



# 2016 – 2017 Student Handbook

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**RELATED POLICIES QUICK LINKS:**

5500 EXPECTATIONS FOR PUPIL CONDUCT (M)

<http://www.straussesmay.com/seportal/Public/DistrictPolicySearch.aspx?id=2275e67a648b431985153d9a4648e146>

5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

<http://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?policyid=5512&search=5512&id=2275e67a648b431985153d9a4648e146>

R 5512 HAZING AND/OR HARASSMENT, INTIMIDATION OR BULLYING INVESTIGATION PROCEDURE (M)

<http://www.straussesmay.com/seportal/Public/DistrictRegulation.aspx?RegulationID=5512&id=2275e67a648b431985153d9a4648e146>

## **MISSION, PHILOSOPHY, and GOALS**

### **Mission**

The Springfield Township School District is committed to collaborating with the local, county and state Board of Education, staff, students, parents, and community in the goal of creating a caring and positive environment that encourages each student to develop his or her potential in academic, physical, social, emotional, cultural, and moral aspects.

It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards and Common Core Standards at all grade levels.

### **Philosophy and Goals**

It is the philosophy and goal of the Springfield Township School District to inspire and to encourage the development of self-motivated, self-directed problem solvers, and lifelong learners. To this end, we believe in a total education for the total child and in each person's:

- ❖ Demonstration of courtesy, respect, and concern for others;
- ❖ Development of each individual's sense of self-esteem, self-worth, self-discipline and self-direction;
- ❖ Collaboration in the creation and protection of a safe, healthy and nurturing environment;
- ❖ Development of positive attitudes-revitalizing active participation in school and society;
- ❖ Attainment of educational goals outlined in district curriculum, the New Jersey Core Curriculum Content Standards, and Common Core Standards;
- ❖ Development of an appreciation for the arts and physical fitness;
- ❖ Preparation for a successful future in school, career and society.

## **SCHOOL CONTACT INFORMATION**

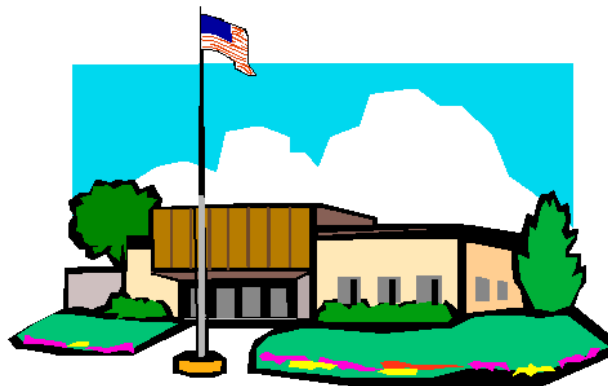
**Address: 2146 Jacksonville-Jobstown Road, Jobstown, NJ 08041**

**Phone Number: (609) 723-2479**

**FAX: (609) 723-8213**

**NURSE'S ABSENCE LINE: (609) 723-2479 follow prompts**

**Web Address: [www.springfieldschool.org](http://www.springfieldschool.org)**



## **BOARD OF EDUCATION**

### **Meeting Dates**

The established Regular Meeting dates are the third Tuesday of each month and the established Work Session Meeting dates are the second Tuesday of each month, unless otherwise designated. Board Meetings are held in the Springfield Elementary School Library with a Meeting time of 6:30pm, unless otherwise noted.

### **2016-2017 Board Meetings**

<b>Work Session Meetings</b>	<b>Regular Session Meetings</b>
Wednesday, September 14, 2016	Tuesday, September 20, 2016
Wednesday, October 12, 2016	Tuesday, October 18, 2016
Wednesday, November 9, 2016	Tuesday, November 15, 2016
Wednesday, December 14, 2016	Tuesday, December 20, 2016

<b>Reorganization Meeting</b>
Tuesday, January 3, 2017

\*Meeting schedule for remainder of year will be determined at annual Board Reorganization Meeting

### **Board of Education Members**

Mr. Gregory Madia, President  
Mr. Andrew Eaton, Vice President  
Mr. Joseph Bucs  
Mr. Wade Hale  
Mrs. Kristen Lippincott  
Mr. Michael Ramalho  
Mr. Dennis Schmieder  
Mr. James Specca  
Mrs. Jennifer Webb

### **Administration**

Mr. Craig Vaughn, Chief School Administrator  
Mr. Bruce Benedetti, Board Secretary/Business Administrator  
Mrs. Asia Michael, Director of Curriculum and Instruction

