



2024-2025

WOODROW WILSON SCHOOL  
210 W. SYLVANIA AVE  
NEPTUNE CITY  
NEW JERSEY  
07753

PARENT AND STUDENT  
HANDBOOK

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**INFORMATIONAL  
HANDBOOK FOR STUDENTS  
AND PARENTS**

**CHIEF SCHOOL ADMINISTRATOR, PRINCIPAL**  
Dr. Raymond J. Boccuti

**BUSINESS ADMINISTRATOR, BOARD SECRETARY**  
Mr. George Gahles

**SUPERVISOR OF SPECIAL SERVICES**  
Mr. Michael R. Haynes

# NEPTUNE CITY BOARD OF EDUCATION

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## MISSION STATEMENT

The Neptune City School, in partnership with the parents and the community, will support and sustain an excellent system of learning, promote pride in diversity and expect all students to achieve the New Jersey Core Curriculum Content Standards at all grade levels enabling them to become responsible and productive citizens.

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AFFIRMATIVE ACTION

ASBESTOS MANAGEMENT PLAN

FERPA

HARASSMENT, INTIMIDATION, AND BULLYING

MISSING CHILDREN AND EARLY WARNING PROGRAM

RIGHT TO KNOW

SUICIDE PREVENTION

SCHOOL INTEGRATED PEST MANAGEMENT



## **ATTENDANCE**

New Jersey State Law requires that all children up to age of sixteen (16) attend school on a regular basis. It is essential that children attend school regularly in order that they may benefit fully from the school programs.

Parents are requested to call the school office whenever their children are absent. School authorities will contact parents when children are absent unless otherwise notified of the absence.

***However, when children are absent from school, upon returning they are required to bring a written excuse, signed by a parent or guardian (Board Policy #5200).***

Written excuses should be given to the teacher who will then forward them to the nurse. The school nurse will keep the excuse on file. Repeated absences from school will be subject to review by the Administration.

## **SCHOOL HOURS**

**Students should not arrive before 8:20 A.M. unless attending breakfast. Supervision for students outside is not provided prior to 8:20 A.M.**

|              |                        |  |
|--------------|------------------------|--|
| 8:10-8:25 am | Breakfast              |  |
| 8:25 am      | Arrival/Doors Open     |  |
| 8:30 am      | School Begins          | *Delayed Opening starts at 10:15 am                                  |
| 8:31 am      | Tardy/Late Pass Needed |  |
| 2:50 pm      | Dismissal              | *Early Dismissal ends at 12:30 pm<br>12:00 pm for preschool students |

## **LATE ARRIVAL**

**When students are late for school (after 8:30 A.M. ) they must report to the main office and receive a late pass from the secretary.** Four lates will become one unexcused absence. (Board Policy #5240).

## **EARLY RELEASE**

**If it is necessary for a student to be released from school before the regular dismissal time, the following procedures must be observed:**

- 1. Advanced written notice must be given to the teacher AND the office prior to the early dismissal.**
- 2. All Parents/Guardians must report to the Main Office to pick up a student. Parents/Guardians must present ID when entering the building.**

### **YOU MAY NOT GO DIRECTLY TO THE STUDENT'S CLASSROOM.**

- 3. If it is necessary to release your child to a person other than a parent or guardian, a note to the Chief School Administrator, Principal is required indicating the name of the person.**
- 4. Students will only be released from school to parents or guardians who have legal custody of the student.**

## ABSENTEEISM

Some absences from school are recognized as legal excuses such as: personal or family illnesses, death in the family, and court subpoena. Absences on recognized religious holidays will be excused.

If a student attains five (5) unexcused absences in a calendar month, the parent/guardian of the student will be contacted. The contact letter, a copy of which will be placed in the student's file, will request the parent/guardian call, email, or schedule an appointment with the Chief School Administrator, Principal to determine a plan to eliminate unexcused absences.

If unexcused absences continue, further action will be taken including formal update letters placed in the student's file and reporting the student and his/her parents/guardians to the Neptune City Truancy Court where they will be subpoenaed to appear in court in front of the Neptune City Judge for further actions.

Students with thirty (30) or more days absent will be considered as failing for the year. However, evidence of doctor's care will be taken into consideration.

## SNOW DAYS

During inclement weather, school closings will be announced via our website, [Neptunecityschool.org](http://Neptunecityschool.org), and by e-alert, telephone and text messaging.

## SAFETY TO AND FROM SCHOOL

### SKATEBOARDS/ROLLERBLADES

Skateboards, Rollerblades and Heelys are **not permitted** on school property at any time. Skateboards and rollerblades will be confiscated and brought to the office where they will be returned to the parents.

### BICYCLES:

Students are responsible for their bicycles, and are advised to lock them to the bicycle rack.

In order to enjoy the privilege of riding a bicycle to school, a student must observe the following rules of bicycle safety:

- (a) Bicycles must be walked to the playground.
- (b) At dismissal, bicycles must be walked (on the sidewalk) until you are beyond the crossing guard.
- (c) Riding double is NOT permitted at any time.
- (d) Students must follow the law and wear bicycle safety helmets.



