

Little Ferry School District
2020-2021
Parent and Student
Handbook and Calendar



INTRODUCTION

The Little Ferry Board of Education sends this Parent Handbook and Calendar home to inform parents of some of the routine regulations that apply to all students, as well as outline the events relative to the school calendar. The school calendar may change. Please look for any notices from the school regarding calendar revisions. In addition, regular communication from the Principal's Office and periodic district newsletters mailed to the community from the Superintendent's Office will supplement this handbook/calendar.

Please take the time to review the information in this handbook.

Little Ferry Public Schools – Mission Statement

Washington Elementary School Mission Statement

The staff of Little Ferry's Pre-K – 4 schools is dedicated and committed to serving a diverse community by challenging each student and providing the tools and skills to realize their unique potential.

Memorial Middle School Mission Statement

The Memorial Middle School, a multi-cultural community, builds a foundation for life-long learning by providing a variety of educational opportunities that empowers each student to become a responsible member of a world that is diverse and changing.

AFFIRMATIVE ACTION NOTICE

The Little Ferry Board of Education, in compliance with all federal and state laws, rules and regulations related to equal education and employment opportunity, is committed to a policy of non-discrimination because of race, national origin, ancestry, age, gender, affectional or sexual orientation, religion, English proficiency, socio-economic status or disability. The district's approved Equal Education Employment Plans are available at the office of:

Little Ferry Public Schools Affirmative Action Officer
Mr. Robert Porfido, Memorial Middle School Principal
130 Liberty Street
Little Ferry, NJ 07643

Any student, parent or employee may file a grievance relative to Affirmative Action guidelines (contact the Superintendent's Office for detailed procedures). Anyone who is subjected to unwelcome physical advances or verbal or physical conduct of a sexual nature should contact the Affirmative Action Officer.

LITTLE FERRY BOARD OF EDUCATION

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Ms. Suzanne Ferrante, Vice President
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SCHOOL ADMINISTRATIVE STAFF

Mr. Frank Scarafilo, Superintendent
Ms. Tina Treuba, Business Administrator
Mr. Robert Porfido, Memorial Middle School Principal
Ms. Tonilyn Peragallo, Washington Elementary School Principal
Ms. Rachael Carletto, Director of Curriculum, Instruction, Assessment, and Technology
Mr. Louis Albanese, Supervisor of Building and Grounds
Mr. Mark Host, Supervisor of Information Services

Administrative Assistants

Ms. Barbara Brunck, Secretary to Superintendent
Ms. Michele Monforte, Accounts Payable/Receivable
Ms. MaryPat Sabato, Main Office Secretary
Ms. Leana Iulo, Main Office Secretary

Ms. Donna Doran, Receptionist
Ms. Susan Springer - School Nurse

CHILD STUDY TEAM/SPECIAL SERVICES

Mr. Matthew Perrapato, Director of Special Service
Ms. Gloria Kim, School Psychologist
Mr. Edward Londono, Learning Disability Teacher-Consultant
Ms. Joselyn McClatchey, School Social Worker
Ms. Jill Parthesius, CST/Special Services Secretary

EMERGENCY INFORMATION

The school district maintains up to date information on all students, including:

- Any medical information important in an emergency (i.e. drug allergies);
- Daytime contacts for both parents/guardians – telephone numbers and addresses;
- Daytime contacts of persons authorized to act on behalf of the child in the event of an emergency when the parents/guardians cannot be reached.

You must communicate any change in this information to the school at once. Please call the school office when you move, change jobs, change telephone numbers at home or work, or otherwise make the previous ways of reaching you different. (Any change in address requires a new proof of residency.) Also call at any time when new medical information about your child comes to your attention, even if it is a temporary condition. Make sure your emergency contact information is up to date by letting the school know when your emergency contact person changes address, telephone, job address or job telephone number.

There is sometimes very little that can be done for your child in the event of an emergency without the permission of the parent/guardian. If the school does not have a fail-safe means of reaching you at any time, then your child is in danger of unnecessary suffering in the event of an emergency.

EMERGENCY SCHOOL CLOSING

If it becomes necessary to close schools while in session, your child should know exactly where to go if you are not home. Arrangements should be made with a neighbor or friend to provide for your child in the event of unforeseen closing of school.

You will receive a text message, e-mail, or phone call from our automated system in the event school must be dismissed before its scheduled time. It is important that you register your information for our automated system upon receipt of the passwords for the school.

If school is canceled or to begin at a delayed opening time, the Superintendent will request that an announcement be made over radio stations WOR (AM 710), WINS (AM 1010) and News 12 NJ. Also, a telephone call will be made to all homes via our automated call system to the phone number provided to us by the parent/guardian.

