



2019-2020

Somerset County Educational Services Commission Student/Parent Handbook



**School Address:
7 Finderne Avenue
Bridgewater, NJ 08807**

**Mailing Address:
991 Route 22 West, Suite 301
Bridgewater, NJ 08807**

(908) 707-0070

www.sc.esc.k12.nj.us

MESSAGE FROM THE PRINCIPAL

Dear Students and Parents/Guardians:

The information provided in this handbook is to inform both parents and students about our program requirements.

Students must take responsibility for their actions and behavior as they progress toward their educational goals. Our students rely on you to actively participate with the Somerset County Educational Services Commission (SCESC) staff and administration to ensure the overall success of our students.

We wish you the best as we begin the educational journey together!

Sincerely,

Ms. Karen Myrick, M.Ed.
Principal

Dr. Sherriese Anderson
Assistant Principal

SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

The Somerset County Educational Services Commission (SCESC) has been providing shared educational services and programs for Somerset County schools and their students since 1978.

Long before the concept of sharing services was an accepted practice among Somerset County municipalities and school districts, the SCESC was engaged in providing a wide range of shared educational, administrative, and transportation support services to public and non-public schools.

SCESC is a public educational agency, established under New Jersey Statute Title 18A, that serves as the catalyst for providing shared services. The SCESC provides a variety of programs, which offsets financial responsibilities of sending school districts.

The State of New Jersey mandates that school districts provide instruction and educational services to all students regardless of their level of need. The SCESC provides coordination, educational service delivery, and transportation for public and non-public schools in the county for all districts in need of services.

Funded by tuition from local sending districts for on-site school programs, the SCESC operates facilities and programs serving all school age populations in Somerset and neighboring counties.

MISSION STATEMENT

The mission of the SCESC is to provide our diverse student population with opportunities to increase their academic and behavioral growth in a safe learning environment, ultimately establishing a foundation for them to become lifelong learners. In collaboration with parents/guardians, sending school districts, and any other relevant stakeholders, preparing our students with the necessary 21st Century learning skills will lead to successful post-secondary endeavors.

IMPORTANT CONTACT INFORMATION

Mailing Address: 991 Route 22 West, Suite 301, Bridgewater, NJ 08807
School Address: 7 Finderne Ave, Bridgewater, NJ 08807
Website: www.sc.esc.k12.nj.us

Somerset Elementary Academy (K-8):
**Special Education/
Alternative Academic Programs**
Phone: 908-707-0070 ext. 100
Fax: 908-231-7973
Email: elementary@sc.esc.k12.nj.us

Somerset Secondary Academy (9-12):
**Special Education/
Alternative Academic Programs**
Phone: 908-707-0070 ext. 200
Fax: 908-231-7283
Email: secondary@sc.esc.k12.nj.us

Career Center (9-12):
Phone: 908-707-0070 ext. 100
Fax: 908-707-2440
Email: careercenter@sc.esc.k12.nj.us

Superintendent, Mr. Harold Dunsavage..... 908-707-0070 Ext. 700
Assistant Superintendent, Mr. Daniel Kerr..... 908-707-0070 Ext. 702

Principal, Ms. Karen Myrick..... 908-707-0070 Ext. 200
Assistant Principal, Dr. Sherriese Anderson..... 908-707-0070 Ext. 100

Anti-Bullying District Coordinator: Ms. Karen Myrick 908-707-0070 Ext. 200
Equity Officer, Section 504 officer, Title IX officer: Mr. Daniel Kerr 908-707-0070 Ext. 702

Somerset County Division of Family Crisis Intervention 908-704-6330
<http://www.co.somerset.nj.us/government/human-services/youth-services/family-crisis-intervention-unit>
(Telephone counseling and Intervention) Mon-Thurs..... 8:30 a.m. to 8:00 p.m.
(Telephone counseling and Intervention) Friday 8:30 a.m. to 4:30 p.m.
(After hours call) 908-526-4100

Somerset Council on Alcoholism and Drug Abuse 908-704-6309
<http://www.co.somerset.nj.us/government/human-services/operations-planning/alcoholism-drug-abuse>

Richard Hall Mental Health Center (Somerset County Crisis number)..... 908-725-2800
National Suicide Prevention Lifeline 800-273-8255
Trinitas Hospital Crisis..... 908-351-6684
http://www.trinitasrhc.org/behavioral_health.htm

National Runaway Switchboard (24-hour hotline) 800-621-4000
Depression and Bipolar Support Alliance..... 908-647-1797
<http://dbsanewjersey.org/somerset-county/>

TREATMENT FACILITIES AND RESOURCES

(1) U.S. Healthworks Medical Group
(No appointment necessary)
350 Grove Street, Bridgewater, NJ 08807
Phone: 908-231-0777

(2) Psychiatric Emergency Screening Services (P.E.S.S.)
282 East Main Street, Somerville, NJ 08876
Phone: 908-526-4100

(3) Somerville Vocational Rehab
75 Veterans Memorial Drive East, Somerville, NJ 08876
Phone: 908-704-3030

(4) Somerset Treatment Services
118 West End Avenue, Somerville, NJ 08876
Phone: 908-722-1232
<http://sometretmentservices.org/>
7 Panel Drug Screen & Evaluation (\$85.00)

(5) Division of Developmental Disabilities (DDD)
PO Box 726, Trenton, NJ 08625
Phone: 1-800-832-9173
<https://www.nj.gov/humanservices/ddd/home/index.html>

ACADEMIC PROGRAMS

All programs are designed to meet the New Jersey Student Learning Standards (NJSLS) for English Language Arts and Mathematics (K-12). Our professional staff members work closely with all relevant stakeholders to ensure that students' needs are fully met. All students enrolled in our academic programs who are eligible for the PARCC assessments/NJ ASK/NJ Biology Competency Test complete the appropriate assessment under our supervision.