## 2016-2017 SPRINGFIELD TOWNSHIP SCHOOL DISTRICT STAFF

Name	Position	Phone	E-Mail Address
Mr. Craig Vaughn	Superintendent/Principal	*832	<a href="mailto:cvaughn@springfieldschool.org">cvaughn@springfieldschool.org</a>
Mrs. Asia Michael	Director of Curriculum and Instruction/Enrichment	*812	<a href="mailto:amichael@springfieldschool.org">amichael@springfieldschool.org</a>
Mr. Bruce Benedetti	School Business Administrator/Board Secretary	*815	<a href="mailto:bbenedetti@springfieldschool.org">bbenedetti@springfieldschool.org</a>
Mrs. Cassidy Dudley	Administrative Assistant to the Superintendent	*832	<a href="mailto:cdudley@springfieldschool.org">cdudley@springfieldschool.org</a>
Mrs. Debra Webster	Administrative Assistant to the Principal	*810	<a href="mailto:dwebster@springfieldschool.org">dwebster@springfieldschool.org</a>
Mrs. Sally Baer	Payroll Clerk	*816	<a href="mailto:sbaer@springfieldschool.org">sbaer@springfieldschool.org</a>
Mrs. Julia Stewart	Accounts Payable & Receivable	*817	<a href="mailto:jstewart@springfieldschool.org">jstewart@springfieldschool.org</a>
Miss Jillian Bencivengo	Preschool	*823	<a href="mailto:jbencivengo@springfieldschool.org">jbencivengo@springfieldschool.org</a>
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Mrs. Tracy Seitz	Kindergarten	*845	<a href="mailto:tseitz@springfieldschool.org">tseitz@springfieldschool.org</a>
Mrs. Patricia Carter	Special Education	*830	<a href="mailto:pcarter@springfieldschool.org">pcarter@springfieldschool.org</a>
Ms. Stephanie Whittaker	Special Education		<a href="mailto:swhittaker@springfieldschool.org">swhittaker@springfieldschool.org</a>
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Mrs. Kelly Linton	Third grade	*825	<a href="mailto:klinton@springfieldschool.org">klinton@springfieldschool.org</a>
Mrs. Amy Angelastro	Fourth grade	*833	<a href="mailto:angelastro@springfieldschool.org">angelastro@springfieldschool.org</a>
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Mrs. Patricia Sepessy	Sixth grade	*827	<a href="mailto:psepessy@springfieldschool.org">psepessy@springfieldschool.org</a>
Mrs. Samantha Nims	Special Education/Instructional Support	*829	<a href="mailto:snims@springfieldschool.org">snims@springfieldschool.org</a>
Mrs. Sandra Secouler	Special Education/Instructional Support	*844	<a href="mailto:sscouler@springfieldschool.org">sscouler@springfieldschool.org</a>
Mrs. Dawn Shook	Special Education/Instructional Support		<a href="mailto:dshook@springfieldschool.org">dshook@springfieldschool.org</a>
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Mrs. Cathryn Browning	Enrichment and Basic Skills	*838	<a href="mailto:crowning@springfieldschool.org">crowning@springfieldschool.org</a>
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Mrs. Marisela Millerline	Spanish	*842	<a href="mailto:mmillerline@springfieldschool.org">mmillerline@springfieldschool.org</a>
Mrs. JoAnn Ricciani, RN	Nurse	*824	<a href="mailto:jricciani@springfieldschool.org">jricciani@springfieldschool.org</a>
Mrs. Rebecca Schweitzer	Social Worker/Guidance Counselor	*826	<a href="mailto:rschweitzer@springfieldschool.org">rschweitzer@springfieldschool.org</a>
Mr. Justin Schleider	Physical Education /Health	*831	<a href="mailto:jschleider@springfieldschool.org">jschleider@springfieldschool.org</a>
Mrs. Susan Skinner	LDTC/CST	*826	<a href="mailto:sskinner@springfieldschool.org">sskinner@springfieldschool.org</a>
Ms. Bridget Csolak	Speech and Language Pathologist	*843	<a href="mailto:bcsolak@springfieldschool.org">bcsolak@springfieldschool.org</a>
Mrs. Clarene Spennato	Art	*813	<a href="mailto:cspennato@springfieldschool.org">cspennato@springfieldschool.org</a>
Mr. Adam Jarvela	Music	*841	<a href="mailto:ajarvela@springfieldschool.org">ajarvela@springfieldschool.org</a>
Mrs. Denise Buffa	Educational Asst/Café/Playground/Bus Aide/Bus Driver		
Mrs. Annette Capra	Educational Asst/Cafe/Playground/Bus Aide		
Mrs. Virginia Grupp	Educational Asst/Café/Playground/Bus Aide		
Mrs. Maggie Gonzalez	Educational Asst/Café/Playground/Bus Aide		
Mrs. Sherry Preisig	Educational Asst/Café/Playground/Bus Aide		
Mrs. Janet Lockwood	Educational Asst/Café/Playground/Bus Aide		
Mr. Jack Thorn	Educational Asst/Café/Playground/Bus Aide		
Mrs. Karen Wassall	Educational Assistant		
Mr. Shawn Dennis	Educational Facilities Manager	*821	<a href="mailto:sdennis@springfieldschool.org">sdennis@springfieldschool.org</a>
Mrs. Danella Polhamus	Custodian		
Mr. Louis Lopez	Custodian		
Mr. John Webster, II	Custodian		
Mr. Joseph Knewasser	Maintenance		
Mrs. Mary Marinos	Nutri Serve/Cafeteria		

## **ATTENDANCE**

### **Absences**

The educational programs offered in the Springfield Township School District provide strength and continuity when students are present in school everyday. School is in session 180 days per year. When a student is absent from school, progress is disrupted. While individuals' efforts to make up assignments, receive tutoring, and/or engage in extra credit work may help, these activities are supplemental and cannot replace participation in a students' daily interaction with peers and staff.

The Springfield Township School District **strongly discourages** scheduling vacations during the academic school year. Continuity of instruction and learning is integral to scholastic success.

Five unexcused absences that count toward truancy are considered excessive, affect programs, and incur a School Team Review and a letter home to parents.

Unexcused absences that do not count toward truancy but are included in attendance totals include:

- ❖ Student illness (doctor or parent note must specify the date(s) of the absence(s)).
- ❖ Legal obligations/court appearance (court documentation).
- ❖ Family illness or death in the family (letter from parent/guardian).
- ❖ Administrative action (example: in school/out of school suspension).
- ❖ Unavoidable medical or dental appointments.
- ❖ Visits to educational institutions.
- ❖ An absence, for a reason not listed above, deemed unexcused that does not count toward truancy by the principal.

An excused absence is a student's absence from school for a full day or a portion of the day for the observance of a religious holiday, Take Your Child to Work Day, or any other absence determined to be excused by the New Jersey Department of Education.

**APPROPRIATE NOTICE MUST BE PRESENTED TO THE CLASSROOM TEACHER UPON RETURN TO SCHOOL.**

**THE SCHOOL DISTRICT RESERVES THE RIGHT TO INVESTIGATE THE CAUSE OF ANY ABSENCE.**

### **Absentee Call-In**

We request parents to call the Nurse's Absence Line 723-2479 follow prompts between 8:00 a.m. and 9:45 a.m. anytime their child will be absent from school or will arrive late to school. Parents of children who are absent and from whom we have not received notification will be contacted by the school nurse. A note from a parent or doctor must be submitted to your child's teacher upon his/her return to school.

### **Lateness and Sign-in Procedures**

If it is necessary for your child to arrive late to school, a parent ***must*** accompany the child to the office to sign his or her child into school.

### **Truancy**

Parents or guardians must authorize the absence of any student. Students absent without parental knowledge will be considered truant per N.J.S.A. 18A:38-27. The student will be subject to disciplinary action and academic consequences that include receiving zero credit for class work/assignments/graded work on that day with no opportunity to make up the work.

## **BEHAVIOR**

### ***I. Code of Student Conduct***

#### **Purpose, Student Rights and Responsibilities**

##### **The purpose of a Code of Student Conduct is to:**

1. Maintain an orderly and safe learning environment
2. Educate students as to proper behavior leading to productive citizenship
3. Develop students' character

##### **Students are to:**

1. Be respectful towards peers and adults
2. Follow the directions of all adults and Safety Patrol members
3. Respect school property and the property of others
4. Keep hands and feet to yourself
5. Walk quietly in the hallways
6. Use appropriate language and behavior at all times
7. Follow the rule: NO chewing gum, no candy and no toys
8. Complete homework and class work
9. Follow dress code
10. Not bully others as per Harassment, Intimidation and Bullying Board Policy

##### **Students' rights:** Students have the right to:

1. Attend school in a safe and secure environment
2. Not be disciplined through corporal punishment (identified in N.J.S.A. 18:A 6-1)
3. Know how they have broken the school rule(s) and be given an opportunity to present their explanation.

### ***II. Springfield Township Student Demerit System***

#### **Infractions, Consequences, Alternate and Positive Discipline**

Our district's Demerit Point System was designed to help students realize consequences for their actions. Springfield Township students are expected to utilize all staff in the building to solve conflicts. If all else fails, a student is expected to walk away rather than risk a physical confrontation. Self-defense is not an excuse for fighting. The Demerit Point System designates a point value for specific infractions for student in grades 3 through 6. An infraction is a violation of a stipulated rule. The infraction and the point value they carry are listed in the table below.

#### **Demerits**

Demerits may be assigned to students by any staff member who observes inappropriate behavior. Students may receive a demerit for a number of infractions which are listed in the table below along with the number of points assigned to each. A second offense earns the student the same amount of points. On the third offense, the student will receive two points, regardless of the infraction. Committing the infraction more than twice is considered insubordination and will be written up as such. This list is not exhaustive, and consequences will be adjusted accordingly, given an individual's age and grade level. Students who repeat the same types of infractions can expect increased consequences. Consequences are reported in a range to adjust for individual situations.