## CROSSING LOCATIONS:

Parents are reminded that when they cross the students at locations other than the specified/designated crosswalks they are endangering the safety of their child(ren) and are setting a very poor example of not following the rules.

**Students are reminded to always use the sidewalks and crosswalks for safety reasons when crossing the street.**

Listed below are the crossing locations and hours the crossing guards will be on duty.

|  |                   |                   |
|--|-------------------|-------------------|
| A. West Sylvania Ave and Pond Road       |                   | 2:30 to 3:30 P.M. |
| B. West Sylvania Ave and Springdale      | 8:00 to 8:45 A.M. | 2:30 to 3:30 P.M. |
| C. Springdale Avenue and Third Ave       | 8:00 to 8:45 A.M. | 2:30 to 3:30 P.M. |
| D. Springdale Avenue and Summerlan Place | 8:00 to 8:45 A.M. | 2:30 to 3:30 P.M. |
| E. Riverdale Avenue and Third Avenue     |                   | 2:30 to 3:30 P.M. |

At dismissal time only, students waiting for younger siblings are permitted to remain in the safety zone on Third Avenue between Springdale and Riverdale Avenues. All other students should leave the area and proceed home.

## DISCIPLINE

### CONDUCT

Discipline notices are sent to the office and will be sent home for parents to see and make comments.

### CLASS AND OFFICE DETENTION:

Teachers may detain students after school for discipline, to complete unfinished work, or for additional instruction.

Students in grades K - 4 can be detained until 3:00 P.M.

Students in grades 5 - 8 can be detained until 3:00 P.M.

**Whenever possible, parents will be notified.**

Students missing detention will be required to stay an additional day after school. If a detention is skipped, two detentions will be assigned in its place. Frequent offenders will be sent to the office for further disciplinary measures.

Detention begins promptly at dismissal. Students who are unable to attend detention must provide the office with a written excuse from a parent the following day.

### SUSPENSION FROM SCHOOL:

Students, whose behavior interferes with the learning of others or indicates that they are not taking advantage of the opportunities offered to them, may be suspended from school at the discretion of the CSA.

1. Defiance of the authority of school personnel will not be tolerated.
2. Some examples of behavior which can result in suspension are:  
Fighting, Vandalism, Cheating, Hazing, Bullying, Harassment, Intimidation or Smoking on the School Grounds
3. Parents will be notified if students will be excluded from activities, trips, etc.  
for continued offenses.

Students suspended from school cannot participate in athletics or school activities during their suspension and they are not permitted on school grounds.

Suspension will be for a minimum of one (1) day. The length of time can be extended to two (2) full weeks (10 school days). Parents or guardians will be notified of the suspension and must be present at school for a conference before the student resumes classes or participates in school activities.

### STANDARDS AND PROCEDURES

#### HOMEROOM:

New Jersey Law 18A:36-3 requires pupils salute the United States Flag and repeat the Pledge of Allegiance each day. Students having conscientious scruples against the flag salute are required to show full respect to the flag by standing while the Pledge is being recited.

#### CLASSROOM OBLIGATIONS AND PROCEDURES:

1. Students must come to class prepared with all necessary supplies, books, pencils, pens, and any other required items. All supplies must be in student's backpack and backpacks should be brought to school daily.
2. Good conduct is required.
3. All assignments are to be completed.
4. Students are not permitted to adjust shades, windows, lights or answer phones.
5. Students are responsible for neatness of lockers and desks.
6. Personal belongings must be removed from the classroom on the last school day of each week.
7. **Money and other valuables should not be left in the desks.**
8. **Expensive jewelry should not be worn.**
9. Hoop earrings of any size are **NOT** permitted to be worn to school at anytime.  
**Chewing gum is not allowed in the building, on the playground, or at any after school activity or on class trips.**



## **CODE OF CONDUCT**

Pages 5 a, b & c contain a listing of pupil behaviors that are subject to pupil discipline pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to those indicated in the chart. These expectations help pupils see the effects of their actions, repair the situation, and learn to make better decisions in the future.

A first incident may be treated as a second or third incident depending on the student's level of maturity and responsibility and/or on specified aggravating circumstances. The administrator in charge may vary the consequences depending on the particular circumstances of an offense which can result in consequences other than those on this chart including long-term suspension, alternate placement, or expulsion.

Pupils who accumulate two or more suspensions during a year will not be permitted to participate in class trips, extracurricular activities, and interscholastic activities. If a pupil does not receive any suspensions for 90 calendar days, an Administrative review will occur and eligibility may be reinstated as determined by the Chief School Administrator, Principal.