Somerset Elementary Academy: (K-8)

Special Education (K-8): This program meets Individualized Education Program (IEP) requirements for classified elementary and middle school students including all appropriate level instruction, special events, and the Behavioral Evaluation Plan (BEP). A BEP is developed cooperatively by the sending district and Academy staff, contains academic requirements, related services, and incentives for improved behavior for each student.

Alternative Academic Programs (5-8): This program offers students an alternative setting to the traditional classroom. Students receive increased attention from certified teachers in small group environments. The main goal of the Middle School Program is to help students reconnect with the learning experience and reintegrate them back into their sending school districts. Students are also monitored via a BEP.

Somerset Secondary Academy (9-12)

Special Education (9-12): This program meets Individualized Education Program (IEP) requirements of classified students with emphasis on academic achievement and behavioral improvement. Educational programming may also include the Structured Learning Experience (SLE) program, with selected students receiving hourly wages. This assists the student's transition into the workplace.

Alternative Academic Programs (9-12): This program assists students in realizing their academic and social potential by participating in a proficiency-based program that allows them to work at an individualized pace. Students earn high school credits through this innovative program, ultimately leading to high school graduation. Our social worker and school psychologist assist students in finding an appropriate post-secondary placement.

Virtual School: The SCESC Virtual High School provides online middle school and high school courses, taught by New Jersey certified teachers. The Virtual High School offers another alternative for students to complete their middle school and high school course requirements. This program also expands the number of high school electives that students may choose from when completing their course requirements.

Career Center (9-12+)

Appropriate NJSLS is embedded within all career programs, serving the individual social, emotional, academic, and employment education needs of each student. The SCESC is operating our programs in partnership with Somerset County Vocational & Technical Schools and ShopRite.

Supermarket Careers: ShopRite convenience-size store for students enrolled in *Supermarket Careers* program.

Graphic Arts & Design: State-of-the-art computer lab for students enrolled in *Graphic Arts & Design*.

Power Equipment Technology: Power Equipment & Small Engine Technology classroom for students on the *Power Equipment Technology* track.

ADDITIONAL ACADEMIC COMPONENTS

Structured Learning Experience (SLE)

SLE gives students a meaningful educational experience through supervised activities involving career-readiness skills. Students are placed in unpaid and paid job experiences after completing a preparation program that focuses on career-readiness skills and career exploration. Through these experiences, students gain employment skills and are exposed to real-life learning experiences. W-4s and working papers must be completed prior to participation.

Extended School Year

Somerset Academy offers a six (6) week intensive summer school program. The focus of Extended School Year is to reinforce the academic and therapeutic gains made during the school year based on individual IEPs. Academic classes and counseling continue during the summer months. (SLE) extends to the of the Extended School Year program

Interim Alternative Education Suspension Program (Emergency Placements)

The SCESC has developed the Interim Alternative Education Suspension Program (IAES) to provide a short-term substitute setting for students suspended from school or in need of a brief out-of-district placement. This IAES Program is open to all districts on an as-needed basis.

Early College Credit Course Work

Early College opportunities are available in cooperation with Raritan Valley Community College (RVCC). Classes are offered for Juniors and Seniors at the conclusion of the school day. Students must meet RVCC admission criteria, including a minimum 3.0 GPA.

Community Service

Each student may be required to complete community service hours based on the requirements of each sending school district.

Statewide Assessments

New Jersey Student Learning Assessment (NJSLA) for English, Language Arts (ELA), Math and Science for Grades 3 through 11 and Alternate Proficiency Assessment (APA) standardized testing area administered by the SCESC staff in our regular school programs as part of our regular school day. Parents/guardians will be notified of testing dates in advance.

Special Programs

Upon request from the sending district, SCESC provides after school programs for academically at-risk students. Summer school remedial courses are also available upon request.

ADMISSIONS PROCEDURES

Students may be accepted into SCESC Educational Programs any time during the school year. The prospective student must be recommended by their sending district. Copies of the following are required: Transcripts, Report Cards, Test Scores, Medical Forms, Standardized State test scores, I.E.P. (if applicable). Other outside agencies may refer candidates for admission, but this must be done through the candidate's district. Once all documents have been submitted to the SCESC, an interview will be held by the educational programs with the student

PARENTAL INVOLVEMENT

Parental involvement is always encouraged. Open communication between home and school promotes positive relationships and mutual goal setting. Parent conferences are always welcome.