Delayed opening days begin at 9:45 AM and follow the regular schedule for the rest of the day, including lunch. Dismissal for grades 1 – 8 grades will be at 3:05 PM. Kindergarten is at 2:55 PM. Be sure the main office has your telephone number, so that you may receive emergency closing and delayed opening notifications by telephone.

If your child is absent, you will receive an automated call notifying you that your child is not in school and you need to contact your child's school office.

REPORTING SYSTEM

Your child's success in school will depend upon you remaining aware of his/her progress. The Little Ferry Public Schools provide various reports to help you know the details of your child's progress. Please raise any questions you may have at any time by sending your child's teacher a note. Also, please arrange conferences as needed by calling for an appointment. **Conferences are held only by prior appointment and only when classes**

are not in session.

In grades 5-8, you will be able to view your child's progress live. Therefore, upon your registration for the right to view your child's grades, progress reports will be available to view online only! A special request can be made to your child's teacher if a hard copy is required.

RIGHT TO KNOW

The New Jersey Worker and Community Right to Know Act requires employers to provide information about hazardous substances at their facilities in order to:

- Give workers information about their working conditions and work places,
- Give residents information about their community environment,
- Help firefighters, police, and other first responders at emergencies such as spills, explosions or fires,
- Help public officials develop contingency plans in the event of an industrial accident.
- Provide data to use to monitor and track hazardous substances in the workplace and the environment.

ARRIVAL/DISMISSAL

All students in Washington School and Memorial School must not arrive at school before 8:15 AM. There is no supervision of students until 8:15 AM. Students not in homeroom/class by 8:25 AM are late, and their attendance records will reflect a tardy mark.

Students in grades 1-8 are dismissed at 3:05 PM; 12:35 on single session days. Kindergarten students are dismissed at 2:55 PM; 12:25 PM on single session days. No supervision is provided after school. Students must leave school grounds promptly, except when given specific instructions from a teacher to remain in school longer.

PARKING

Parking is not permitted anywhere in front of Memorial School. Parking is permitted only in the marked stalls in the Washington School lot. Parked or unattended vehicles may be ticketed. Vehicles not actively loading or unloading should proceed with the traffic and exit the lot as quickly and as

safely as possible. Please do not remain in front of the schools picking up or dropping off students beyond the minimum time required. Your delay impedes the needs of others to attend to their children and creates a risk of accident to our school children.

ATTENDANCE

Students with regular attendance do better in school than those who are frequently absent or tardy.

Make every effort to have your child in school and on time every day. Students who are absent in excess of 20 **(twenty) days** are in jeopardy of retention in their current grade. Promotion will be under building principal and attendance committee review, as per Board Policy 5113.

When an absence or tardiness is necessary, please call the school between 8:00 and 8:30 AM. Those students who are not in school must be accounted for in order to assure their safety. If the school receives no call, our automated service and/or a staff member will telephone the parents of any such absent student to make sure the student is not lost or missing. If the school cannot locate the students, the Little Ferry Police will be notified.

Procedures to follow when class work/ homework is requested if a child will be out of school due to illness.

If a child is absent due to illness, parents may request missed class work/ homework at the time the absence is reported to the main office. A request received after 10:00a.m. will not be honored for that day. Long-term medical illness will be dealt with on a case-by-case basis.

Please send a note with your child on his/her first day of school after an absence from school.

School Office Hours

Office hours for Washington and Memorial Schools are 8:00a.m. – 4:00p.m. Please feel free to contact the appropriate school secretary with any questions you may have.

Memorial: 201-641-6186

Washington: 201-641-6760

Bell Schedule

Homeroom – 8:15-8:26
Period 1- 8:26-9:23
Period 2-9:23-10:20
Period 3-10:20-11:17
Period 4- 11:17-12:14
Period 5 – 12:14-1:11
Period 6- 1:11-2:08
Period 7 – 2:08-3:05

Class Placement

At Little Ferry Public Schools, students' class placement for the next grade level is derived through a careful and thoughtful process involving a team composed of the school's professional staff. Requests for a specific teacher are not honored. The Principal has the final word in class placement decisions.

DRESS CODE

Students must wear appropriate attire for school. Clothes should be clean, comfortable, and suitable for the weather. Students may not learn as well in clothing that does not provide adequate body coverage or does so with material that is so tightly fitted or so transparent that the covered areas are nonetheless revealed. Other students may not learn as well if in the presence of other students in such attire. Clothing that is not clean, restricts the ability of the student to move, or does not adequately protect the student from the weather presents a health or safety hazard.