Infraction	Demerit	Infraction	Demerit
Chewing gum in school	1	Other behavior considered inappropriate	2
Eating/drinking on the bus	1	Cheating on an assessment or assignment (not plagiarism)	2
Disrespectful behavior/language	2	Dishonesty	2
Classroom disruption that results in the loss of instruction time	2	Forgery (i.e., copying parent's signature)	3
Insubordination (refusal to follow orders, directions, or school rules)	2	Aggressive play on the playground/classroom (pushing, shoving, kicking)	2
Dress code violation	1	Running, talking, pushing, out of line during a fire or evacuation drill	2
Teasing other students	2	Running, shouting, roaming halls, disturbing other classes and/or offices	2

### CONSEQUENCES

Students receive consequences based on point accumulation. Please refer to the table below. Students who reach 12 or more discipline points will be placed on the Ineligible List and lose school privileges. This means these students not be able to participate in field trips, class activities, after school clubs, and other school sponsored events as determined by the Superintendent and Assistant Principal for the remainder of the year. In order to be fair and consistent, no exceptions to this rule will be made.

Demerits	Consequences
<b>1-2 Points</b> <b>3-5 Points</b> <b>6-8 Points</b> <b>9-11 Points</b> <b>12 Points</b>	<b>Warning</b> <b>Lunch/Recess Detention</b> <b>1 Day After School Detention</b> <b>2 Day After School Detention</b> <b>Ineligible</b>



**Please Note:** Each time a child commits an infraction, a notice will be sent home to parents notifying them of the incident, the number of demerits the child received, and the total amount of demerits the child has accumulated. Also, parents will be notified by phone when a student accumulates 3 points. A notification letter will go home when a student has accumulated 6 points and 9 points. If a student accumulates 12 points, a letter will be sent home notifying the parent/guardian that their child has been placed on the Ineligible List.

Automatic detentions and suspensions will be assigned for more serious infractions. Those infractions are listed below under each category along with the total number of points students accumulate as a result.

<b>Lunch/Recess Detention (2-3 points/day)</b>	<b>After School Detention (4 points/day)</b>	<b>Suspension (4-6 points/day)</b>
<ul style="list-style-type: none"> <li>• Disobeying Cafeteria rules</li> <li>• Using cell phone on school property</li> <li>• Inappropriate language/gestures</li> </ul>	<ul style="list-style-type: none"> <li>• Unsafe behavior that could bring harm to offender or those around them</li> <li>• Theft</li> <li>• Academic dishonesty (i.e., plagiarism)</li> <li>• Inappropriate use of electronic devices, including school computers and cell phones</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• HIB</li> <li>• Vandalism</li> <li>• Possession or use of obscene material, weapons, alcohol, or drugs</li> <li>• Creating false fire alarm</li> <li>• Any act that endangers the safety of students, teachers, or school employee</li> </ul>

**Important Note:** If two or more students are involved in a physical altercation, all involved parties will be faced with consequences - regardless of which child initiated the altercation. All students are strongly encouraged to practice peaceful resolutions to conflicts. Any child who feels threatened or is physically confronted is expected to communicate this to a staff member to avoid retaliation. If a child chooses to respond in a physical manner, they are subject to appropriate consequences.

### **Discipline Point Redemption**

It is very important that students learn from their mistakes and improve their behavior. One discipline point can be deducted from the total number of points a student has earned when a student has gone thirty (30) calendar days from when the last points were received without having demerits, discipline referrals, or warnings. In an effort to also recognize students' academic accomplishments, students can also redeem a point by making the Honor Roll or High Roll during a trimester.

### **Participation in School Events/Activities and Class Trips**

There are a number of school and Home and School sponsored events, such as class trips, after school clubs, and other activities, that students can participate in throughout the year. Because these activities require a high degree of social control, students who accumulate a number of offenses will not be allowed to attend.



**Very Important!** Students are allowed to attend a class trip if they have not received 12 points and placement on the Ineligible List within two weeks of the trip. However, a serious infraction may cause a student to be excluded from a trip. If a student is on the Ineligible List within two weeks of a trip, they will be excluded, regardless of any deduction of points.

### **Point Free Students**

In June, a special activity is planned by the Superintendent and Assistant Principal for students who are Point Free. This includes students who have never received a point and students who have redeemed accumulated points. Points must be redeemed in May, a month before the activity. Students can only participate if they do not have any accumulated points at the time of the activity. **Any points received leading up to the date of the point free activity will result in not being able to attend the activity.** There will also be opportunities each Trimester and sporadically throughout the year for students to celebrate their Point Free status.

### **Alternative Consequences**

Alternative consequences and processes may be employed, with the Superintendent's approval to affect a positive change in a child's behavior. They may be issued in addition to and/or in lieu of the consequences listed previously.

1. Special education students with Individual Education Plans (IEP's) may require alternate consequences by virtue of their IEP.
2. Guidance Counselor: At any stage of the disciplinary process, our guidance counselor may meet with a student or group of students to affect a positive change in behavior, develop behavior plans, or work with students as part of a larger plan to help them make positive decisions about behavior. The guidance counselor or administrator may refer a student to an outside agency. The guidance counselor maintains a list of community-based health and social service providers, available upon request. The guidance counselor does not assign disciplinary consequences for behavioral infractions; he or she serves in a support role to assist students in making the best decisions about their behavior.
3. Some students may be referred to the Intervention & Referral Services committee for remediation or other plan to affect a positive change in behavior.

### **Responsive Classroom Model**

In order to effect a positive learning environment, the district has adopted an approach modeled after the Responsive Classroom, a nationwide program developed to evoke cooperation and collaboration, responsibility, and respect. This program emphasizes positive behavior through individual classroom incentive programs like, "Fill the Bucket" and Put-Ups." It is aligned with the New Jersey Department of Education mandates related to effective character education curriculum.

Our model addresses classroom, hallway, cafeteria, playground, and bus behavior. Teachers, aides, and bus drivers have posted and explained specific rules and expectations. Each teacher sends home a copy of individual classroom management procedures. School-wide expectations for each classroom, lunchroom, playground, and bus rules are listed.

### **Classroom Guidelines for Behavior**

Classroom Management Procedures are explained, posted, and expected to be followed. Disregard of procedures and regulations will result in consequences including:

1. Verbal warning.
2. Parent contact by phone or note sent home.
3. Lunch/recess detention or after school detention, depending on severity.
4. Administrative intervention is not limited to but can include: in school suspension, out of school suspension, parent meeting and/or police referral.

### **Bus Guidelines for Behavior**

Reflecting the policy of the Springfield Township Board of Education, video cameras are used to ensure safety and student behavior on school buses. In order to maintain the privacy of our children, tapes are subject to review by school officials only.

Students are expected to follow the rules of the bus to ensure safe travel. The regulations below are guidelines for expected behavior and should be followed by each student. Students exhibiting inappropriate behavior as outlined by the bus regulations, may be subject to bus consequences as listed below. Demerit points will be incurred for consequences resulting in a bus suspension.

