling 732-776-2200, x3632 in order to complete the process. The Registration Office will not make appointment calls. **Students are not enrolled until documents are accepted and the appointment has been completed with the parent (natural/adoptive, court appointed, residential custody).** If applicable, court documentation must be provided for a case involving any “residential custodial parent”.

Pursuant to NJ Department of Education, Division of Early Childhood mandate, the maximum number of students in a preschool classroom is fifteen (15). Although every effort is made to place a preschool student in their home school, there is no guarantee.

Priority consideration for determining classroom seat vacancies is as follows:

1. Existing three-year-old rollovers requesting continuation or return to their home school, if placed elsewhere.
2. Families with home school siblings in the home school building. (NOTE: LAUNCH or other district program siblings are not considered in this process.)

A Placement letter is sent to preschool families at the beginning of August by the Early Childhood Department just prior to Orientation with an Acceptance Form, which must be returned prior to the start of school.

### **ACCEPTABLE REGISTRATION DOCUMENTATION FOR PARENT/GUARDIAN ONLY:**

1. Completed district registration form (done through the online portal).
2. **Original birth certificate.** NOTE: Full name of natural/adoptive parents must be on birth certificate, (including parent with residential custody), or court appointed guardian paperwork to support birth certificate.
3. Proof of Residency (**need four originals-one must be a utility bill**): (1) Driver’s license (also must have for ID purposes); (2) complete and current utility bills (gas, electric, water, telephone-not cell); (3) car registration or insurance; (4) home mortgage, lease, rental agreement; (5) tax bill, Certificate of Occupancy or Inspection.
4. **If living with someone else:** A notarized “Affidavit D or E” (found at the bottom of “ENROLLMENT” page listed as Supplementary Enrollment Forms) from the homeowner or property owner listing all individuals at that residence, along with two complete original utility bills must be provided. Parents still must provide four items showing residency documentation as stated above (with address). Other acceptable items from parent/guardian: an original insurance bill or bank statement, credit card statement, medical bill, social security, cell phone bill.
5. **If student is under the care of someone other than parent:** Guardianship papers must be provided or an “AFFIDAVIT OF SUPPORT” completed, noting the individual as the **sole support** of the child. Affidavit forms are available at the Registration Office. The Affidavit must be signed by both parents and the guardian, and then notarized. District Central Office will review the Affidavit and make an approval determination.
6. Proof of recent physical exam (within past 12 months) or date of upcoming appointment: **PLEASE PRINT Student Health Form (found at bottom of “ENROLLMENT” page) AND HAVE DOCTOR COMPLETE.**

7. Proof of immunizations:

- a. **DPT**-series of 4, **Polio**-series of 3
- b. **MMR, Varicella, HIB, PCV** (Pneumococcal)---1 dose after first birthday
- c. **ANNUAL Influenza Vaccine** is administered between September and December of current school year. Flu shots given before September 1st will not be accepted.

The State of New Jersey Compliance Department does a yearly audit of preschool files, as funding for this program is separate from the district's K-12 program. Parents are asked to update their residency verification during October/November in order to satisfy the requirements of the Compliance office. If residency cannot be verified at this time or during any other point in the year, termination of enrollment will occur, tuition fees assessed, and collection pursued.

At the end of a three-year-old student's school year, rollover paperwork will be completed to ensure attendance in the four year old year. However, no re-registration is required.

For four-year-old students moving into the kindergarten program; paperwork to update records will be distributed at the end of the school year. If students did not attend their home school for preschool, they will be returned to their home school for kindergarten. Existing families do not have to reregister the student. Only kindergarten students brand new to the district will have to complete the online registration process and appointment noted above.

Preschool Orientation occurs at each individual school prior to the start of school, and information is included in the placement letter. The Orientation provides an opportunity for parents and students to meet the teacher, principal, and other staff members as well as to tour the facility. Although this is not mandatory, it is encouraged that families attend.

Before and After Care services and Extended Summer Care are provided by Champions at each school location. This fee-based, income eligibility program has a separate registration process. For more information, call 800-246-2154, or visit the website at *DiscoverChampions.com*.

The preschool curriculum used in the District since 2003 is "*Tools of the Mind*". This internationally renowned program is utilized in all of the preschool classes across the District.

Information about the District food program provided by *Chartwells* is located on the District website by clicking the *MENU* icon (utensils picture) on the top right or the *PARENTS* tab along the top black bar. Please provide breakfast/ lunch for your child until your eligibility status is determined. Other items to send in at the beginning of school are a small blanket or crib sheet for the napping cot, extra clothes for any accidents, and a backpack, which should be checked daily for home correspondence.

The Neptune Township School District has an optional dress code in effect for preschool through 8th grade. More information is located on the District website by choosing "PARENTS" along the top black bar, then clicking the "PUPIL DRESS AND GROOMING POLICY" link.