Students wearing inappropriate clothing will be referred to the Nurse and Principal. Either may, if necessary, remove the student from class until the student's parent/guardian comes to school with a change of clothes.

Please help your children dress properly for school by observing these suggested guidelines:

- Form fitting clothing will not be permitted in school unless worn under looser fitting garments.
- Mesh or any clothing that does not completely cover the area of the body under it may be worn only over clothing that does completely cover the area.
- Bare midriffs are not permitted.
- **Sandals, flip-flops or any footwear that is not firmly attached to the foot may not be worn in school.**
- Shorts or skirts that are not clearly more than halfway down the student's thigh are unacceptable. **Shorts may be worn in September, May, and June only!**
- **Pants and shorts must be worn at the waist. Pants hanging below the waist are prohibited!**
- Caps or other headwear may not be worn in the buildings (with the exception of religious headwear approved by the Principal).
- Words or images that may be offensive or inappropriate may not be worn on clothing, including any references to drugs, alcohol or tobacco.
- Jackets and other outdoor gear may not be worn in the buildings.

health, and/or compliance with applicable laws, Board of Education policies or school rules.

Students shall change for Physical Education classes as follows:

1. Students in K-8 must wear sneakers.
2. Students in Grades 5-8 must change clothes for physical education classes consisting of a tee shirt and shorts different from those worn in school. Students must change socks and wear sneakers.
3. Students may wear appropriate sweat pants and shirts under their gym uniforms, but not instead of them, on days when gym classes are outdoors and the weather makes the warmer clothing necessary.

PROPERTY

Students are expected to use school books, equipment, and other school property carefully and respectfully. Fines may be assessed to those students who lose school property or who use school property in a manner that exceeds normal wear and tear. Proper care of textbooks and workbooks usually includes keeping an effective book cover on them for the entire year.

Your child's personal property should be clearly marked with his/her name. Please do not allow your child to bring large sums of money or items of great value to school. Any material of a medical nature should be transmitted to school directly from parent to school nurse. Any material of substantial value that must come to school should be transmitted directly from parent to Principal.

Desks, lockers and all other spaces in the school buildings, whether issued to students for their personal use or not, remain the property of the Little Ferry Public Schools and may be opened at any time for inspection, search or confiscation in the interest of safety, order,

CAMERA SURVEILLANCE

To promote the safety of all students and staff, as well as the security of its facilities, The Little Ferry Public Schools may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms, and that video cameras are positioned in appropriate places within and around the Little Ferry School district buildings and used in order to help promote the safety and security of people and property.

CODE OF CONDUCT

Goals

- Creation and preservation of a safe, orderly environment conducive to learning on all areas of school property and within all school activities and functions on-site and off.
- Understanding of the social contract inherent in all civilized society whereby the individual foregoes certain acts so as to enjoy and receive the benefits of belonging to society. Within the context of the school, any individual must conform to expectations to be a part of the school; that individual will receive the benefits of that school in part on the basis of that conformation with expectations, including the discipline code. Besides this conceptual framework, the specific provisions and workings of the discipline code shall be known to all by inclusion in appropriate handbooks, postings, class discussions, and parent meetings.
- The prompt, fair and consistent enforcement of all expectations.
- The creation of opportunities for students to be of service to others. To practice good citizenship and to work toward the improvement of discipline in themselves and others.
- The provision of programs to train students, parents, faculty and others in ways that will help them manage successfully their own behavior and the behavior of others in their school or family settings.
- The gathering of information and opinions in a systematic manner so as to develop meaningful data as to the effectiveness, fairness and acceptance of this discipline code. Surveys and records will be compiled so that consistency, fairness, and effectiveness can be evaluated both

objectively and subjectively from the varying points of view of students, parents, teachers, administrators and others.

General Principles

- All persons in the school in any capacity (student, staff member, parent, visitor, etc.) have an affirmative duty to work toward the enhancement of safety and order.
- All persons in the schools in any capacity have an affirmative duty to act in a way that will create and protect learning opportunities for themselves and others.
- All persons in the schools in any capacity are individuals responsible for their acts. The acts or statements of others, including parents, will not excuse or mitigate unacceptable behavior in the schools. The expectations at school may need to be more stringent or otherwise at variance with the expectations in the homes of the students or elsewhere. As just one specific example, defending oneself physically shall not be acceptable behavior if escape without injury is possible notwithstanding any alternative view a child may receive at home or elsewhere.
- Any person unable or unwilling to conform to these principles is not appropriately placed in the mainstream public school setting. The Little Ferry Public Schools cannot be designed, equipped or staffed to keep such a person from harming himself/herself or others.
- The Little Ferry Public Schools will cooperate fully with the police, DCP&P and other law enforcement or social service agencies. Any sanction resulting from criminal convictions or other agency action will not necessarily relieve a student from sanctions within the school system as well.
- Any person with knowledge or otherwise in a position to prevent, to report, to limit the impact or to mitigate a violation of this disciplinary code has an absolute duty to make an immediate and complete report to a

teacher or other person in authority. Failure to do so is a violation of this discipline code.