1. Follow the driver's directions at all times.
2. Wear seat belts at all times.
3. Show respect toward others.
4. Remain seated in the assigned seat.
5. Remain seated until the bus stops.
6. Use appropriate language at all times.
7. Do not shout or use excessive noise.
8. Do not eat or drink on the bus.
9. Keep hands or objects inside the bus and not out the windows.
10. Refrain from touching the back door.
11. Do not use electronic devices or cell phones on the bus.
12. Do not engage in horseplay while on the bus.

### **BUS CONSEQUENCES**

When a student is reported for inappropriate behavior on the bus, the following may result:

1st offense	warning letter sent home, unless the offense is of a more serious nature
2nd offense	one-day suspension from the bus
3rd offense	two-day suspension from the bus
4 or more offenses	multi-day suspension from the bus, conference with the parent/guardian, possible suspension from the bus for the remainder of the school year

**PLEASE NOTE:** When a student receives a bus warning, it stays active for one (1) Trimester. Any other reported behavior during that Trimester will count as a second offense. At the beginning of the next Trimester, students' bus logs clear. Students suspended from the bus will receive 1 demerit point for each day they are suspended.

When a student is suspended from the bus, it is the responsibility of the parent/guardian to transport the student to and from school at the designated starting and ending times of the school day.

### **Cafeteria Guidelines for Behavior**

1. Follow directions.
2. Be orderly in line (hands and feet kept in proper place).
3. Use respectful behavior and language at all times. Improper language, name-calling or talking back will not be tolerated.
4. Use inside voices at all times.
5. Ask permission before leaving one's seat.
6. Food/drink needs to be finished or put away before leaving the cafeteria.

### **Playground Guidelines for Behavior**

1. Demonstrate respect toward playground staff, acting and speaking in an appropriate manner.

2. Remain on the playground at all times, unless supervising staff has previously been given a note or it has been stated otherwise (by teacher or nurse).
3. Use equipment properly, never kicking equipment or another person, and keeping equipment out of the woods and off of the roof.
4. No playing football and soccer games, which are not permitted at lunch time without teacher supervision.
5. Never fight, curse, or name-call.
6. Use ladders or steps on slide.
7. Never climb on top of equipment.
8. Never stand or jump off swings.
9. No throwing sand or any items.
10. When the bell rings, immediately proceed into line, remaining quiet as the class waits for their teacher to escort them to class.
11. **Carry and return** all playground balls and equipment to the storage area.

The overall behavior of students in Springfield Township School District has been excellent. This plan endeavors to reinforce this good behavior and to provide a systematic manner to address infractions. Appropriate behavior is expected at all times. If a problem arises, it will be addressed immediately. If a problem arises of which the staff is not immediately aware, the student is encouraged to communicate it with the appropriate staff at the time it happens so that it can be addressed.

### **III. Parent Communication and Appeals**

In the event that a consequence is given to a student, parent(s) or guardian(s) will be contacted. Please be advised that schools cannot seek parent permission to levy consequences. The school contacts the parents to inform only. The district will contact parents in accordance with N.J.A.C. 6A:16-6.2(b)3, 7.2 and 7.8.

A parent or guardian who disagrees with consequences administered is encouraged to contact the appropriate professional in our school community. If the matter is not resolved satisfactorily, he or she is then encouraged to contact the next appropriate professional in the following order:

- a. Teacher
- b. Superintendent
- c. Board of Education

#### **Parents' Community Social Service and Legal Resources:**

South Jersey Legal Services  
Burlington County Office  
(609) 261-1088  
107 High Street  
Mount Holly, NJ 08060  
Burlington County Board of Social Services  
The Burlington County Human Services Facility  
795 Woodlane Road Mt Holly, New Jersey 08060  
(609) 261-1000

## **IV. Records**

### **Disciplinary Records:**

Springfield Township School District follows all state and federal laws regarding records. Disciplinary consequences or discipline records of students cannot be shared with anyone but the students' own parents or guardians. Students' disciplinary records are transferred to Northern Burlington Regional School district upon promotion to the seventh (7<sup>th</sup>) grade. The district ensures all records and privacy protections granted by state and federal law pursuant to the regulations identified at N.J.A.C. 6A:16-7.1(c) 3vii

**Policies related to Expectations for Pupil Conduct #5500; Harassment, Intimidation and Bullying #5512; Reporting Procedure-Hazing, Harassment, Intimidation or Bullying #R5512 are found on pages 28-47 in this handbook. Referenced and Anonymous reporting forms are available in the Parent/Community Information Resource area in the Main Office of the school.**

### **CRISIS/EMERGENCY SITUATIONS**

Over the course of any school year, certain situations may arise that require special intervention to ensure the safety of our school community. To address those situations, each school district in the state of New Jersey is required to have a Memorandum of Agreement with its local police force that outlines responsibilities of both the school and the police, as well as details the manner in which both organizations will work together. The Springfield Township Board of Education has such an agreement in place.

It is important to understand that in times of crisis when police intervention is needed, often the school administration and staff are not in a position to exercise control over measures taken to ensure safety—the police and/or other emergency services have the authority to determine the action(s) taken as well as the information to be shared.

Our district administration is committed to maintaining an environment where students and staff feel comfortable spending time each day and where optimal learning can take place. In the event of a crisis, we will take the actions deemed appropriate in consultation with the police and/or other agencies, and we will share the information that we are able to in a timely manner or as otherwise advised.

We stage regular fire and crisis drills to help students and staff become knowledgeable about safety procedures in our building. In the event that an emergency situation actually occurs, that information would be shared with you. Otherwise, routine drills are only reported monthly to the Board of Education.

## **2016-2017 SCHOOL CALENDAR**

Please access the most recent version of our school calendar by clicking [here](#)

### **THE SCHOOL DAY**

#### **School Hours**

Classes are in session for Kindergarten through Grade 6 from 8:50 a.m. to 3:20 p.m.

Classes are in session for A.M. Pre K 3 from 9:00 a.m. to 11:30 a.m.

Classes are in session for P.M. Pre K 4 from 12:30 p.m. to 3:00 p.m.

Early dismissal hours for Kindergarten through Grade 6 are from 8:50 a.m. to 1:20 p.m.

Early dismissal hours for Pre K 3 are from 9:00 a.m. to 10:30 a.m.

Early Dismissal hours for Pre K 4 are from 11:30 a.m. to 1:00 p.m.

If it is necessary for your child to be excused from school early, prior to regular 3:20 p.m. dismissal time, a note must be sent to school stating this. We require the early dismissal note to state the name of the person who is picking up the child and require that person sign the Daily Attendance Log in the Main Office. If it is necessary for a parent/guardian to sign a child out of school early, sign-out must occur prior to 3:00 p.m. This will avoid dismissal confusion and ensure your child's safety.

Our staff is very careful regarding the release of students to an adult. Parents who choose to transport their child/ren at dismissal, rather than have them ride the bus, must first sign them out on the designated log.

#### **Before/After School Child Care**

A before/after school child care program is offered at Springfield School by the Burlington County Family YMCA. Prime Time provides care from 7:00 a.m. until 8:50 a.m. and 3:20 p.m. until 6:00 p.m.