### **EXPECTATIONS FOR STUDENT BEHAVIOR**

| <b>VIOLATION</b>  | <b>CONSEQUENCE</b>  |
|---|---|
| <b>Acceptable Use Policy (AUP) Violation-</b> unethical use of school district technology   | Detention<br>Loss of technology privileges<br>Suspension<br>Police complaint  |
| <b>Alcohol/Substance Abuse</b> —possession, use, sale or distribution of any substance on school property/transportation/ school sponsored activity   | See Policy #5530  |
| <b>Arson-</b> Starting a fire or causing an explosion in/on school grounds placing others in danger or damaging/destroying property   | Suspension<br>Police notification<br>Admin hearing<br>Consideration for expulsion   |
| <b>Attendance:</b> <ul style="list-style-type: none"> <li>• Truancy</li> <li>• Cutting Class</li> <li>• Late to Class</li> <li>• Leaving Class w/o permission</li> </ul>  | Detention<br>Suspension<br>Parent conference<br>Referral to office<br>Police complaint  |
| <b>Bomb Threat/Offense</b> (fake or real) - Creating or assisting in creating a bomb or a bomb threat to the school via telephone, email, or other means  | Suspension<br>Police notification<br>Admin hearing<br>Consideration for expulsion   |
| <b>Dress Code Violation-</b> In order to promote a serious learning environment, clothing which is distracting, suggestive or inappropriate is prohibited.  | Change clothing<br>Detention<br>Parent conference<br>Referral to office   |
| <b>Electronic Device Violation-</b> Students are not to bring electronic devices such as radios, Ipods, pagers, laser pointers, etc., to school. *All cell phones must be turned off during the school day when on school grounds and in the school building. | 1st- Confiscation, parent notification; student pick-up end of school day.<br>2nd- Confiscation, parent pick-up, detention<br>3rd- As above; additional consequences may include suspension |
| <b>Endangerment / Horseplay-</b> Failing to comply with established safety procedures that contribute to possible harm of others, i.e. pushing which may result in injury   | Detention<br>Suspension   |
| <b>False Alarm/Pollution of School Environment</b> - Setting off a false alarm, stink bomb or fireworks causing a disruption to the school community  | Suspension<br><br>Police notification<br>Admin Hearing  |

|  |   |
|--|---|
| <b>Fighting</b> – Mutual engagement in a physical confrontation that may result in bodily injury<br><b>Assault</b> - An action that causes (purposely, knowingly or recklessly) bodily injury to another | Suspension<br>Police notification<br>Office referral<br>Re-entry conference |
|--|---|

| VIOLATION   | CONSEQUENCE  |
|---|--|
| <b>Forgery (Falsification of Identity)</b> - forging passes, notes, letter, etc   | Detention<br>Suspension  |
| <b>Gambling</b> – Any action involving playing or wagering for stakes in the hope of winning more than you wagered. This includes cards, dice, gaming and also includes gaming on electronic devices  | Suspension<br>Police notification<br>Restitution<br>Admin hearing  |
| <b>Harassment/Intimidation/Bullying/Hazing</b> - Any gesture, written, verbal, or physical act, or electronic or wireless communication that alarms, harms or has the effect of insulting or demeaning any student or group of students             | Detention<br>Suspension<br>Parent notification<br>See Policy #5512   |
| <b>Hitting/Tussling</b> - Minor confrontation (shoving match, slapping back and forth)  | Detention<br>Suspension<br>Office referral   |
| <b>Insubordination/Defiant Behavior</b> - Refusal to cooperate/comply with staff member   | Detention<br>Suspension  |
| <b>Integrity Violation</b> - All types of academic dishonesty including but not limited to: copying, cheating, plagiarism, fabrication, stealing, misrepresentation, buying, selling, or distributing information                                   | Detention<br>Loss of credit for assignment<br>Suspension   |
| <b>Leaving School Grounds</b> - leaving school grounds without permission.  | Parent notification<br>Police notification<br>Detention<br>Suspension  |
| <b>Physical Assault on Staff</b> -Physical contact against school personnel that does or has the potential to cause bodily injury   | Suspension<br>Referral to office<br>Psychiatric evaluation<br>Police notification<br>Admin hearing<br>Consideration for expulsion      |
| <b>Possession of Tobacco</b> - being in possession of tobacco products<br><br><b>Smoking/Use of Tobacco</b> - Smoking or use of tobacco products, lighters and matches in any school building or grounds is prohibited.                             | Confiscation<br>Detention<br>Suspension<br>Office referral<br><br>Confiscation<br>Suspension<br>Office referral<br>Police notification |
| <b>Sexual Harassment</b> - all unwanted, uninvited and non-reciprocal sexual attention, as well as the creation of an intimidation, hostile, or offensive school or work environment. Sexual Harassment can include, but is not limited to sexually | Suspension<br>Parent conference<br>Office referral<br>See Policy #5512   |