- The discipline code may not anticipate all situations. A Principal may waive or modify any provision of this code if unusual circumstances make that change advisable for sound educational and safety reasons. Any deviation from this code, however, is conditional upon the immediate report to and approval by the Superintendent of Schools.
- The discipline code shall apply to all students in the Little Ferry Public Schools with the exception of those students with educational disabilities whose individualized education programs expressly include exemption from the discipline code.

Definitions and interpretations of the policy can be obtained through the Principal's office. Please refer to the end of this handbook for the Code of Conduct infraction and consequence outline.

BASIC SKILLS

The New Jersey State Department of Education established minimum basic skills requirements for all students. Basic Skills include mathematics and language. Language is separated into Reading and Writing.

Students who may not be able to reach those standards without special assistance are identified by parent input, teacher assessments as well as formal testing. Special programs are set up for those students who may need help to be sure that they can reach minimum basic skills levels. An inclusion model is used to keep our students in class while providing differentiated instruction based on their individual needs.

The Little Ferry Public Schools maintain local standards at or above state

standards for basic skills. The district provides expert teachers, technology and special materials for students in the basic skills program.

CONTESTS

The Board of Education will approve annually the contests that will be announced in the schools. The Principals may provide time to prepare for contests in the school program at their individual discretion. Contests will normally be assigned a particular time of the school year of a month or less; care will be taken to limit the contests to only one for any given time period in the year. Profit making organizations may offer contests announced in the schools only with specific permission from the Board, unless they run their programs completely anonymously. However, any profit making organization is free to contribute to any of the non-profit groups that routinely solicit funds in order to offer prizes, scholarships, contests, and other programs.

CURRICULUM

The Little Ferry Board of Education has adopted formal curriculum guides, often including mandated materials (textbooks, workbooks, etc.) and testing programs, for all courses of study at all grade levels.

Parents may view copies of these curricular materials and obtain answers to any questions about the curriculum of the schools by contacting Ms. Rachael Carletto, Director of Curriculum and Instruction first, then Mrs. Tonilyn Peragallo for grades K-4 and Mr. Robert Porfido, Memorial Middle School Principal for grades 5-8.

ENGLISH AS A SECOND LANGUAGE (ESL)

Over 40 different languages are spoken in the homes of Little Ferry public school students. Fourteen percent of our students are in the ESL program. Over 60% speak a language other than English as their first language. The

district operates a very successful program to assist those students who do not speak English well enough to succeed in school. Students enter and exit ESL on the basis of formal testing conducted by specially trained and certified teachers.

EXTENDED DAY CARE

The Little Ferry Public School District offers an extended day care program called the RP AFTER-SCHOOL PROGRAM.

The RPAS is a not-for-profit organization and our mission is to foster a safe and structured environment while providing educational and recreational programs that promote social, physical, and emotional development for our children.

The After-School Program begins at the dismissal of the school day and ends at 6:30 P.M. If you are unable to pick your child up by 6:30 P.M. alternate arrangements must be made and communicated to the site coordinator.

The Before School Program begins at 7:15A.M. and runs until 8:15A.M. Children will then be dismissed to their class.

The program is open on all days that school is in session and is available to students in grades K-8.

The program starts in September and ends the last day of classes.

FIRE EXIT DRILLS / CRISIS DRILLS

The School Laws of New Jersey require that each school hold one fire exit drill and one school security drill every month. These drills are held at various times and under varying conditions. Sometimes exits will be purposely blocked to test student and teacher reactions. The students of Little Ferry Public Schools are taught to leave the building quickly, quietly, and safely.

In accordance with the district's crisis plan, drills may be held to practice evacuation and lock-down procedures.

HEALTH

Prevention of the spread of communicable diseases among school children requires that students with symptoms of mumps, measles, fifth disease, chicken pox, scarlet fever, strep throat, erysipelas, pediculosis, ringworm, scabies, impetigo, or whooping cough remain out of school until cleared to return to school by your physician.

Please keep your child home if he/she has any signs of illness, such as fever, chills, sore throat, very runny nose, severe coughing, skin eruptions, stomach cramps, diarrhea, etc. Your child should have a normal temperature for 24 hours before returning to school.

Please see your family physician for illnesses and injuries sustained at home. The school nurse should be kept advised of such conditions, but she may not be used as a primary source of treatment or diagnosis for these conditions.