Registration is handled directly with the YMCA at 1-609-543-6200 X301. **Prime Time will not be in operation when the district closes or is on a late start or early dismissal (except for scheduled early dismissals).**

## **HOME AND SCHOOL ASSOCIATION**

### **Officers**

Christiana Bucs, President  
Kathy Stizza, Vice President  
Leslie Brewer, Vice President  
Melina Walker, Secretary  
Vicki Aaronson, Treasurer  
Kerry Trilling, Head Homeroom Parent Coordinator  
Brandy Corbo, Head Homeroom Parent Coordinators  
Brandy Greiner, Fundraising Coordinator  
Traci Leonard-Kownacki, Fundraising Coordinator  
Jennifer Mancini-Wallrath, Home and School Liaison

### **HOME AND SCHOOL MEETINGS WILL BE HELD AT 7:00 P.M.:**

SEPTEMBER 13, 2016 (Head Homeroom Parent Drawing)  
OCTOBER 11, 2016  
DECEMBER 13, 2016  
JANUARY 10, 2017  
FEBRUARY 14, 2017  
MARCH 14, 2017  
April 11, 2017  
MAY 9, 2017 (Nominations for 2016-2017 Board)  
JUNE (Elections for 2016-2017 Board)





## **HOMEWORK**

### **Homework Procedures/Make-Up Work After an Absence**

Homework is provided to extend and to reinforce concepts in study and is aligned to the New Jersey Core Curriculum Content Standards and/or Common Core Standards. The following procedure is in effect for obtaining homework for children who are absent from school due to illness. This procedure is designed with several factors in mind:

1. Children who are kept at home for illness for a single day or who are sent home by the nurse are probably too sick to do school work. Therefore, homework can be completed upon the child's return to school (within 24-72 hours, as determined by the classroom teacher).
2. If it is necessary for a child to be absent for a week or more due to illness, parents should write a note to the child's teacher requesting assignments and study information.

Students must be prepared for full class participation on the day they return to class following an absence. Assignments missed during absences must be made up within an appropriate and designated period of time.

When it is necessary for a parent to call school requesting an assignment for a child who is absent, that call must be received by 10:00 a.m. to facilitate picking-up homework and books after school. (This allows time for teachers to receive the message and gather the work together.)

When it is necessary for a child to leave school early for a doctor's/dentist's appointment, a child may receive assignments providing a note is given to the teacher during morning homeroom.

If it is necessary for a child to be absent from school due to a family emergency, a parent must contact the classroom teacher as soon as possible. The teacher will send home those assignments which can be completed without the benefit of classroom instruction. Additional class work will be given to the child for completion when he/she returns to school. At that time, necessary instruction will be provided. The make-up instruction may take place during the child's recess period or at a time according to the teacher's discretion.

A child will not be expected to take a test on the day he/she returns from an illness or vacation **unless notice of the test was given prior to the absence**. Rescheduling a test is at the discretion of the teacher.

A child's teacher may be contacted by phone or e-mail. Phone extensions and e-mail addresses are listed on page 6.

## **INSTANT ALERT**

Springfield Township School District will continue to keep parents informed and "in the loop" using the Honeywell "Instant Alert" system. Messages will be sent from the school to you via phone, e-mail, text messaging—whatever you select and wherever you would like to receive the communication (i.e. at home and/or at work). We have already incorporated each child's home phone number into the system, so messages from the school sent through Instant Alert will definitely reach you that way. You, alone, have access to the system to include any additional phone numbers or e-mail addresses you wish us to use. A letter about this system has been sent home by the district. Should you have any questions or do not receive Instant Alert messages, please contact our office.

## **INSURANCE**

The Springfield Township School District provides accident insurance for all students. This insurance plan covers the student during school hours and during activities sponsored and supervised by the school, including social events.

The insurance provided is Full-Excess coverage, which means that the coverage begins after all family insurance coverage has been used and/or proof is presented that the family has no coverage. If an injury occurs at school or during a school activity, students must report to the school nurse. The nurse will provide a claim form accompanied by a letter of direction which is to be completed and forwarded to the insurance company. Failure to provide the information requested will cause the claim to be delayed or rejected.

## **LIBRARY**

Springfield Township School District maintains a well-stocked library which students visit weekly. Budgeted funds for library books are supplemented through funds raised by the Home & School Association and through book fairs.

Volunteers are utilized in the library on a regular basis. If you are interested in volunteering in the Media Center contact Mrs. Theresa Roats ([troats@springfieldschool.org](mailto:troats@springfieldschool.org)) or the main office.

## **LOST AND FOUND**

Lost and found articles are returned to the school office. Articles are eventually stored in a designated area. **At the end of the school year, all unclaimed articles are discarded or donated.** Parents are urged to put students' names on all coats, hats, and other personal property.

Students should be urged to accept responsibility for their own belongings. Excess money or other valuables should not be brought to school. The school is not responsible for personal belongings lost or taken.



## **LUNCH**

### **Lunch Charges/Tickets**

To avoid having young children carry money to school, five-day lunch tickets are available for purchase in the amount of \$15.00. The tickets do not have to be used in any particular time period. Checks may be used for this purchase. Please make checks payable to Springfield Board of Education.

Lunch charges are intended to help children who forget their lunch or milk money on an occasional basis. We ask that all charges be paid back promptly. Students may not obtain charges for extra portions or snacks.

Lunch tickets are sold at 8:50 a.m. Students are expected to purchase lunch tickets, get a lunch charge, or pay a lunch charge first thing in the morning.

### **Breakfast and Lunch Offerings**

A wholesome, nutritious, hot lunch is provided each day. A main course selection and an alternate choice are available. A menu is provided at the beginning of each month. Free and reduced priced meals are available to eligible students. Information and an application for this program are sent home at the beginning of the school year.

Student Breakfast	\$ 1.25
Reduced Student Breakfast	\$ .30
Student Lunch	\$ 3.10
Reduced Student Lunch	\$ .40
Milk/Juice	\$ .55
Spring Water	\$ .50/1.00
Gatorade	\$ 1.25
Hot Soft Pretzel	\$ .75
Cheese Sauce	\$ .50
Assorted Chips	\$ .50 -.75
Rice Krispie Treats	\$ .35
Small Bagged Snack	\$ .50
Fruit or Veggie Side	\$ .50
Nachos	\$ 1.00
Fresh Baked Cookie	\$ .50
100 Calorie Snack	\$ 1.00
Smart Food Popcorn	\$ .75
Ice Cream	\$ 1.00
Funnel Cake	\$ 1.25
Extra Entrée	\$ 1.25

(All snacks meet government requirements.)

**Students are not permitted to bring carbonated beverages or beverages in glass containers.**



## **KINDERGARTEN AND NEW STUDENT REGISTRATION**

A child must be five years old on or before the 30th of September to be eligible for Kindergarten. All new students are expected to register prior to the opening day of school. Kindergarten registration is conducted in the spring of each year.

A Birth Certificate and the child's health history must be provided. Children's health records must document the following vaccines:

DPT – Minimum 4 doses-one dose must have been given on or after the 4<sup>th</sup> birthday or any 5 (five) doses.

Oral Polio Vaccine-minimum 3 doses – one dose must have been given on or after the 4<sup>th</sup> birthday or any 4 (four) doses.