| VIOLATION  | CONSEQUENCE   |
|--|---|
| suggestive looks or gestures, sexual jokes, pictures, or teasing   |   |
| <b>Theft</b> —Removal, concealment, or possession of property, other than one's own<br><br><b>Burglary-</b> Entering or remaining in a school district facility or property to commit an offense<br><br><b>Robbery-</b> Using violence or threat of violence to obtain money or materials from another (regardless of value)<br><br><b>Extortion-</b> Obtaining money or any material thing from another by means of a stated or implied threat of future violence | Detention<br>Suspension<br>Restitution<br>Police notification<br><br>Suspension<br>Police notification<br>Restitution<br>Admin hearing<br><br>Same as above<br><br>Suspension<br>Police notification<br>Admin hearing |
| <b>Threat to Staff-</b> Actions that cause staff to have concern for the safety of themselves, their property or families.   | Suspension<br>Referral to office<br>Psychiatric evaluation<br>Police notification<br>Admin hearing  |
| <b>Threats to Students-</b> Actions, which cause others to have concern for the safety of themselves, their property or families.  | Detention<br>Suspension<br>Referral to Office/Psychiatric evaluation<br>Detention<br>Suspension<br>Police notification  |
| <b>Trespassing-</b> On school property without permission. Unauthorized presence in area without adult supervision.  |   |
| <b>Unacceptable Behavior -</b> Conduct that disrupts class or school   | Detention<br>Suspension<br>Office referral  |
| <b>Unacceptable Language/Gestures</b> (obscene, profane, or otherwise offensive)   | Detention<br>Suspension   |
| <b>Vandalism/Damage to School Property-</b> Destruction or defacing of property creates an excessive mess, is of socially unacceptable nature, or destruction of property, which results from some act of misbehavior.   | Detention<br>Suspension<br>Restitution<br>Community service<br>Police notification  |
| <b>Weapons-</b> Firearms, explosive devices including firecrackers, tear gas canisters, smoke bombs, mace, knives, razors, cutting instruments, cutting tools, throwing stars, nun-chuck sticks used   | Suspension<br>Police notification<br>Admin hearing<br>Consideration for expulsion<br>See Policy #5611   |



### LAVATORY PERMISSION:

After the school day begins, lavatories can only be used after a teacher has given permission.

**Students having medical problems should have parents or guardians send a note to the nurse indicating the problem.**

### VISITS TO THE OFFICE OR OTHER CLASSROOMS:

Students are **not permitted** to visit the office or any other classroom without teacher permission.

### ENTERING AND PASSING:

When entering the building, passing in the halls and changing classes, students should stay to the right unless otherwise directed by the teacher in charge.

## **PROPERTY AND FACILITIES STANDARDS**

### TEXTBOOKS:

Fines will be charged for damaged or missing books.

Teachers will maintain records of all books distributed to the students. The teacher will check the list at various times of the year to see that the students have the proper books and they are being cared for properly.

### CARE OF SCHOOL PROPERTY:

Students are required to keep the school properties attractive.

Do not litter anywhere.

Do not mark on walls, desks or any other places, especially bulletin boards in the hallways.

### NEIGHBORHOOD PROPERTY:

Students are not permitted on private property, fences, etc.

Residents having complaints about students trespassing or damaging their property should notify the school.

Students are not to loiter around the school neighborhood after dismissal time.

## LUNCH TIME PROCEDURES

Nutritious hot lunches are served daily. We allow students to charge their lunch because we feel it is important that students not be denied access to a meal during the school day. All students are required to stay for lunch.

Students may either buy or bring their own lunches. Students who bring lunch may purchase milk or juice. **Please limit snack buying to one item.**

Students who buy their lunch must purchase the complete lunch, which includes milk.

### **STUDENTS ARE NOT ALLOWED TO BRING GLASS CONTAINERS OR BOTTLES TO SCHOOL**

Be sure thermos bottles are closed to prevent leaks. No soda is allowed in school. Please try to limit foods to healthy snacks and drinks.

STUDENTS ARE NOT PERMITTED TO TAKE FOOD FROM THE CAFETERIA.  
MONTHLY MENUS WILL BE FOUND ON OUR WEBSITE.

#### LUNCH PERIODS

#### RECESS PERIODS

|   |                         |
|---|-------------------------|
| Kindergarten – 2 <sup>nd</sup> Grade          | 11:40 a.m. - 12:10 p.m. |
| 3 <sup>rd</sup> Grade – 5 <sup>th</sup> Grade | 12:13 p.m. - 12:43 p.m. |
| 6 <sup>th</sup> Grade – 8 <sup>th</sup> Grade | 12:45 p.m. - 1:15 p.m.  |

|   |                         |
|---|-------------------------|
| 3 <sup>rd</sup> Grade – 5 <sup>th</sup> Grade | 11:40 a.m. - 12:10 p.m. |
| 1 <sup>st</sup> Grade – 2 <sup>nd</sup> Grade | 12:13 p.m. - 12:43 p.m. |
| Kindergarten                                  | 12:45 p.m. - 1:15 p.m.  |

Students may purchase additional food after their lunch group has been served. **Students should clear their trash prior to leaving the cafeteria.**

Any concerns about the school lunch program should be reported to the school office or to the class representative of the Food Service Committee.

For class trips bag lunches are available through the cafeteria and orders must be made at least one day before the trip.

**Microwave lunches and lunches which need to be heated are not the responsibility of the lunch personnel and should not be brought to school.**

## HEALTH AND SAFETY

### SCHOOL HEALTH SERVICES:

If it is necessary to see the school nurse because of illness or injury, permission must be requested from the classroom teacher. A pass will be given by the teacher to present to the nurse. The nurse will issue a pass when the student returns to class.