EMERGENCY SCHOOL CLOSING PROCEDURE

In the event of inclement weather or an emergency, parents are requested to listen for announcements concerning the closing of school on one of the following media outlets/radio stations:

Radio or TV Station	Dial Setting	Website	Area
WCTC WMGQ	1450 AM 98.3 FM	www.wctcam.com www.magic983.com	New Brunswick
WKXW	101.5 FM	www.nj1015.com	Trenton
Fox 5	WNYW 5	www.myfoxny.com	NY Metro
News12NJ	12	http://newjersey.news12.com/	NY Metro

The SCESC Educational Programs will open for students at 10:00 a.m. on “delayed opening” days.

BELL SCHEDULES*			
Full Day Schedule (all programs)		Early Dismissal***	
Entrance**	8:30am – 8:35am	Entrance/Homeroom**	8:30am – 8:40am
Homeroom	8:35am – 8:40am	Period 1:	8:40am – 9:20am
Period 1:	8:40am – 9:20am	Period 2:	9:21am – 10:01am
Period 2:	9:21am – 10:01am	Period 3:	10:02am – 10:42am
Period 3:	10:02am – 10:42am	Period 4:	10:43am – 11:23am
Period 4:	10:43am – 11:23am	Period 5:	11:24am – 12:04pm
Period 5:	11:24am – 12:04pm	Student Lunch	12:04pm – 12:30pm
Period 6	12:05pm – 12:45pm	Dismissal**	12:30pm
Period 7/Student-Lunch:	12:46pm – 1:26pm		
Period 8:	1:27pm – 2:07pm		
Dismissal**	2:07pm		

*Schedule subject to change for special events. Note: See school calendar for special dates.

**Students attending part time will arrive and dismiss accordingly.

***Early dismissal of students for all academic programs will be at 12:30pm. Students and staff should follow the appropriate schedule above. Students will report to their Home Room after 5th period for lunch.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey state law requires that students show respect for the flag of the United States of America. If the student is conscientiously opposed to the pledge or salute, the student may abstain from these ceremonies, but is required by law to behave respectfully and remain silent.

ASSURANCE OF RIGHTS

No students shall, on the grounds of race, color, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any SCESC program or activity. In addition, the curriculum promotes mutual acceptance and respect among students, and enables students to interact effectively with others. Contact Equity Officer, Mr. Daniel Kerr, at 908-707-0070 ext. 702 if you have any questions.

HARASSMENT, INTIMIDATION OR BULLYING

“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical or sensory (handicap) disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function (or) on a school

bus, or off school grounds as provided for in section 16 or P.L. 2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; (or)
- b) has the effect of insulting or demeaning any student or group of student (in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school); or
- c) creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspension, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions. Appropriate student conduct is documented.

Per the Amendments to Laws on Harassment, Intimidation and Bullying, the Somerset Academy and Somerset Alternative Academic Programs are each required to have a School Safety Team. Please see the members of each School Safety Team below:

	Somerset Elementary Academy	Somerset Secondary Academy	Career Center
Anti-Bullying District Coordinator	Ms. Karen Myrick, Principal		
Anti-Bullying Specialist (Chair)	Ms. Kelly Eder, School Counselor	Ms. Joy Leonardo, School Social Worker	Ms. Starla Rudolph, School Social Worker
School Safety team Specialist	Mr. Dan Kerr, Assistant Superintendent		
School Safety Team	Dr. Sherriese Anderson, Assistant Principal Ms. Kelly Eder, School Counselor Ms. Patricia Williams, Teacher Mr. Shaun Lockhart, Crisis Intervention Team	Ms. Karen Myrick, Principal Ms. Joy Leonardo, School Social Worker Mr. Michael Viggiano, Teacher Mr. Brett Stibitz, Teacher Ms. Michele Smith, Crisis Intervention Team	Ms. Kellie De San, Supervisor/School Social Worker Ms. Starla Rudolph, School Social Worker Ms. Melissa Ferraris, Teacher Ms. Wendy Smith, Crisis Intervention Team
Parent	Ms. Kyramikka Gwiazdowski	Ms. Ivelesse Guerrero	Ms. Robin Harabin

HIB Protocol

Day 1

- Staff or student must report HIB to the principal the same day of occurrence/upon notification of HIB, either verbally or in writing.
- The principal (or the principal’s designee) shall inform parent(s)/guardian(s) of all students involved.

Day 2

- Principal must initiate investigation overseen by the anti-bullying specialist.

Day 3

- Written report to principal must be made within 2 days of when the employee witnessed or received information that a student experienced HIB.

Day 11

- Investigation complete (by 10 school days from reported HIB).

Day 13

- Results of investigation must be given to the superintendent within 2 days of completing the investigation.
- Superintendent may decide to take further action.

Superintendent must report to the School Board at the first upcoming meeting

SEXUAL HARASSMENT

The SCESC will maintain a learning environment that is free from sexual harassment. Sexual harassment is defined as sexual advances, requests for sexual acts, and any other inappropriate verbal or physical contact of a sexual nature made by a member of the school community. Any student who believes he/she has been sexually harassed should contact the principal or equity officer immediately.

Upon receipt of complaint, an investigation will occur and school will take every action necessary to protect victim.

ATTENDANCE

Parent Responsibilities

- Please call **908-707-0070 ext. 222** to report a child's absence.
- Ensure that the child attends school daily and attends assigned classes.
- To submit absentee notes within **two (2)** school days.
- To comply with procedures as outlined.