MMR#1 – given on or after the 1<sup>st</sup> birthday

MMR#2

1 Varicella (given after the first birthday)

Hepatitis B – series 3 (three)

**AT REGISTRATION, DOCUMENTATION OF THE ABOVE SHOULD BE PROVIDED. IF THESE ARE NOT AVAILABLE AT THAT TIME, PROPER DOCUMENTATION MUST BE PROVIDED WITHIN 30 DAYS.**

**4 FORMS OF PROOF OF RESIDENCY IS ALSO REQUIRED. This could be in the form of a utility bill, tax bill, mortgage statement, voter registration, licenses, delivery receipts or a copy of a lease/rental agreement.**

## **PARENT INVOLVEMENT**

### **Sign-in Procedures**

Parents are invited to visit the school to discuss concerns, problems or a question which may arise. We ask that parents call the Main Office in advance to request a mutually convenient meeting time. This will ensure the availability of the person with whom you wish to speak. **Parents are required to sign in at the Main Office prior to going to their appointment in a classroom or office.**

### **Homeroom Parents**

Homeroom parents play an integral role in our school. The duties of a Homeroom Parent are:

1. Prepare for all holiday parties and schedule parents to assist teachers at each party. Each homeroom parent will receive a copy of every child's name and telephone number to assist in obtaining refreshments for parties, chaperones, etc.
2. Chaperone or recruit parents to chaperone field trips as required.
3. Make phone calls for emergency school closings.
4. Serve refreshments at the sixth grade graduation reception. (5<sup>th</sup> grade Homeroom Parents only).
5. Assist with May Fair activities, and recruit additional volunteers.
6. Assist classroom teachers with special projects. (i.e. plays)
7. Keep parents informed of all Home & School Association activities.
8. **REMINDER: FOR INSURANCE PURPOSES SIBLINGS ARE NOT ALLOWED TO ATTEND PARTIES, ACTIVITIES, FIELD TRIPS, ETC.**

## **PARTY INVITATIONS**

Occasionally, parents send party invitations into school for their child to distribute. This practice is permitted ***only*** if the invitations are distributed to either ALL students or gender specific (i.e. all boys or all girls).

## **PHYSICAL EDUCATION PROGRAM**

A comprehensive program is offered in health and physical education. As required by state law, all children are expected to participate in this program. A note from a child's physician is required in order to excuse a child from the physical education program.

**Please remember to dress your child in comfortable, loose-fitting clothes and sneakers on days scheduled for physical education.**

## **PROJECT CHILD FIND**

School districts are required to offer services for pre-school age handicapped children. If anyone is aware of a 3 or 4 year old, Springfield Township child, who is developmentally delayed, and who would benefit from inclusion in a pre-school program, please contact Special Services at 609-723-2479 (\*826) for further information. Speech, language, motor and other readiness skills are included in the program.

## **SAFETY PATROL**

Sixth grade students are utilized as Safety Patrol members. In this capacity, they stand as positive role models for the students of Springfield Township School District. Safety Patrol members assist with bus arrival and departure, monitor entrance and exit hallways, monitor student safety on buses, assist with student seating for assemblies, conduct classroom visits to present important information to the student body, and help with the Morning Announcements. Students also have the opportunity to take a leadership role and become Safety Patrol Captains. In this position, they help oversee and monitor the day to day operation of the program and act as a liaison between the Safety Patrol team and its supervisor. Each month a student is recognized as Safety Patrol Member of the Month, and at the end of the year, an outstanding member is honored as Safety Patrol of the Year.

Safety Patrol Members:

- Set a good example.
- Report to duty on time.
- Are dependable and trustworthy.
- Are courteous and polite at all times.
- Wear their belts proudly.

## **SCHOOL PICTURES**

Individual and class photographs will be taken of students in grades Pre K - 6. Parents are under no obligation to buy. Additional details will be announced prior to the taking of the picture.

## **SCHOOL TRIPS**

School trips are planned for the purpose of enhancing children's learning experiences. Field trips are properly chaperoned by the faculty. Depending on the nature of the trip, parent chaperones may also be requested. For student participation, a signed Parent Consent form **MUST be returned to school at least 48 hours prior to the date of the trip**. Proper conduct is expected to ensure an orderly and safe trip and to maximize learning opportunities which enhance learning.

## **STUDENT ASSESSMENT**

### **Reporting Students' Progress**

Reporting of students' progress is accomplished by:

1. Papers and test results sent home on a regular basis.
2. In grades K through 2, student folders are sent home nightly, containing student work and noting homework assignments.
3. In grades 3-6 test grades and assignment completion status will be listed daily in student assignment books.
4. Report cards will be issued in trimesters to grades K-6.
5. Parent conferences are scheduled for all students in the fall. Spring conferences will be conducted on an as needed basis. A parent/teacher conference may be requested at any time.
6. PARCC tests will be administered as required by state law to students in grades 3, 4, 5 and 6. NWEA MAP testing will be administered in grades K, 1, and 2. We encourage parents to monitor available testing information closely and to speak to their child's teacher whenever a question arises.

### **Academic Achievement and Principal's List Awards**

The Springfield Township School District has established a system to recognize the accomplishments of students in grades 3-6. Students who have attained outstanding academic achievement will be recognized following each trimester.

### **Standardized State Testing**

March 27 thru May 19, 2017      Grade 3-6 PARCC\* Testing Window  
(Grade Level Schedule TBA)

May 31, 2017                      NJ ASK 4th Grade Science Testing

\*Partnership for **A**ssessment of **R**eadiness for **C**ollege and **C**areers



## **STUDENT DRESS**

### **Dress Code**

The Springfield Township School District firmly believes that all students' attire shall be age-appropriate, neat, clean, and reflect an appearance of modesty during school and all school-related functions. This includes not wearing clothing that is torn, tight-fitting, sheer, brief, low-cut, and or revealing. Students are expected to dress appropriately affirming a positive learning climate. In accordance with district policy 5511, students shall adhere to the following:

1. All school attire shall be age appropriate, neat, clean, and reflect an appearance of modesty. Pupils are expected to dress appropriately affirming a positive learning climate.
2. Clothing with holes or rips is not permitted.
3. Apparel shall not be tight fitting, sheer, brief, low-cut, or revealing above or below the waist (i.e. low hanging pants) as to be embarrassing or indecent.
4. Half shirts, tube tops, open arm holes, "spaghetti straps" or bare-shouldered tops are not permitted, nor are articles of clothing intended to be worn as undergarments (such as pajamas, etc.). Tank tops are permissible; however, arm hole openings must not be excessively loose (in excess of one inch from the underarm).
5. Short shorts and short skirts are not permitted. Appropriate length can be determined by placing arms dangling by sides of the body; if the skirt/shorts are shorter than the longest finger, they are too short.
6. Unless for religious reasons, outdoor jackets and any types of headdress (including hats, scarves, or bandannas) are strictly prohibited, and may not to be worn in school. Hats shall be stored in cubbys or on coat racks.
7. Beach/shower (flip-flops) type of footwear and non-strapped sandals (sandals lacking a strap across the back of the heel) are prohibited due to safety concerns on the playground equipment and stairs.
8. Graphics that are suggestively obscene or offensive on any garment are prohibited (e.g. alcohol, drugs, obscenities, or words with double meaning).
9. Glasses are not to be worn in the school unless medically prescribed.
10. Pupils will not be permitted to attend school functions (field trips, dances, and activities during or after school hours) unless properly attired.
11. Sneakers or soft-soled shoes must be worn for physical education class.
12. Pupils should maintain a neat and well-groomed appearance at all times.
13. In all cases where a pupil's appearance is questionable, the Superintendent/or designee will evaluate and make the final decision.
14. At the discretion of the Superintendent, extenuating circumstances may permit exceptions to the above (i.e. ADA)

When a pupil comes to school inappropriately dressed and distracts the education of others the following consequences will be implemented:

1. First offense: Parent(s) or legal guardian(s) will be called to bring in change of clothes. If a parent(s) or legal guardian(s) cannot be reached or bring in a change of clothes, the pupil will be given clothes from the nurse.
2. Second offense: Pupil meets with a district administrator.
3. Third offense: Pupil will have recess/lunch detention for one day.
4. Continual offenses will result in parent conference with a school administrator.