The school nurse is on duty from 8:20 A.M. to 3:00 P.M. The nurse will contact a parent/guardian when it is necessary for a student to go home.

When a student is ill, please **notify the office** and keep the student home until the student is free of coughs, nasal congestion, fever, or any other symptoms. This will aid the student in the recuperation period and will protect the rest of the class from any contagious elements. **Students with fevers or students who have vomited should not return until they are fever-free or have not vomited for 24 hours without the use of medication.**

### EMERGENCY CARDS:

Each student receives an emergency card in September. It is important to complete the information on the card and return it to the school. **Notify the office and nurse of any changes of address or phone numbers during the school year.**

### ACCIDENTS:

**Accidents must be reported to the school nurse and the office immediately.**

### FIRE DRILLS AND SECURITY DRILLS:

Fire drills will be once a month during the school year. At the signal, students will leave the building (under the supervision of teachers) in an orderly manner. Security drills will be conducted once a month. Students will follow the procedures as directed by the teachers. Students are expected to act quickly and remain quiet during the drill. Directions will be posted in each class explaining the fire escape route for that classroom. Students are to walk quickly and quietly from the room.

### PLAYGROUND:

Any type of activity that would endanger the safety of others is not permitted.

**STUDENTS ARE NOT PERMITTED TO BRING TOYS OR/AND EQUIPMENT FROM HOME.**

**STUDENTS ARE NOT PERMITTED TO CLIMB FENCES OR TO LEAVE SCHOOL PROPERTY TO RETRIEVE BALLS, ETC.**



## MEDICATIONS IN SCHOOL:

Medications will be given to students during the school day only after:

1. The parent/guardian provides a written request for the administration of the prescribed medication at school.
2. Written orders are provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration, and the side effects.
3. The medication should be brought to the school nurse, by an adult, in the original container, appropriately labeled by the pharmacy.
4. A parent/guardian may be asked to come in and administer medication if the administration of medication interferes with the operations of the school.

**PLEASE NOTE: “Over the Counter” (non-prescription drugs) is considered to be medication and the same policy applies. It is the responsibility of the parents/guardians to bring in OTC medication to be administered to your child. Please label the box with your child’s name and date of birth.**

## IMMUNIZATIONS:

The New Jersey State Sanitary Code requires that all students be immunized against:

Diphtheria/Pertussis/Tetanus Immunizations plus booster at least 6 months after the last dose and after the 4th birthday.

Polio Immunizations and a booster shot at least 6 months after the last dose and after the 4th birthday.

Measles, Mumps, Rubella (MMR) after the 1st birthday and after 4<sup>th</sup> birthday.

6<sup>th</sup> Grade Meningitis Vaccine and Tdap

3- Hepatitis B Immunization for all Kindergarteners and 6<sup>th</sup> Graders.

Chicken Pox Vaccine or proof of disease for K and 1<sup>st</sup> Grade.

Pre-School –PCV and flu

When your child receives booster shots the nurse should be notified so she can update the health records.

## HEALTH EXAMS:

The school nurse screens students based on grade level. When a potential problem is identified, parents are notified and asked to secure the services of an appropriate professional practitioner.

## VISION SCREENING:

Children in grades K, 2, 4, 6 & 8 are all screened. A notice will be sent home if a deficiency is noted.

### HEARING SCREENING:

Children in K-3 and Grade 7. A notice will be sent home if a deficiency is noted.

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### PHYSICAL EXAMINATIONS:

Grades 2 & 4

Sports Physicals: Grades 5, 6, 7 & 8 (State Law mandates an updated form be completed by parent if original physical is 90 days old prior to the start of each sport season.)

#### C.S.T. Physicals

Parents will be notified and permission obtained before any physicals are completed in the school.

Dr. Alexis Maurla Oram is the school physician.

### GROWTH AND DEVELOPMENT:

Heights, weights and blood pressure are checked and recorded annually.

### TUBERCULOSIS:

Students will not be tested unless the school is required to do so by the Monmouth County Board of Health.

### SCOLIOSIS:

All students in grades 5 & 7 are screened annually for this condition which is a lateral curvature of the spine. Students identified as possible cases are sent home with a recommendation to be re-screened by a physician. Parental consent is required.

### ILLNESS AND/OR EXCLUSION FROM SCHOOL:

Every student must be immunized against diseases as set forth in the State Health Code unless excluded for one of the reasons provided by law. Failure to comply with this provision will result in exclusion from school. Certain communicable diseases require a period of isolation.

## **PHYSICAL EDUCATION AND ATHLETICS**

Physical Education is an important part of the school curriculum and is mandated by New Jersey State Statute. Physical activity is a positive way to encourage growth both physically and mentally. It also helps to promote sportsmanship, teamwork and develops motor skills. Hence, all students must participate in physical education activities.

Only written requests to excuse children from Physical Education, which are issued by a physician, may be honored by the school. The school nurse keeps such requests on file.

Jewelry, especially earrings, should not be worn during gym classes for safety reasons.

All pupils are required to wear sneakers and socks.