Student Responsibilities

- To attend school daily, properly prepared and present in assigned classes.
- To be punctual in meeting all commitments.
- To submit absentee notes within two (2) school days.

Please Note: Mandatory attendance is a matter of Board policy and State law. Violation could result in legal action.

If the school does not receive a phone call from the parent or guardian explaining the absence, the school will contact the parent/guardian to verify the absence. All daily attendance and phone communications regarding student absences are documented.

SCESC Educational Programs maintains a closed campus. Students may not leave school between 8:30am and 2:07pm unless the parent/guardian has contacted the school giving permission. Only designated, authorized contacts, emergency contacts or parent(s)/guardians(s) may pick the student up from school. The student must be signed out in the main lobby and the attendance officer or school secretary must be notified. Leaving school grounds without permission is truancy and may result in an out-of-school suspension and police will be contacted.

DEFINITION - Excused Absence

Any absence for a reasonable cause may be treated as an Excused Absence if it complies with Board policy and is verified by a signed note from the student's parent/guardian, including exclusions and suspensions. In general, the attendance policy is reviewed with the incoming student, his/her parent/guardian, and the case manager. Contingency plans will be developed by the sending district's Child Study Team and the SCESC staff for those pupils identified as being in jeopardy of violating attendance requirements. In these extenuating circumstances, those plans may be included in the student's IEP. An attendance conference may be required of a student upon his/her return to school after two (2) unexcused absences. Poor attendance can jeopardize a student's placement in the program.

The Board considers the following to constitute reasonable cause (i.e. excused) for absence:

- A. Illness or accident with doctor's note
- B. Death in the family

- C. Religious holiday
- D. Professional appointment for health or legal matters
- E. Driving license appointment
- F. Verified bus problem

Denial of Credit Due to Poor Attendance

Consistent school attendance has been demonstrated to be a key factor in academic success. Conversely, excessive absences jeopardize the ability of students to satisfactorily complete the prescribed course of studies. In order to ensure that our students have the opportunity to acquire the basic skills necessary for adult life, the Board of Education has adopted attendance requirements that are consistent with New Jersey State Law (N.J.S.A. 18A:38-26). At all levels, course credit is predicated upon the student’s successful completion of the requirements of an assigned curriculum.

The district, in the interest of the educational welfare of its students and the integrity of its program, may not grant credit for courses or grade level if a student has not complied with attendance regulations.

The Board of Education has established in regulation that any student who is absent from class eighteen (18) times per full year course, nine (9) times per half-year course, may be denied credit. Credit for a particular course cannot be offered until the end of that course, whether it is a full year or half-year course; therefore, students are in a position of denial of credit and/or promotion until the culmination of the course or grade level.

(*Please note: Students may make up excessive absences by attending the Extended School Year Program, with approval of the sending district.)

Late Arrival/Early Dismissal

If a student arrives after 8:40 a.m., they must sign in at the lobby and go to the office to get a pass to class in order to get credit for the day. The bus company must also be notified that the student is in school if the student is to go home on the bus. If a student needs to leave school before dismissal at 2:07pm, he/she must have a note signed by their parent/guardian. Students will be called to the office when their ride arrives. A responsible adult must present ID and sign the student out.

****If a student’s ride is not at the school before the bus arrives at 2:07pm, the student will be placed on the regular bus to be sent home.***

Sudden Illness (during school hours)

Should your child become ill while in school, the parent/guardian, or an authorized emergency contact person will be called to take the child home. This person must sign the student out in the main lobby and notify the main office. It is imperative that an emergency contact **other than the parent/guardian** is provided and that phone numbers are current for all contacts.

CURRICULUM

The curriculum is the central foundation upon which the teacher builds the planning for learning. It gives consistency and structure to the educational process, never limiting the creativity of the teacher but rather encouraging him/her to teach creatively and be innovative within its framework. The SCESC holds the belief that the school has the responsibility to provide students with the means and opportunity to develop the necessary skills to become productive citizens. Therefore, the SCESC is striving to achieve one or more of the following goals for our students:

- A. Return the student to their sending district either part time or full time.
- B. Participation in a shared-time and/or full-time transitional program.
- C. Obtain a high school diploma.
- D. Plan for transition upon graduation.
- E. Acceptance into a technical program or a two or four-year college program.

The SCESC works toward these goals by developing the IEP for classified students with the Child Study Team, parent/guardian and student. Courses chosen from our curriculum meet the New Jersey Student Learning Standards and the goals of the individual student IEP. The following is a list of state required courses:

Subject Requirements (Minimum)

Social Studies.....	3 years (1 year World Civilizations, 2 years American History)
Science.....	3 years (1 year Biology, 2 additional lab based Sciences)
Math.....	3 years (1 year Algebra I, 1 year Geometry, 1 year that builds on Algebra and Geometry)
Language Arts	4 years
Physical Education/Health.....	4 years
Visual and Performing Arts	5 credits
World Languages	5 credits
21 st Century Life and Careers	5 credits
Electives (Other).....	12.5 credits/+
Financial Literacy.....	2.5 credits

In addition to the above state minimum requirements, students are obligated to fulfill any additional credit requirements required by their sending districts.