In all cases where a student's appearance is questionable, the administration or school nurse will evaluate and make the final decision. At the discretion of the administration, extenuating circumstances may permit exceptions to the above (i.e. ADA).

## **Dressing for the Weather**

Children should dress for school in neat, comfortable, washable clothes. Keep in mind that some classroom and art projects can get messy.

Outdoor clothing should suit the season. Remember, children go outside to play for 20 minutes at lunchtime on a daily basis and for regularly-scheduled physical education classes.

Sweaters, raincoats, gloves, and boots should be marked with the child's name. Boots and overshoes should be large enough for the child to remove and put on without assistance.





## **STUDENT HEALTH and WELL-BEING**

### **Communicable Diseases Policies**

School policies have been adopted in collaboration with the school physician. Please contact the school nurse if any of the listed situations exist. **Be advised:**

1. Parents are requested to keep their children at home for:
  - A. CHICKEN POX-until recovery-at least 7 days from onset and until all lesions have crusted over.
  - B. GERMAN MEASLES-until recovery-at least 4 days from onset of rash.
  - C. MEASLES-until recovery-at least 5 days from onset of rash.
  - D. MUMPS-at least 7 days or until three days after disappearance of all swelling.
  - E. STREPTOCOCCUS/SORETHROAT-(including scarlet fever) may return to school after receiving 24 hours of antibiotics. Doctor's note is required for returning to school.
2. Children are excluded from school at the first signs of:

Chicken Pox	Mumps	German Measles
Regular Measles	Whooping Cough	
3. Children are excluded from school from 7th to 14th day after exposure to:

Poliomyelitis	Diphtheria
Smallpox	Typhoid
Spinal Meningitis (depending on type of Meningitis)	
4. Children may also be excluded from school if other family members in home are expressing signs of contagious diseases.
5. In order to prevent the spread of communicable diseases, and to insure rapid recovery with a minimum of effects, parents should keep children home when they exhibit evidence of any of the symptoms listed below:

Head Lice	Headache	Coughing
Vomiting	Chill	Pink Eye
Skin eruption	Impetigo	Earache
Running Nose	Diarrhea	
Discharge from Eye	Pain in stomach	
Sore Throat	Fever	
6. Children will be excluded from school if they contract Hepatitis Infection. It will be at least one week or until family physician grants permission. Other children in the family may return to school after receiving proper dosage of gamma globulin, if indicated.
7. Children will be excluded from school if they exhibit ringworm and impetigo. This isolation from school will occur until permission to return to school is received from family physician is obtained.
8. Children will be excluded from school for a temperature of 100° F. or more, diarrhea or vomiting, drainage from eye(s), unidentified rash or head lice. **Child must be free of fever, diarrhea or vomiting for 24 hours before returning to school.**

## **Hepatitis B Regulations**

The New Jersey State Department of Health and Senior Services and the Burlington County Health Department direct the following changes in immunization requirements to be effective September 1, 2001.

As of September 1, 2001, all children born after January 1, 1995 (5 year olds) and who are entering or attending kindergarten will be required to document three doses of hepatitis B vaccine, in addition to the previously required doses of MME, DTaP/DTP, and polio vaccines. Furthermore, as of September 1, 2001, all children born on or after January 1, 1990 (11 year olds) and who are entering Grade 6 shall also be required to document receipt of either the two or three dose hepatitis B vaccine series, as is the medically appropriate regimen for the specific vaccine administered.

The series is given in three (3) doses over a six-month period. When your child has started or completed the series, please obtain verification from your child's physician.

## **Immunizations-Sixth Grade Requirements**

In January 2008, the following additions were adopted by the NJ Department of Health and Senior Services concerning immunizations of school-age children. The regulations in N.J.A.C. 8:57-4 state the following:

- Children born on or after January 1, 1997, and entering or attending grade six on or after September 1, 2010, shall have received one dose of TDaP (Tetanus, diphtheria, and acellular pertussis) given no earlier than the 10th birthday).
- Children entering or attending grade six on or after September 1, 2010, who received a TD booster dose less than five years prior to entry or attendance, shall not be required to receive a TDaP dose until five years have elapsed from the last DPT, DTaP, or TD dose.
- Every child born on or after January 1, 1997, and entering or attending grade six on or after September 1, 2010, shall have received one dose of a meningococcal-containing vaccine. \*Please note: This applies to students when they turn 11 years of age and are attending grade six.

These immunizations will be operative September 1, 2008. This means that all sixth grade students must have received them prior to starting school in September 2010. The only exception is for those who received a TD booster less than five years prior to entry into sixth grade. In this case, parents will be notified when this vaccine is due.

Please send in any documentation of recent immunizations that your child has received, so that they can be recorded on his/her health card.

Also, please have your child's physician give you written documentation that the required vaccines have been given.

## **Medication Policy**

Pupils requiring medication at school must have a Medication Permission Form completed by the doctor ordering the medication. In addition, the parent must sign this form, giving permission for the administration of the medication and releasing the Springfield Township Board of Education and its employees from liability concerned in this matter and then the Superintendent must give approval.

- ❖ The medication bottle must clearly state the type, dosage and frequency that the medication is to be given.
- ❖ The school nurse should be advised of any drug being taken by a child attending school, particularly those which cause a change in behavior.

- ❖ There shall be no self-administration of medication during school hours, except when the form is signed by the parent/guardian and physician allowing the child to self-administer asthma or other life-threatening illness medication under the supervision of the school nurse.
- ❖ Medication is to be dispensed only by the school nurse and shall be stored in the health office. No medication shall be carried by students.
- ❖ Parents/Guardians have the option of coming to school and administering medicine to their child.
- ❖ The school physician will be notified of daily medications.
- ❖ The Board of Education shall not be responsible for the diagnosis and treatment of pupil illnesses. For purposes of this policy, "medication" shall include all medicines prescribed by a physician for a particular pupil, including emergency medication and over-the-counter medications.
- ❖ All medications shall be brought to school by the parent/guardian or by parent/guardian-authorized adult. At the end of the school year, or the end of the period of medication, unused medication may be retrieved by a parent. If not, it will be appropriately disposed of by the school nurse. **No exceptions!**

### **First Aid**

The school nurse is on duty daily. In case of an accident or sudden illness, first aid is provided by the school nurse. Parents are notified immediately related to children's health needs and, if necessary, arrangements are made to take the child home or for additional treatment.