**Accidents occurring during gym classes must be reported to the teacher in charge immediately.**

### **ELIGIBILITY FOR ATHLETIC COMPETITION:**

A pupil is not eligible for participation in Athletic Competition and/or Co-Curricular Activities if he/she has:

1. Demonstrated unsatisfactory attendance by failing to maintain a record of 85% attendance.
2. Failed to maintain a passing grade in each subject during participation in a sport, or
3. Failed any course in the preceding marking period of the current school year.

### **PARTICIPATION IN TEAM SPORTS AND SCHOOL ACTIVITIES:**

Teams will be formed for major sports and will play a regular schedule with teams from other area schools. Boys and girls interested in participating in these activities should watch for announcements. Grades 5, 6, 7 & 8 may try out for team sports.

The activities are as follows: Boys' and Girls' Soccer, Boys' and Girls' Basketball, Boys' Baseball, Girls' Softball, Cheerleading for Basketball.

Spectators are not allowed on the gym floor before, during or after any school sponsored athletic activity.



## SPECIAL EDUCATION

An experienced, professional Child Study Team is available. The Child Study Team consists of a Learning Disabilities Teacher/Consultant (L.D.T.C.), a School Psychologist, a School Social Worker and, in some cases, a Speech Therapist. Other medical professionals are consulted as deemed necessary.

It is the responsibility of the Neptune City School to identify, diagnose, and recommend classification for students with learning or behavior difficulties. The team works cooperatively with classroom teachers, special education teachers, and parents/guardians in formulating an Individual Educational Plan (I.E.P.) for these students.

Services for disabled students are provided according to state and federal guidelines.

Parents who have concerns related to their child's educational progress and/or behavior issues should submit a request to the Chief School Administrator's office to schedule a meeting to review possible interventions and strategies. For more information please contact Supervisor of Special Services **Mr. Michael R. Haynes (732) 775-5319 x 5010..**

## ART

All students should bring a smock or an old shirt for Art classes.

## CHORUS

### GENERAL GOALS FOR ACHIEVEMENT IN CHORUS:

Students in grades 4-8 will have Chorus in their schedules when we begin chorus. Chorus should be a worthwhile learning experience, and therefore the members should take their work seriously.

The Educational Goals of the Chorus are to provide the members with the following:

1. Opportunities of working together in large groups keeping the benefit of the entire group in mind. Chorus is not the place for concentration on any individual. Everyone must work together for the good of the whole group.
2. The experience of performing in front of audiences of their peers, parents, and families. The ultimate purpose is to build self-confidence.
3. Opportunities to work on materials more difficult than the materials covered in regular classroom situations.
4. Experiences in the standard techniques of choral rehearsal.
5. Reinforcement of all materials covered in the general music class.

Chorus is a voice to the community telling what is being learned in the classroom, however, we should remember that Chorus is an educational experience for those students who have shown an interest and ability above the other students in terms of grasping musical concepts and techniques.

#### REQUIREMENTS FOR MEMBERSHIP IN CHORUS:

1. Proven interest in being involved in musical activities.
2. Ability to work toward a group goal.
3. **Proven reliability. Students must make a commitment to continue in Chorus through the Concert Performance. Students who feel they cannot live up to this commitment should not audition for Chorus.**
4. Parents are reminded that they also are responsible for teaching their children the importance of reliability and commitment.

Students must be available and willing to perform in the Holiday and Spring Concerts.  
Students should not commit to participate in Chorus if other activities will prevent concert participation.

#### BAND/INSTRUMENTAL

The instrumental program consists of lessons before and during school hours.

Students may begin instrumental lessons in the 4th grade and may continue lessons through 8th grade. All band instruments are taught during these lessons.

Lessons are given to students in small groups (like instruments are grouped together).  
Band lessons are held both before and during school.

Instruments may be supplied by parents or rented through a music store. All musical supplies (reeds, valve oil, etc.) are provided by the parent.

The Cadet Band (1st year players) and the Concert Band provide the students the opportunity to play in a band situation.

To insure the success of the program, every effort will be made to avoid conflicts with other school activities; however, there will be times when lessons must be canceled due to meetings or other schedule conflicts.

#### PLEASE NOTE:

Learning to play a musical instrument takes a great deal of time, effort and a sincere commitment.

Only students who are serious about learning to play an instrument should begin lessons.

Band rehearsal will be scheduled in the morning so all members shall be able to participate. The band schedule may vary.

Further information will be provided through school notices.

## **GRADES AND TESTING**

### **REPORT CARDS:**

Report cards will be issued four times during the school year. Report cards are not issued to kindergarten students for the first marking period.

Progress reports and report cards are posted in Powerschool on our school website: [www.neptunecityschool.org](http://www.neptunecityschool.org).

### **EXPLANATION OF PRINCIPAL'S HONOR ROLL: GRADES 6, 7 & 8**

**HIGH HONOR ROLL:** All A's in academic area and no less than a B in special subject areas.

**HONOR ROLL:** All A's and B's in academic areas and no less than a B special subject areas.

Major Subjects: Math, Language Arts, Science, and Social Studies

Special Area Subjects: Health, Physical Education, Art, Music, Spanish.