Family Life Education

The New Jersey State Board of Education has directed that Family Life Education be taught in all elementary and secondary schools in the state. As such, Family Life Education is being taught as part of the educational program at the SCESC Programs. Each student will be included in this instruction unless his/her parent/guardian requests that he/she be excused from a particular part of the program. A student cannot be excused from the entire program. Following is an outline of the contents of the curriculum. If a parent wishes to have his/her child excused from any Family Life lesson, please send a letter to the school principal.

Family Life Education Curriculum (Ages 13 and up)*Unit 1: Developing Relationships*

- A. Communications
- B. Friendship
- C. Intimate Relationships

Unit 2: Marriage and Family

- A. Roles and Expectations
- B. Responsibilities
- C. Family Planning
 - 1. Methods of family planning
 - 2. Factors in decision making

Unit 3: Birth and Parenthood

- A. Conception
- B. Pregnancy
- C. Birth

Unit 4: Diseases

- A. AIDS
- B. Sexually Transmitted Diseases

Unit 5: Drugs, Alcohol, and Tobacco

- A. Use and Abuse
- B. Risks

GRADING POLICY

Introduction

The Board of Education believes that each report card issued by a teacher must represent a student's level of proficiency and growth in the subject. The grade may also reflect a student's work habits, ability to meet a deadline, and independent work skills.

Report Cards

The academic year is divided into four quarters, each approximately 45 days in length. Report Cards are issued four times a year, approximately every nine weeks.

The following criteria will be used in determining student grades:

- Class Participation
- Written Class Work
- Quality of Homework-Quizzes/Tests/Unit Tests
- Projects/Reports
- Attendance
- Portfolios

Grading Scale

To pass any course, students must achieve a grade of 65 or higher.

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
P	Pass
F	Fail (64 or less)
I	Incomplete
NC	No Credit
ME	Medically Excused
NA	Not Applicable

All "Incompletes" must be made up by the beginning of the following marking period or the grade will be averaged as an F. No extensions for the fourth marking period will be granted.

Make-Up Work

Students who miss assignments will have opportunities to make up the missed work. Make-up work may be completed as homework or class work within a reasonable time frame. Full credit will be awarded for correctly completed make-up work, in coordination with the appropriate teacher.

**** The SCESC will enforce the sending district's attendance policies and credit may not be given if a student exceeds those limits.***

Progress Reports

Warning notices and/or Accolades will be mailed or emailed home halfway through each marking period. Each homeroom teacher and special subject teacher will prepare a progress report. It is the student's responsibility to make up work missed due to an absence.

Academic Honor Roll Requirements

Students must receive grades no lower than a “B” in any subject area.

Marking Period Dates

Marking Period 1: 9/5/19 – 11/13/19

Marking Period 2: 11/14/19 – 1/31/20

Marking Period 3: 2/3/20 – 4/15/20

Marking Period 4: 4/16/20 – 6/23/20

Homework Policy

Some assignments are expected to be completed during the academic day. All students will have opportunities to complete homework assignments daily. These assignments will be incorporated into each student’s summative grade. Students expecting to return to district should regularly complete homework. This daily dedication to academics demonstrates a high commitment in returning to district.

Diplomas

Diplomas are issued by the student’s district upon completion of all graduation requirements. Final grades, a transcript and a letter of program completion will be sent directly to the student’s district as well as to the parent/guardian. Transcripts and report cards will not be released until all school property is returned, paid for, and/or is replaced.

STATEWIDE ASSESSMENTS TESTING SCHEDULE 2019 – 2020

Assessment	Grades	Computer Administration Window	Paper Administration Window
New Jersey Student Learning Assessment (NJSLA)- English Language Arts (ELA) and Math Fall Block Administration	9 and 10	December 2, 2019 to January 17, 2020	December 2, 2019 to December 13, 2019
NJSLA-ELA and Math Regular Administration	3 through 10	April 20, 2020 to May 29, 2020	April 20, 2020 to May 1, 2020
NJSLA-ELA and Math Spring Block Administration	9 and 10	April 27, 2020 to June 8, 2020	April 27, 2020 to May 8, 2020
NJSLA-ELA and Math Summer Administration	9 and 10	July 27, 2020 to August 7, 2020	July 27, 2020 to August 7, 2020
Portfolio Appeals ¹	12	N/A	January 6, 2020 to May 8, 2020
NJSLA-Science Administration	5, 8, and 11	May 4, 2020 to June 5, 2020	May 4, 2020 to May 15, 2020
Dynamic Learning Maps (DLM) ELA, Math & Science	3 through 8, and 11	April 1, 2020 to May 29, 2020	N/A
National Assessment of Educational Progress (NAEP)	Students ages 9, 13, and 17	Long-Term Trend Assessment January 27 to March 6, 2020 (pending congressional approval)	N/A

¹ May 8, 2020 is the deadline by which the New Jersey Department of Education must receive appeals to guarantee districts will receive the decisions in time for graduating students to participate in summer 2020 graduation ceremonies.

RIGHTS AND RESPONSIBILITIES OF 18 YEAR-OLDS — ADULT STATUS

As a student 18 years or older, you will be treated as an adult.

- You may sign your own absence excuses and permission slips to participate in field trips, athletic programs and other school events; however, your parent(s)/guardian(s) will be notified.
- You may review your official records.