It is extremely important that the school always has a way to reach parents quickly. **Please keep your Emergency Card updated.** The nurse may be contacted at 723-2479 follow prompts.



## **STUDENT/DISTRICT RECORDS**

### **District Records and Reports**

District records and reports are available for review or copy in accordance with OPRA (Open Public Records Act). An appropriate request form and list of fees is noted on pages 56-57.

### **Reviewing Your Child's Records**

Parent/guardians have a legal right to review their child's records at any time. We request that you call the school office to schedule a time that is mutually convenient for you and your child's teacher or principal for this review.

### **Transfer of Student Records**

A notice requesting a transfer of records must be made by a parent/guardian in writing. To ensure a comprehensive review of records and completion of the transfer of information, it is necessary to provide at least 72 hours notice.

### **FERPA (Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (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 Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent 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 are inaccurate.  
Parents or eligible students may ask the Superintendent to amend a record that they believe is inaccurate. They should write the Superintendent, 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 hearing regarding the request for 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 disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); 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.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

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 20202-5901

## **TRANSPORTATION**

Due to the rural nature of Springfield Township, all students are provided with bus transportation. Positive peer interaction and respect for safety regulations are expected of all students while riding a bus.

Reflecting the policy of the Springfield Township Board of Education, students are not permitted to ride on any bus other than the one assigned. Pick up and drop off spots may not differ. Your child will be dropped off in the afternoon, at the same location where he/she is picked-up in the morning. Students must wear seat belts at all times.

### **Student Pick-up**

Parents who choose to transport their child/ren at dismissal (3:20 pm) should pick up students at the **side entrance**. Parents will need to sign-out students on the designated log. Staff members will be available to ensure a safe and efficient process. For the safety and security of the students, parents will no longer be permitted in the bus dismissal area. Parents should expect to report to the side entrance for student pick-up and will not be able to enter the building prior to 3:15 pm.

### **Affirmative Action Plan/Grievance Procedures**

The district is required by law, to inform parents/guardians and community members, on an annual basis, of the following:

1. The Springfield Township Board of Education has adopted a policy on Affirmative Action for School Policies of Non-Discrimination and Grievance procedure. The following policies relate to the above:
  - Policy: Sexual Harassment
  - Policy: Assignment to Classes
  - Policy: Grouping for Instruction
  - Policy: Discrimination
  - Policy: Affirmative Action Plan for School/Classroom Practice
  - Policy: Public Complaints Curriculum of Instruction Materials
  - Policy: Grievance Procedure – Affirmative Action
  - Policy: Affirmative Action. Employment/Contract Procedures
2. The above policies are on file in the Superintendent's Office, Springfield Township School District, Jobstown, New Jersey. They may be reviewed by interested parties at a mutually convenient scheduled time.

3. The Affirmative Action officer for the Springfield Township School is Mr. Craig Vaughn, Superintendent, Springfield Township School, Jobstown, NJ (609) 723-2479.
4. Section 504 Rehabilitation Act of 1973, 29 U.S.C. § 794 requires the naming of person to hear grievances in this area. Mr. Craig Vaughn, Superintendent, Springfield Township School District, Jobstown, NJ (609) 723-2479.

If you have any question concerning any of the above, do not hesitate to call.

### **Asbestos Management Plan**

The school district is required to report to the public on an annual basis the fact of the establishment of an Asbestos Management Plan. The Superintendent is the person designated by the Board of Education to implement the plan. The public may review the plan by scheduling an appointment with the Superintendent or Facilities Manager, Mr. Shawn Dennis.

The district has engaged in a thorough asbestos removal project. With the removal of the asbestos under the building, asbestos exists in only three areas: floor tiles, pipe wrap (above ceilings), and boiler room fire door, (inside the door). This type of asbestos is within the legal limits of the EPA and is easily kept in safe condition. The purpose of the Management Plan is to inspect and maintain the asbestos in a manner which will not cause air-borne fibers.

The plan is available for inspection in the Educational Facilities Manager's office. Please contact the Facilities Manager if you request a review of these documents.



**Springfield Township School District  
GOVERNMENT RECORDS REQUEST FORM**



**Important Notice**

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_  
 Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_  
*Circle One:* Under penalty of N.J.S.A. 2C:28-3, I certify that I *HAVE / HAVE NOT* been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_  
 Select Payment Method  
 Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_  
 Fees: Pages 1-10 @\$0.75  
 Pages 11-20 @\$0.50  
 Pages 21 - @\$0.25  
 Delivery: Delivery / postage fees additional depending upon delivery type.  
 Extras: Extraordinary service fees dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

**AGENCY USE ONLY**

Est. Document Cost \_\_\_\_\_  
 Est. Delivery Cost \_\_\_\_\_  
 Est. Extras Cost \_\_\_\_\_  
 Total Est. Cost \_\_\_\_\_  
 Deposit Amount \_\_\_\_\_  
 Estimated Balance \_\_\_\_\_  
 Deposit Date \_\_\_\_\_

**AGENCY USE ONLY**

**Disposition Notes**  
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress - Open \_\_\_\_\_  
 Denied - Closed \_\_\_\_\_  
 Filled - Closed \_\_\_\_\_  
 Partial - Closed \_\_\_\_\_

**AGENCY USE ONLY**

Tracking Information		Final Cost
Tracking #	_____	Total _____
Rec'd Date	_____	Deposit _____
Ready Date	_____	Balance Due _____
Total Pages	_____	Balance Paid _____
Records Provided		
Custodian Signature _____		Date _____

## Instructions

1. This form should only be used to submit records requests to the ***Springfield Township School District***.
2. In order to request access to government records under OPRA, you must complete all the required portions of and date this request form and deliver it in person during required business hours or by mail, fax or electronically to the appropriate custodian of the record requested. Your request is not considered filed until the appropriate custodian of employee of the ***Springfield Township School District***, that officer or employee may not have the authority to accept your request form on behalf of the ***Springfield Township School District*** and your request will be directed to the appropriate division custodian. The seven business day response time will not commence until the proper custodian reviews the request to determine if it is complete.
3. If you submit a request for access to government records to someone other than the appropriate custodian, do not complete the ***Springfield Township School District*** request form, or attempt to make a request for access by telephone or fax; the Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by check or money order payable to the, ***Springfield Township School District Board of Education***.
5. If it is necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an e-mail address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
6. ***You may be charged a 50% or other deposit when a request for copies exceeds \$25. The Springfield Township School District staff*** custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
7. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
8. By law, the ***Springfield Township School District*** must notify you that it grants or denies a request for access to government records within seven business days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within seven business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
9. You may be denied access to a government record if you request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
10. If the ***Springfield Township School District*** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
11. Except as otherwise provided by law or by agreement with the requester, if the custodian of the record requested fails to respond to you within seven business days of receiving a request form, the failure to respond will be considered a denial of your request.
12. If your request for access to a government record has been denied or unfiled within the time permitted by law, you have a right to challenge the decision by the ***Springfield Township School District*** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.
13. Information provided on this form may be subject to disclosure under the Open Public Records Act.