The Neptune Township School District provides busing for all preschool students eligible for transportation with bus passes generated prior to the start of school. Your child will need this bus pass to begin, so parent/guardian transportation must be provided until the pass is received. If you are not going to utilize busing, you must provide a note to the school office in order to decline this service. If you are in need of a pickup/drop off point that is not consistent with your place of residency, the Transportation Office must have that information provided to them by August 15th or prior to your child's entry to preschool during the school year. A practice bus drill may occur at each school location during the Orientation process, or during the school year.

If you are concerned that your preschool child is developing or learning differently, you can reach the Neptune Township School District's Special Services Department at 732-776-2200, Ext. 7821 to request an evaluation for preschool special education and related services.

*The Early Childhood Department looks forward to working with your preschool child in a high-quality setting as they begin their educational journey in becoming independent learners as part of the Neptune Township School District.*

*Please contact Meghan Plevier, Supervisor at 732-776-2200, Ext. 7808 for more information or visit the District website by choosing "PREK/KINDERGARTEN" along top black bar, then clicking "PRESCHOOL INFORMATION" or any other selection.*

## **REPORT CARDS/GRADING**

**Elementary Schools** - Report cards are issued three times per year. Students in grades K-5 will be issued a Standards Based Report Card, indicating how each student is progressing towards key skills needed for success at that grade level. (*Preschool students will be issued progress reports*)

Report cards are distributed as indicated:

1st Trimester	December 13, 2024
2nd Trimester	March 24-28, 2025 (during conference)
3rd Trimester	June 18, 2025

If there are any questions about your child's progress, please make an appointment to see the teacher. If grades are in question, it is advisable to check with the school before the end of the marking period. Family conferences are scheduled to take place twice during the school year, once in the fall and again in the spring. Additional conferences may be scheduled upon request.

**Middle School/High School** - Report cards are issued four times per year. The grades listed are a reflection of what each student has done during a particular marking period.

Report cards are distributed as indicated:

1st Marking Period	November 25, 2024
2nd Marking Period	February 10, 2025
3rd Marking Period	April 16, 2025
4th Marking Period	June 27, 2025

### *Middle School*

Parents/legal guardians and students will receive reports of student performance through report cards via the US Mail. If a student's report card warrants special attention, families will be notified on an individual basis. Weekly progress reports can be obtained at any time from the counseling office. Families are encouraged to call the counseling department for appointments with teachers and counselors.

### *High School*

Report cards are issued four times per year, secure via email and/or regular mail. Parents/students may access and print grades via the Parent Portal. If a student's report card warrants special attention, families will be notified on an individual basis, or they may contact Guidance. Families are encouraged to call the counseling department for appointments with teachers and counselors.

## **Grade Equivalent and Meanings**

### *High/Middle Schools*

A	=	90-100
B	=	80-89
C	=	70-79
D	=	65-69
Failing	=	Below 65
I	=	Incomplete
W	=	Withdrew
X	=	Medical excuse

## **SCHOOL BUS CONDUCT**

In accordance with N.J.S.A. 18A:25-2., Authority over Pupils: A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school. The driver shall be in full charge of the school bus at all times and shall be responsible for order; they shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal, and the parents shall provide for their transportation to and from school during the period of such exclusion. Further guidance concerning School Bus Conduct expectations and consequences is contained in [Policy #8631](#).

## **SCHOOL PROPERTY**

### **Care of Textbooks, Library Books and Electronic Devices**

Students are responsible for all textbooks and library books issued to them during the school year. All lost, missing, stolen or damaged books must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost, missing or stolen book is found, money paid will be refunded.

Students that are issued Chromebooks are responsible to care for the devices, whether they go home or remain in school. Proper care for the devices is detailed in the Student Chromebook Agreement. Families agree to these terms by signing the Student Chromebook Agreement. Without the signed agreement, the student will not receive a Chromebook. All lost, damaged, or stolen Chromebooks must be paid for, based on the fees established in the signed Student Chromebook agreement. If a Chromebook is lost, damaged, or stolen and a fine is assessed, the Chromebook will not be released back to the student until the fine is paid.

### **Care of School Property**

Students must not mark school furniture, walls, ceiling, floor or equipment with pen, pencil, paint or any other instrument, and must not tamper with the fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through graffiti, vandalism, arson or theft, or who creates a hazard to the safety of students will be referred to the proper law enforcement agency and will be held financially responsible.

The health and safety of all students is a primary concern. School lockers are school property. School lockers may be randomly searched at any given time as a safety and health concern.