In other words, you are legally independent of your parents/guardians and do not need their consent for your

activities in school. However, as a student 18 years of age or older, you must still obey school rules and regulations. Any rule or practice, which is appropriate to the orderly and productive administration of a school community, may be applied to all within that community including teachers, administrators and adult students. Students of all ages will be held accountable for their grades, attendance and conduct in school. The law changes your status in school only in that you, as an adult, rather than your parent/guardian, are responsible for your actions.

The school considers students 18 years or older as adults; however, if the student is living at home and dependent upon the parent for support, the school retains the right to contact the parent with information regarding the student's health and progress in school..

CONDUCT

It is expected that students conduct themselves in a respectful manner at all times. This respect should be shown to classmates and to the entire staff. When speaking, appropriate language should be used without resorting to vulgar and abusive statements. Such expressions are not only offensive but are degrading to the individual who uses them. Blatant disrespect to staff, administration or School Resource Officers and security personnel will not be tolerated.

Each individual has the right to freedom from any form of harassment or intimidation. Violation may result in administrative or legal action. (Board Policy 5512, 5512.01 and 5512.02 as posted.) Students are expected to follow a designated class schedule at all times. Each class must be attended daily. Hallways must be kept safe and orderly. No running, loitering, or shouting is permitted.

Inappropriate displays of affection are not acceptable in school and will not be tolerated. Such behavior will result in parental conferences and/or disciplinary action.

Fighting

Fighting of any type will not be tolerated. If a student is involved in an altercation, they run the risk of having the most severe disciplinary action taken against them. Verbal threats and/or intimidation of any type will not be tolerated. Inciting others to engage in fighting will also be dealt with disciplinary actions. Additionally, "play fighting" will not be tolerated and may result in disciplinary actions.

Destruction of School Property

Students found to be destroying or causing damage to school property run the risk of having disciplinary action taken against them. Additionally, parent(s)/guardian(s) may be financially responsible for damages.

Gambling

Gambling is prohibited on the SCESC campus.

Money

Students are prohibited from selling property or exchanging money anywhere on school grounds, including during bus transportation. Such behavior will result in parental conferences and/or disciplinary action.

School Athletic Teams

Students must be in good academic and behavioral standing with **all** of his/her teachers in order to participate with a school athletic team.

Field Trips

Students who attend a field trip must abide by the school's rules and regulations. All students must submit proper field trip approval forms to administration prior to attending the field trip. Students must follow the direction of the staff and approved chaperones present on the field trip. Students who do not follow the direction of the staff and approved chaperones may be subjected to disciplinary action by administration.

Please Note: Walking distance trips during the school day do NOT require permission slips or parental notification.

SEARCH AND SEIZURE

As a safety measure, student bags are searched upon arrival. Additionally, from time to time, administration may find it necessary to search a student based on reasonable suspicion. There is "no expectation of privacy." The building

administrator and/or designees may conduct a search of personal property, lockers, computer files, etc., if he/she has reasonable grounds for suspecting that the intended search will reveal evidence that the student has violated or is violating the law or the rules of the school. The scope of the search shall be reasonably related to the objectives of the search. All students who attend field trips are subject to have their backpacks searched before the bus leaves the building, no exceptions.

WEAPONS POLICY

The possession or use of any weapon will result in a student being considered for suspension and/or dismissal from the program. "Weapon" is defined as anything readily capable of lethal use or of inflicting physical injury.

Any student found in school or on school property in possession of a weapon shall be reported immediately to the building principal (or designee) who shall confiscate the instrument, if possible, and immediately report the incident to the police and the superintendent's office. Appropriate disciplinary action shall be taken by school officials in addition to any action that may be taken by the police.

DRUGS, ALCOHOL, TOBACCO AND VAPING/E-CIGARETTES

The Board prohibits possession, sale, or consumption of alcohol and possession, sale, or use of illegal drugs, including tobacco and tobacco products, by pupils in any facility under control of the Commission. Students violating this policy are subject to removal from the educational program. The principal shall notify the local district of any such violations and the subsequent action requested. The Board recognizes that it must proceed according to code and statutes that provide for legal actions to be taken against those who possess, sell, distribute, or misuse drugs.

Definition of "Substance" N.J.S.A 18A: 40A-9 "Substance" shall mean alcoholic beverages, controlled dangerous substances as defined in section 2 of P.L. 1970, c. 266(C.24:21-2), anabolic steroids or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in section 1 of P.L. 1965, c.41 (C.2A: 170-25.9).

Drug Screening

If staff suspect that a student may be under the influence of an illegal substance they will follow this procedure in compliance with New Jersey State Law: 18A:40A-12:

- Staff will immediately contact the building principal and school nurse.
- The parent/guardian will be contacted and must take the student for an "immediate examination" (within 24 hours) by a doctor to determine if he or she is under such influence.
- The parent/guardian is responsible for testing expenses if the student has medical insurance. Students that are uninsured will be tested at the Commission's expense.
- A written report of that examination shall be furnished within 24 hours by the examining physician to the parent/guardian and to the principal and school nurse **before the student may return.**
- The doctor must give the principal and school nurse a letter stating that the student is not presently under the influence of an illegal substance and may safely return to school.
- Included in this letter there is to be an indication that a 12 Panel Urine Drug screen has been obtained.