Each marking period a certificate will be awarded to any student making the Principal's Honor Roll.

### **GRADING SYSTEM:**

Grade K, 1 & 2

90-100 – O Outstanding

80-89 – S Satisfactory

70-79 – NS Not Satisfactory

60-69 – U Unsatisfactory

Grades 3 – 8

100-90 A

89-80 B

79-70 C

69-65 D

Below 65 F

Incomplete INC

### **SCHEDULE TIMES:**

#### **Elementary School Schedule**

8:30 a.m. - 8:33 a.m. - Homeroom

8:34 a.m. - 9:34 a.m. - Period 1

9:36 a.m.- 10:36 a.m. - Period 2

10:38 a.m. - 11:38 a.m. - Period 3

11:40 a.m.- 12:43 p.m. - Period 4 (Lunch/Recess)

12:45 p.m. - 1:47 p.m.- Period 4

1:49 p.m. - 2:50 p.m. - Period 5

#### **Middle School Schedule**

8:30 a.m. - 8:33 a.m. - Homeroom

8:34 a.m. - 9:34 a.m. - Period 1

9:36 a.m.- 10:36 a.m. - Period 2

10:38 a.m. - 11:38 a.m. - Period 3

11:40 a.m.- 12:43 p.m. - Period 4

12:45 p.m. - 1:47 p.m.- Period 5 (Lunch/WIN)

1:49 p.m. - 2:50 p.m.- Period 6



**HALF DAY SCHEDULE:**

| Period:  | Time:         |
|----------|---------------|
| Arrival  | 8:25 - 8:30   |
| Homeroom | 8:30 - 8:33   |
| 1        | 8:35 - 9:20   |
| 2        | 9:22 - 10:07  |
| 3        | 10:09 - 10:56 |
| 4        | 10:58 - 11:43 |
| 5        | 11:45 - 12:30 |

**NO LUNCH IS SERVED ON HALF DAYS****NATIONAL JUNIOR HONOR SOCIETY**

The Honor Society is organized to recognize students who have achieved high scholastic standing. To gain membership into the Honor Society, a student must accumulate a total of 17 points. Points are derived by using the 6th, 7th and 8th grade Honor Rolls (excluding fourth marking periods in the 8th grade). Students are given 1 point each time they attain Honors and 2 points each time they attain High Honors and service to the community.

Members of the Honor Society are presented with a special award at the end of the school year. Honor Society Members are also recognized at graduation by gold tassels on their caps.

**SCHOOL TESTING PROGRAM**

NJSLA is administered to grades 3-8 in the Spring 2025.

NJSLA-Science for grades 5 & 8 in the Spring of 2025.

## ADDITIONAL INFORMATION

### CLASS TRIPS:

Class trips are scheduled to provide additional learning experiences. Parents will be required to sign written permission slips allowing students to participate in the trips. If the student is ill on the day of a class trip, please contact the school office at 732-775-5319. Parents who have volunteered to be class parents will be given priority to chaperone.

Participation in class trips will depend on conduct throughout the school year.

### KINDERGARTEN REQUIREMENTS:

A child is eligible for Kindergarten in September if he/she is 5 years old on or before October 1st. The child's Birth Certificate and documentation of the following immunizations must be presented with all up-to-date boosters at the time of registration:

DIPHTHERIA, PERTUSSIS, TETANUS, MEASLES, RUBELLA, MUMPS,  
POLIO AND T.B. AND BOOSTERS

Please check with your doctor for school entry boosters.

Kindergarten Registration Packets will be available in February in the school office.

### TRANSFERS AND REGISTRATIONS:

When a parent requests a student transfer, the following procedures will be followed by the transferring school and the new school.

All transfers and registrations are handled through the school office. A parent/guardian who withdraws a student from school **MUST** provide the new home address and the name and location of the new school in which he or she intends to enroll the student. Our school will forward the transfer card directly to the new school and report the transfer to the Department of Education. A transfer card will not be sent to the new school unless all classroom books, library books, and debts are paid in full.

### LOST ARTICLES:

The school cannot be responsible for lost or missing articles. Students should check in the office from time to time for lost articles. **Please mark your child's name on personal belongs such as lunchboxes, sneakers, boots, raincoats, jackets and school bags.**

CHANGE OF ADDRESS OR TELEPHONE NUMBER:

If there is a change of address or telephone number, please notify the school office as soon as possible.

DRESS AND GROOMING:

The Administration will enforce school regulations prohibiting student dress or grooming practices which will present a hazard to the health and safety of the student, to others in the school, or interferes with school work, creates disorders, disrupts the educational program, causes excessive wear or damage to school property, prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Students may wear shorts that are no more than (3) three inches above the knee. The shorts should be no shorter than the arm length at the students' fingertips. Nylon or running shorts, tank tops, fish net tops, belly shirts, sleeveless shirts or shirts with inappropriate sayings are not acceptable for school and will not be permitted. Jeans with rips & tears will not be permitted. Backless shoes and Flip-Flops are not permitted. **Parents will be called to bring in a change of clothes if students dress inappropriately.**

GIFTS FOR TEACHERS:

It is against Board Policy to give gifts to teachers at any time.