Students who are returning to school after an absence of five or more days must provide a written note from a physician describing the nature of the problem requiring the absence and clearing the student to return to school.

Students who are to be restricted for any activity, such as physical education, must present a note from a physician to the school nurse.

No student may possess or use medications, pills, drugs, narcotics, alcohol, tobacco, etc., while in school or at any school function.

Students who must take medication during the school day may do so only at the discretion of the building principal and in the presence of the nurse. In such cases, the medication must be in its original container with an accompanying note from the physician and with another authorizing note from the child's parent. Older students may self-medicate only with advance written permission from the parent, physician, nurse and principal.

No child may be in school unless the following immunizations have been administered to him/her:

- Diphtheria Toxoid (DPT)
- Hepatitis B...
- Pertussis Vaccine (DPT)
- Tetanus Toxoid (DPT)
- Measles Vaccine – live
- Rubella Vaccine- live
- Mumps
- Polio Vaccine – live, oral, trivalent

LUNCH

The Little Ferry Public Schools participates in the Federal Nutrition Program. Family income determines whether or not one qualifies for free and reduced prices. We offer a daily cafeteria-style format that serves hot and cold lunch for students in grades kindergarten through 8th at both schools. Your child will order his/her lunch during homeroom. Parents are encouraged to keep a balance of money on their child's account via pay for it online. **(No CASH will be accepted this year.)** Please check the school website for details. Students may also bring lunch and a beverage from home each school day. Please note that these lunches will not be refrigerated therefore you will need to use a cold pack to keep the lunch cold. Otherwise, lunch will be \$3.25, per day including milk and milk only is \$0.65. No lunch period is provided during shortened one-session days. Lunch is served on "Delayed Opening days."

We also have boxes set up in the multi-purpose room for parents to drop off lunch for their children who have forgotten it. Please label your child's lunch with their name and teacher's name. The procedure for sending in lunch is the same; please label the bag.

Students who realize they are missing their lunch will then check the crates in [the](#) multi-purpose room before going to their lunch destination. We hope to minimize classroom interruptions. Students must NOT bring glass or Styrofoam to school. All waste materials from lunch (i.e. paper bags, plastic sandwich bags, cans, etc.) should be minimized.

All food not eaten will be disposed of for health reasons. Nothing will be returned to the classrooms.

POLICIES OF THE BOARD

The Board has adopted hundreds of policies to govern the schools. These policies are often supplemented with Administrative Regulations and mandated forms. The Board maintains these and other public documents that the public may view by contacting the Board Secretary/Business Administrator.

PARENT TEACHER ASSOCIATION

The Little Ferry PTA is an active group of concerned parents and teachers whose efforts provide cultural arts programs and fun activities for all students during the course of the school year. Please join the PTA and make yourself available to help plan and execute your child's enrichment programs. The PTA has a Banner Award for each class having the highest parent attendance at PTA meetings. Show support for your child's class and come to PTA meetings.

PROMOTION

Students are promoted to the next grade level based upon the successful completion of the curriculum at the current grade level. If a student is not progressing in a manner satisfactory for promotion, parents will be notified by April 1. This notice will normally allow sufficient time for improvement of student performance, gathering additional information, referral for intervention or other services (if appropriate), and consideration of placement options for the next school year.

Students will be identified for possible retention in the current grade level if they do not read on grade level, have received grades during the year based on the standards of a grade level lower than the one of their placement (i.e. a third grade student graded according to progress in a second grade reading program), or have failing grades in one or more subjects.

RECORDS OF STUDENTS

The school maintains records to insure your child's safety, to comply with state regulations, and to provide teachers with necessary data to develop a learning program for each student.

Your child's records are available for your review. Please call the school to arrange and/or to receive an interpretation of them.

REMOTELY ACTIVATING COMMUNICATION DEVICES

Pages, Cellular Telephones, and Personal Digital Assistants (PDAs)

Pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons present.

Pupils are not permitted to use cellular telephones while school is in session. Cellular telephones must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. Cellular telephones must be kept in a pupil's locker during the school day.

Cellular telephones that are turned on in violation of this policy may be confiscated by the Building Principal and the pupil will be subject to appropriate disciplinary action.

The Building Principal may grant permission for a pupil to bring or possess a remotely activating communication device on any school property only if the pupil provides a written request to the Building Principal.

The pupil must establish to the satisfaction of the Building Principal a reasonable basis for the possession of the device. The written request must include the purpose for the pupil possessing and / or bringing the device on school property and the date or dates in which the pupil requests to possess and/or bring the device on school property. The written request must also include the date in which the pupil will no longer need to bring and/or possess the device on school property.