The school may require a follow up evaluation by a certified substance awareness coordinator for positive drug screen.

Smoking

Students are not permitted to smoke on school grounds as defined in Board Policy 5533. For Policy purpose, "smoking" means the burning of, inhaling from, exhaling smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

A pupil found in violation of school policy and the law may be required to participate in additional educational programs to help the pupil understand the deleterious effects upon smokers and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

Tobacco

Tobacco use is now recognized as a chronic disease and public health hazard. Tobacco use is associated with conditions such as heart disease, emphysema, asthma, high bold pressure, diabetes, and many other chronic diseases. The most effective strategy for discouraging tobacco use by young people is a wellness strategy that supports prevention, intervention, and cessation.

A. Tobacco Use and Possession

1. No student, faculty/staff member or school visitor is permitted to use any tobacco product or electronic smoking device:
 - a. In any building, facility, or vehicle owned, leased, rented or chartered by the district;
 - b. On any school grounds and property – including athletic fields and parking lots-owned, leased, rented, utilized (e.g. adjacent parking lots) or chartered by the board of education;
 - c. At any school-sponsored or school-related event on-campus or off-campus (e.g., field trips, proms, sporting events off campus, etc.).
2. In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district (e.g. bus drivers) also are prohibited from using tobacco products at any time while on duty in accordance with their contracts or in the presence of students, either on or off school grounds.
3. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related vent, or at any other time that students are under the authority of school personnel.

B. Definition of Tobacco Products, Tobacco Use, and Electronic Smoking Device

For the purposes of this policy:

1. “Tobacco product” is defined to include but is not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products);
2. “Tobacco use” includes smoking, chewing, dipping, or any other use of tobacco products;
3. “Electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo or pipe.

Offense	First Offense	Second Offense	Third Offense
Smoking (i.e. cigarettes or e-cigarettes)	Parent conference and guidance referral and/or detention	Parent conference and guidance referral and/or detention/suspension	Parent conference and required counseling and/or detention/suspension
Possession of drug paraphernalia not containing any controlled dangerous substance otherwise identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	Parents/guardians notified; Referral for medical assessment; Medical examination if suspected of being under the influence 2 day out-of-school suspension Referral to local law enforcement	All consequences for first offense 3 day out-of-school suspension	All consequences for first offense 5 or more day of out-of-school-suspension

Under the influence of alcohol, drugs, steroids, or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u>	Parents/guardians notified; Immediate medical examination including urinalysis and/or blood test to verify use; and determine extent of use; 2 day suspension; Medical statement substantiating student's state of wellbeing is required before re-entry. Referral for treatment after-care, resources and reentry plan	All first offense consequences 3 day out-of-school suspension and possible expulsion	All first offense consequences 5 or more day out-of-school suspension
Possession of alcohol, drugs, steroids or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u> without the intent to distribute	All offenses: Parents/guardians notified Medical examination if suspected of being under the influence 3 day out-of-school suspension Law enforcement contacted at the discretion of the principal	All first offense consequences 5 day out-of-school suspension and possible expulsion	All first offense consequences 5 or more day out-of-school suspension
Possession of alcohol, drugs, steroids or substances identified in <u>N.J.A.C. 6A:16-4.1(a)</u> with the intent to distribute	All offenses: Parents/guardians notified Medical examination if suspected of being under the influence 3 day out-of-school suspension Law enforcement contacted	All first offense consequences 5 day out-of-school suspension and possible expulsion	All first offense consequences 5 or more day out-of-school suspension

DRESS CODE

The Commission has established a school dress code as follows:

Students shall be neat and clean in dress and grooming and are expected to dress appropriately during school hours.

Clothing that is sexually suggestive or promotes drugs, alcohol, sex, or violence is strictly prohibited.

Students wearing such apparel will be required to rectify the issue by cooperating with administration (e.g. student may receive alternate clothing from the school nurse). Failure to do so by the student may result in disciplinary action. Please discuss appropriate attire with your child.

The following is a list of clothing/items that are considered inappropriate in school:

- Head wraps/Hats/skullcaps/bandanas/doo rags
- Gang-related attire (as determined by administrators and/or School Resource Officers)
- Sunglasses
- Halter tops/tube tops/tank tops/mid-riff shirts

- Clothing with inappropriate slogans or that reflect violence
- Extremely tight clothing/spandex pants
- Extremely short skirts or shorts
- Excessively tattered and torn clothing
- Clothing with profanity or advertising drugs, tobacco, or alcohol
- Outdoor jackets/overcoats or scarves in the classroom
- Slippers/bare feet/flip flops
- Unlaced footwear
- Untidy, torn or soiled clothing
- Visible undergarments
- Transparent clothing
- Pajamas

In addition to this list, students are not permitted to take off their shirts unless there is an emergency that requires medical attention.

SCHOOL BUS BEHAVIOR/STUDENT RESPONSIBILITY

Bus Discipline

Students are to ride to and from school on the buses assigned and get on and off the bus at the designated bus stop. In addition, students may only ride the bus from the bus company which was contracted for that student. **The school will not accept any notes or phone calls from the parent/guardian to place their child on a different bus or to change a student's drop off location.** Please contact your child's Child Study Team or Guidance Department in District to make any changes to transportation.