SCHOOL INSURANCE:

NJ Family Care is affordable insurance for students through the state of New Jersey. Visit the web site: [www.njfamilycare.org](http://www.njfamilycare.org)

**PHOTO IDENTIFICATION IS REQUIRED TO ENTER THE BUILDING**

All visitors must enter the school through the Office Entrance on Springdale Avenue between the two parking lots and **MUST** report to the office to obtain a **"Visitors Pass"**. All other doors are locked. No one may enter any classroom for any reason during school hours without permission or prior arrangement. Teachers have been instructed to refer any person violating this rule to the office.

**Visitor passes will be issued after signing in at the office. Visitors MUST return to the office when leaving the building and sign out.**

**VISITORS ATTENDING A SCHOOL ACTIVITY MAY NOT UTILIZE THE SCHOOL PARKING LOTS. THEY ARE FOR STAFF USE ONLY.**



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### **EMERGENCY CLOSINGS:**

In the event of a school closing or delayed opening due to inclement weather, please visit the school's website at: [www.neptunecityschool.org](http://www.neptunecityschool.org).

We also use an electronic alerting system to notify parents of school closings or emergencies. If you have a change in your email address, please notify the office.

### **DISTRICT NOTICES**

#### **AFFIRMATIVE ACTION**

The Neptune City Board of Education does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities. The Affirmative Action Policy (Board Policy #2260) is on file in the Board Office and with the Affirmative Action Officer. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Michael R. Haynes  
Neptune City School District  
210 West Sylvania Avenue  
Neptune City, NJ 07753-6299  
732-775-5319 X 5010

## **FERPA: NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

**FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:**

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

**Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School Official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.**

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosures without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school such as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **HARASSMENT, INTIMIDATION, AND BULLYING (HIB)**

The Neptune City Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal, or physical act, or any electronic communication whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds in cases in which a school employee is made aware of such actions."

HIB incidents have the effect of: physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; insulting or demeaning any student or group of students; creating a hostile educational environment for student.

Policy #5512 Harassment, Intimidation, and Bullying is posted in its entirety on the district website at [www.neptunecityschool.org](http://www.neptunecityschool.org). A copy of the 21-page policy will be provided to you upon request. The following individuals may be contacted for inquiries or to report an incident in reference to the HIB Policy:

**School Anti-Bullying Specialist:**

Mrs. Grizel Wilson  
[gwilson@neptunecityschool.org](mailto:gwilson@neptunecityschool.org)

**District Anti-Bullying Coordinator:**

Mr. Michael R. Haynes  
[mhaynes@neptunecityschool.org](mailto:mhaynes@neptunecityschool.org)



## **MISSING CHILDREN AND EARLY WARNING PROGRAM**

The Board of Education has established and will implement a program for the identification and reporting of children missing from the educational system and a program providing early warning of missing students.

Students who have been withdrawn from this district without enrollment in another school or school district shall be reported promptly to the Neptune City Police Department. Students, who have been willfully or neglectfully removed from school, resulting in excessive absences without good cause, shall be reported to the Neptune City Police Department as well.

The program shall require the notification of parents when students are unaccountably absent from school on any given school day. Parents shall be requested to submit an emergency notification card, notify the school of a student's absence, and approve the release to the appropriate law enforcement agency of a student's name, address, telephone number, and physical description. No adverse consequences will result from a parent's refusal or neglect to consent to participate in the early warning program. For further information contact: Supervisor of Special Services- Mr. Michael R. Haynes at [mhaynes@neptunecityschool.org](mailto:mhaynes@neptunecityschool.org)

## **RIGHT TO KNOW**

The Neptune City Board of Education affirms its responsibility to keep on file the required list of hazardous materials as well as MSDS Safety Sheets. Please be aware that notices of any construction or other activities involving the use of any hazardous substance will be posted on a bulletin board in the school, that hazardous substances may be stored at the school at various times throughout the year and the availability of Hazardous Substance Fact Sheets on particular substances are available for review in the school.

## **SUICIDE PREVENTION**

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others. School personnel will be alert to the pupil who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs, or the report of such signs from another pupil or staff member, will be taken with the utmost seriousness and will be reported immediately to the Building Administration, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations. Additionally, teaching staff members will receive training in suicide prevention, provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harrassment, intimidation, and bullying and information on reducing the risk of suicide in pupils who are members of communities identified as having memers at high risk of suicide.

## **ASBESTOS MANAGEMENT PLAN**

As per Section 203 of Title II of the Toxic Substance Control Act, 15 U.S.C. Section 2653 and the Asbestos Hazard Emergency Response Act (AHERA) regulation 40 CFR 763.93, a copy of the Asbestos Management Plan is available for review in the school. The Plan will be maintained and updated as required by law.

## **SCHOOL INTEGRATED PEST MANAGEMENT**

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy (Board Policy #7422) that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Neptune City School District and shall be implemented by the district's Integrated Pest Management Coordinator.