The Building Principal, upon reviewing the request from the pupil, will make a determination. The determination will be in writing and if approved, written permission for the pupil to bring and/or possess a remotely activating paging device and / or cellular telephone will be provided to the pupil.

The pupil must submit a new request if the time in which permission is given to bring and/or possess a device expires. The pupil that is granted permission to possess and/or bring the device must be the only one in possession of the device at all times.

In the event a pupil violates this policy as to paging devices and / or cellular telephones, the Building Principal, or designee, will confiscate the device, take appropriate disciplinary actions and immediately notify the Superintendent and the local law enforcement agency.

Social Events and Class Trips

The Little Ferry Board of Education recognizes the value of pupil social events and class trips enhancing and enriching the school experience of the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of social events with the school facilities that have been approved by the Building Principal. Approval of the Superintendent is required for social events, which take place outside the school facilities.

As voluntary participants in school social events and class trips, pupils shall be held responsible for compliance with rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school. For the purpose of this policy, “the rules of the school” will constitute academics and behavior. With regard to academics, any student who is failing more than two (2) subjects at the time of the social event(s) or trip(s), shall be denied

participation in the event(s) or trip(s). Such notification will be given to the parent/guardian in writing in advance of the event/trip. If participation has been denied, students are expected to attend school on the day(s) of the trip. Schoolwork will be available for the student.

Little Ferry Internet Use Policy

PURPOSE

The Internet, a global electronic information infrastructure, is a network of networks used by educators, business, the government, the military, and organizations. In the Little Ferry School System, the Internet will be used to educate and inform.

As a learning resource, the Internet is similar to books, magazines, videos, CDS/DVDs, and other information sources. The Little Ferry School System considers the use of the Internet as an educational resource that will follow district guidelines for selection and use. Because the Internet is a fluid environment, the information, which will be available to students, is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purpose, the availability, and use of media materials does not indicate endorsement of their contents by school offices, neither does making electronic information available to students imply endorsement of that content.

(Please see our website for the entire policy.)

Project Child Find

1-888-653-4463

Project Child Find is a free referral service and public awareness campaign to assist in the identification of unserved /underserved youth with a delay or disability from **birth through twenty-one years** of age.

In addition, **Project Child Find** develops and distributes information to the public about early intervention services and special education programs throughout New Jersey.

Project Child Find's comprehensive efforts include:

1. Assisting families of infants and toddlers, birth through two, concerned about their child's development by directing all requests regarding early intervention to the family's local Special Child Health Case Management Unit. If you need the number for your Special Child Health Case Management Unit, call:

PROJECT CHILD FIND 1-888-653-4463

2. Assisting families of preschoolers, three through five, concerned about their child's development by directing requests to their local school district.
3. Helping families' access community services through referral.
4. Promoting community and public awareness of all children with disabilities by providing information.
5. Assisting local school district Boards of Education to identify unserved children from age three through twenty-one who are in need of special education and related services

Information through **Project Child Find** may be obtained by calling the toll free number, 1-888-653-4463, which is in service 7 days a week, 24 hours a day. All calls received are confidential.

Project Child Find was established by the New Jersey Department of Education through I.D.E.A., Part B funds from the U. S. Department of Education.

NO SMOKING

A notice that smoking is prohibited at all times anywhere in the school district buildings or on school grounds will be posted at each public entrance as per State Law P.L. 2001, Chapter 226 and Board Policy 7434.

DISCLAIMER

Please be advised that the procedures and policies stated in this document (other than those mandated by NJ statute) are subject to change during the school year at the discretion of the Board of Education and/or the Memorial Middle School, Primary

School or Washington School Administration. Parents will be notified of such changes.

Student Conduct/Discipline

The administration reserves the right to assign consequences to offenses not listed below or to adjust particular consequences where the severity of the offense warrants.

Student conduct is almost never black and white, and we will provide due diligence in any investigation. We are not a court of law, and we look for a preponderance of the truth in any situation. We do not discriminate based on gender, age, religious orientation, or any other protected class, and our policies and practices are implemented without regard to membership in such groups. We do not make public the disciplinary actions that we impose on a student, even to the family of a victim if there is one. We respect the privacy of all students.

Point System

The following point system was developed by the Little Ferry Public School system in order to make the disciplinary process clearer, more consistent and more predictable for students, parents and staff. Under the point system, a student found responsible for violating the code of conduct policy is assigned points according to the table below.

** Points are cumulative.*

- **4 points**, students are assigned an after school detention.
- **6 points**, students are assigned 1 day of in school suspension.
- **10 points**, loss of after school activities & after school detention.
- **15 points**, removed from all activities including but not limited to extra-curricular activities, upcoming field trips and

graduation. In addition to loss of privileges, each infraction requires 1 day of after school detention.