## **SERVICES OFFERED**

Should any student experience difficulty in academic or personal life, the school will help in any way possible. Families are encouraged to share any concerns or questions about the school. Please talk to any of the following:

- Principal, who oversees all aspects of student and staff life at school;
- Guidance Counselor, who assists students in many ways, including individual and small group counseling sessions and class lessons on making positive choices;
- Social Worker, who works closely with staff to monitor the healthy growth of students;
- School Nurse, who addresses all the physical and medical needs of students;
- Intervention and Referral Services Team, which addresses any ongoing difficulties that arise. It consists of all of the above professionals, in addition to the student's teacher and the student's parent/legal guardian. If the student experiences difficulty in school, the support team generates ideas to help in meaningful ways.
- Student Assistance Counselor, who works closely with guidance counselors to support students' social and emotional growth and informed decision-making

## **SPECIAL EDUCATION**

All pupils with disabilities, who are in need of special education and related services, including pupils with disabilities attending nonpublic schools, and highly mobile pupils such as migrant workers' children and homeless pupils regardless of the severity of their disabilities, are located, identified and evaluated according to N.J.A.C. 6A:14-3.3. The Superintendent or designee will coordinate Child Find activities to locate, identify and evaluate all children, ages three through twenty-one, who reside within the school district and who may be disabled.

There is an Intervention and Referral Services (I&RS) Team within each school building. Students having difficulty may be referred for intervention services. The progress of each student referred is monitored. If the team determines that a student requires more intensive services, that student will be referred to the Child Study Team for a possible evaluation. For more information, a complete copy of our special education policies and regulations can be found on our website.

## **STUDENT PARENT TEACHER ORGANIZATIONS**

Student, parent, teacher organizations exist to support education and to enrich student experiences through programs and events. Families are encouraged to join and participate in these activities. Student Parent Teacher Organizations usually meet on a monthly basis and rely on everyone to get involved.



## **STUDENT POLICIES**

[5331 Management of Life-Threatening Allergies in School](#)

[5519 Dating Violence at School](#)

[5612 Assaults on District BOE Members or Employees](#)

[5613 Removal of Students for Assaults with Weapons Offenses](#)

[5615 Suspected Gang Activity](#)

[5751 Sexual Harassment](#)

Additional student [policies](#) can be found on the district website.

## **SUPERVISION AFTER SCHOOL**

Pursuant to Board of Education Policy #8601, the school district will provide families, in the beginning of the school year, the district's calendar and the abbreviated-session/early dismissal day calendar denoting dismissal times. Any parent/legal guardian of a student attending a district-operated school in grades Pre-K to 8 requesting their child(ren) only be released to a parent/legal guardian must submit a completed *Request of Supervision at Dismissal from School* form to the school principal, designee or program administrator. Forms can be obtained from your child(ren)'s school.

In the event an unforeseen emergency prevents the parent/legal guardian from arriving within the time period designated by the principal or program administrator, the student may be relocated to an after-care program (Elementary Only) where the parent/legal guardian will be subject to the full day's fee of \$27.00.

## **VISITORS**

While it is important to all of us that we provide a welcoming and friendly atmosphere for students and parents, we must also ensure student and staff safety. At times, finding the balance between "open and welcoming" and "safe" can be a challenge. The measures we have put in place to ensure student safety are in no way designed to prevent parents from partnering with our schools or from being involved in their children's school experience. However, safety is our first priority. Please take a minute to review the visitor practices listed below.

- Visitors must have an appointment. Refrain from coming to the school to meet with a staff member without a scheduled appointment. No visitors are to enter the building with students during arrival or dismissal.
- When visiting the school, **REMEMBER TO BRING PROPER PHOTO IDENTIFICATION.** Refrain from coming to the school to meet with a staff member without a scheduled appointment. No visitors are to enter the building with students during arrival or dismissal.
- At the buzzer, it is expected that you will state the purpose of your visit and/or specify with whom you have an appointment. Once the appointment is verified, you may enter the building.
- When you enter the building, do not hold the door for others behind you. They, too, will be asked to state the purpose of their visit.
- Once inside, report to the main office and provide the secretary with your photo identification and await directions from the secretary.
- If you must bring a forgotten item to school, please drop it off in the main office. Do not enter the hallway or go directly to classrooms unless directed by the Principal.
- Please remember that if you need to pick up your child earlier than scheduled dismissal time, you must notify the office in writing prior to dismissal. In an emergency, call the office to notify the school. **REMEMBER TO BRING PROPER PHOTO IDENTIFICATION.**
- Student visitors are not permitted. Students are not allowed to bring visitors to school. When being signed out, students under 18 must be picked up and signed out through the main office by parents or guardians. The parent / guardian must appear in person with I.D. and come in to sign them out through the main office. The student may not leave by themselves unless they are 18 years or older. They can not be released based on a phone call.



## **VOLUNTEERS**

Families and community members are encouraged to volunteer for school activities, parties, dances, and field trips. Please contact the main office of the school to learn how everyone's time and skills can make the district a better place for students to learn and grow. Those interested in volunteering at the high school may contact the Athletic Office.