Student Conduct/Discipline

The administration reserves the right to assign consequences to offenses not listed below or to adjust particular consequences where the severity of the offense warrants.

Point Forgiveness

Two points are forgiven for every month from the date of the last violation, provided the student commits no additional violations. If the student commits an additional violation during the next month, no points are forgiven and points from a new violation are added to those from previous violations.

*May require a risk assessment.

** Authorities may be notified.

***May lose technology privileges.

Violations	Point Value
Aggressive behavior to self/others	2
Assault	6
Being in an unauthorized area	1
Bomb threat/ false fire alarm/ arson	4
Cheating	1
Conduct physically dangerous to self or others	*4
Creating disturbances, refusal to follow directions, lack of cooperation	1
Creating social media accounts with intent to harass,gossip, and/or spread rumors	2
Cursing or using abusive language towards a staff member	3
Cutting school	*6
Defiance of Authority	3
Disrespect to a staff member	2
Disruptive behavior in detention/ISS room	2
Eating in an unauthorized area	1
Failure to attend school detention	2
Fighting	6
Forging a parent/teacher signature	2
Gum chewing	1
Inappropriate physical contact with a student (touching, tripping, hitting, etc)	3
Inappropriate sexual contact	**6
Insubordination	2
Leaving class, cafeteria or recess without permission	2
Leaving school without permission	3
Lunchroom/Cafeteria disruption	2
Misbehaving in class or on school grounds	1

Misbehavior on a school bus/field trip	2
Misuse of the computer network/computers	***3
Non-cooperation with faculty or staff	1
Not reporting to teacher issued detention	1
Not reporting to the main office when sent	1
Obscene Language/Gestures (including Social Media)	2
Pantsing another student	2
Possession of tobacco/alcohol/drugs/vaping devices	**2
Pushing/shoving/initiating physical contact	1
Running in the halls, hanging from doorways	1
Stealing	**2
Taking or attempting to take personal property or money from a pupil or staff member	3
Throwing Objects	1
Use of cell phones, or any other electronic devices	1
Using an unassigned locker	1
Using lockers at unauthorized times	1
Vandalizing/defacing school property (will include repayment for damages)	**6
Verbally threatening to a staff member	3
Violating the dress code	1

	Student Consequence
Tardy	
1st Tardy	Student receives a verbal warning, parent is contacted.
2nd Tardy	Student receives a verbal warning, parent is contacted.

3rd Tardy	Student receives one day of after school detention. Parent is contacted.
4th Tardy	Student receives one day of after school detention. Parent is contacted.
5th Tardy	Student receives one day of after school detention. A parent meeting is requested.
6th Tardy	Student receives two days of after school detention. Parent is contacted.
7th Tardy	Student receives two days of after school detention. Parent is contacted.
8th Tardy	Student receives two days of after school detention. Parent is contacted. Student is referred to I&RS.
9th Tardy	Student receives two days of after school detention. Parent is contacted.
10th Tardy	Student receives one day of ISS. Parent is contacted. Loss of all privileges including but not limited to field trips, extracurricular activities and graduation.
	Tardies reset when a student isn't marked tardy for 60 calendar days.



Little Ferry Public Schools **Digital Code of Conduct**

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of district activities. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. The digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage and are consistent with the Little Ferry Public School Board policy on use of technology resources in instruction. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and/or revocation of privileges on the district's system and will be subject to disciplinary action in accordance with the school district disciplinary handbook.

Students will practice responsible use of digital information regarding intellectual property, including complying with software licenses, copyright laws, and all other state and federal laws governing intellectual property. Students will practice safe and appropriate online behavior including using professional etiquette while communicating online. Improper use of district technology resources is prohibited including, but not limited to:

- attempting to send or sending anonymous messages of any kind
 - using the network to access inappropriate and/or harmful materials
 - bypassing the district's security measures to access sites that are filtered on the district network
 - encrypting communications so as to avoid security review or monitoring by the system administrator
 - using the network to provide addresses or other personal information that others may use inappropriately
 - purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
 - forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail
 - using the network for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines
- using racist, profane, pornographic, sexually oriented, or obscene language or materials



Students will use the technology resources in a positive and responsible manner that promotes creativity, innovation, collaboration, communication, critical thinking, and problem solving. Improper use of the district's technology resources is prohibited including, but not limited to:

- using the network for political activity, financial gain, or commercial activity
- attempting to harm or harming equipment, materials, or data
- changing any computer configurations and/or settings
- installing software, including freeware and file sharing services, without permission from permission from the director of technology or his/her designee
- streaming media, such as radio, games, video, etc., for non-educational purposes
- proxy sites - bypassing or attempting to bypass the filtering device by using sites such as, but not limited to, proxy sites on the district's electronic communications system
- running security programs or utilities that reveal or exploit weaknesses in the security of a system such as password cracking programs, packet sniffers, or port scanners or any other non-approved programs on district technology resources

- otherwise engaging in acts against the aims and purposes of the district as specified in its governing documents or in rules, regulations, and procedures adopted from time to time

Students will understand the negative impact of inappropriate technology use including online bullying and harassment, hacking, intentional virus setting, invasion of privacy, and piracy of materials such as software, music, video, and other media.

Students will log in to the district network using their own login credentials. Account information and passwords, or similar information used for identification and authorization purposes, must be kept private. Passwords should not be written down and left in a location other may find it. The individual in whose name a system account is issued will be responsible at all times for its proper use.

Students will use technology resources cautiously to prevent damage.

Students are asked to conserve district technology resources (such as network bandwidth and storage) by limiting usage to educational purposes. System users must not degrade the performance of district technology resources (i.e., streaming video, streaming audio, and Internet radio), deprive an authorized district user access to a district resource, obtain extra resources beyond those allocated, or circumvent district computer security measures.

Creative credit and copyright - students have the right to protect their own creative works. Additionally, students must exercise academic integrity in a fair and legal manner when using other

people's creative works. Failure to appropriately cite ideas or work other than your own will result in adverse academic and behavioral consequences.



Academic integrity protects against the following:

- Cheating is fabricating written assignments; giving or receiving aid to another student without the consent of the instructor on tests, quizzes, assignments, or exams; or accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology such as computers, phones, cameras, or any other device that provides access to unauthorized information related to graded course material, tests, quizzes, assignments, or examinations.
- Double assignments are also a form of cheating. This is defined as an assignment that is used to fulfill the requirements of more than one course without prior approval from all involved instructors.
- Colluding is allowing one's work to be copied or submitted by another student. This applies to individual as well as

group work where the students are given individual grades. It also applies to work that is transferred electronically and then submitted by another student. Joint student projects where information is combined for a final product submission are acceptable.

- Plagiarizing is the act of presenting the ideas or works of another person as one's own. This includes presenting information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, computer programs, emails, CDs, and electronic files from the Internet. All of these must be acknowledged with the proper documentation. The instructor or the school links should be consulted for proper citation practices. All assignments submitted to instructors should contain the proper citation. Plagiarism occurs when a student does one of the following: fails to cite borrowed, quoted, or paraphrased material, even by accident; deliberately intends to deceive through lack of citation; or uses strings of words from a cited source without indicating these words are not his/her own (attempted paraphrase without quotations, even if there is a correct citation).



Little Ferry Public Schools

Remote Learning Addendum to the Student Handbook

Even when in a Remote Learning environment, students are expected to adhere to the policies stipulated in our Student Handbook. The following additional policies address particulars pertaining to the Remote Learning environment.

General Expectations for the Remote Learning Process

- All students must have the necessary technology to effectively and regularly communicate, receive instruction, interact with class, and comply with work assignments.
- Attendance monitoring will consist of the students logging into the homeroom and the teacher taking attendance.
- Students must comply with all work requirements in a timely fashion (meeting deadlines) and reach out to the teacher when he / she is experiencing any difficulty with the material or with meeting the set timeline.

Live Conferencing Sessions

Video conferencing and live sessions are essential components of the learning process and help improve the connectedness of remote team members. As with the use of social media, students are required to adhere to school policies pertaining to these areas in our Student Handbook, and to observe the following regarding the Remote Learning environment:

- Students must be punctual to the live teaching sessions as per the district bell schedule. Teachers will be monitoring attendance and students will be receiving class participation grades.
- Ensure your technology works properly and frame the camera correctly. Cameras must always be on.
- Good online manners are vital to a productive and supportive online learning environment. Students are to behave in the live online session as expected in the regular in-person class. The following Netiquette guidelines apply to all online communications:
 - Dress appropriately.
 - Set up a remote learning space and have all materials needed for the day within reach.
 - Be mindful of inappropriate surroundings or potential interruptions of the session. Sessions are intended for the learners in a particular class and should not include individuals who are not part of the class.
 - Be polite, respectful, and tolerant of views expressed by others.
 - Do not spam your classmates or teachers. Spamming occurs when you or your instructor or classmates receive numerous unwanted messages. To avoid

spamming your class members or teachers, do not
send chat messages when it is unnecessary.