All students being transported on school district provided vehicles must be considerate of the safety and well being of their fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility, that of safely transporting all students on that vehicle.

The bus represents an integral part of the school system, and, as such, the same standards of conduct that apply to a classroom apply to a school bus. Pupils will behave accordingly. The bus drivers have immediate authority over students at all times while being transported to and from school. Discipline problems which need the attention of the principal shall be promptly reported.

For the safety of all riders, students will be required to:

1. Show respect for the driver at all times.
2. Enter and leave the bus in turn. No pushing or crowding.
3. Remain seated and seatbelt must remain buckled while the bus is in motion.
4. Talk in a responsible tone of voice. No calling out to passers-by. NO profanity or abusive language is allowed.
5. Keep the bus clean- No littering or vandalism.
6. No extension of any body part out of a window, no jumping over the seats and no throwing objects is permitted.
7. There will be no smoking on school buses. Penalty for smoking is a \$25.00 fine per State Law.
8. Students are always expected to return home on their assigned buses to their assigned bus stop.
9. Exit the bus only through the front door, unless there is an emergency.

New Jersey State Law 18A:25-2 states: *The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of such exclusion.*

Note: A bus suspension does not excuse a student from school. If the student is absent during this period, it will be considered an unexcused absence.

DISCIPLINE

The following types of corrective disciplinary action will be taken when students are non-compliant with program rules and procedures.

- Appropriate staff will speak to the student regarding the problem.
- A referral to a counselor can be written if the problem is not resolved.
- A counselor will speak to the student to resolve the problem and/or review strategies to help student.
- Parent/guardian and/or district representative may be called to inform them of the behavior, if it is on-going.
- A parent and/or district conference may be held if non-compliance continues.
- An individual behavior program or contract may be developed for the student by the counselor, administrator, and parents.
- If the above actions are not effective, disciplinary action may be taken.

Consequences that may result from inappropriate behaviors after counseling:

- Allocation of “Reset Time”
- In-school detention
- PM Program
- Out of school suspension
- Loss of privileges (Class Trips, etc.)
- Other appropriate corrective actions deemed necessary.

IN-SCHOOL DETENTION PROCEDURES

In-school detention is a disciplinary alternative to out of school suspension. SCESC takes every effort to utilize in-school detention in order to avoid an out of school suspension.

The function and goals of in-school detention are to:

1. Provide an alternative to Out of School Suspension in a controlled academic/behavioral environment.
2. Participate in group discussions and written work that address behavioral modification. Students who misbehave or do not complete assignments may be assigned one more day of in-school suspension or out of school suspension.

Students will be provided opportunities to earn their way back into their traditional classroom setting based on their behavioral/academic progress while assigned to In-School Detention.

OUT OF SCHOOL SUSPENSION GUIDELINES

Any student suspended must participate in a re-entry conference, prior to returning to class. A parent/guardian must participate in the conference/phone conference, which may also include sending district Child Study Team personnel and/or other agencies involved with the student. The purpose of the conference is to determine whether the student's re-entry to the program is appropriate and to establish conditions for re-entry. Parent(s)/guardian(s) are responsible for contacting the school to set up a meeting time.

The student is not permitted on school grounds during the suspension period; except for the re-entry conference or prior administrative approval, or a trespassing complaint may be filed. Upon their return to school, the student is responsible for contacting their teachers and completing any missed school work. Arrangements can be made for any student exceeding four days for out of school suspension to complete academic work.

Behavior by a student that is determined by the Building Administrator, with the approval of the Superintendent, to be a violation of the law may be subject to intervention by the police.

Listed below are infractions, which **may** result in out-of-school suspension:

1. Verbal threats to staff, students or School Resource Officer/Security Personnel
2. Physical aggression towards staff, students or School Resource Officer/Security Personnel
3. Defiance, aggression, profanity to staff/School Resource Officer/Security Personnel

4. The recording or photography of anyone without administrative permission – reprimand in writing
5. Refusing metal detector/search
6. Leaving school grounds
7. Failure to serve in-school detention
8. Theft
9. Damage of school property (cost of repair/replacement will also be incurred)
10. Use of tobacco products
11. Possession of drugs in school
12. Distribution of drugs in school: Termination from school.
Any violation of the laws regarding the use, possession, or distribution of controlled substances (illicit drugs and alcohol) will result in intervention by the police. Students' violation of such laws may also be subject to participation in appropriate treatment as a condition for continued participation in the program.
13. Possession of firearms or a dangerous weapon in school will result in immediate notification to the police and compliance with their directives. For the purposes of these guidelines, weapons are defined as any device readily capable of lethal use or of inflicting serious bodily injury.

Note: Possession of items identified as contraband will result in confiscation of the item(s) and the police will be notified. District Child Study Team personnel **may be required to attend** a re-entry conference involving a drug-related suspension.

The above is a suggested outline; **all** decisions regarding inappropriate behavior will be based on administrative discretion. A classified student who accumulates more than ten days of suspension within the school year will be required to attend a Manifestation Determination Meeting with the Child Study Team.

BEHAVIOR EVALUATION PROGRAM

The Behavior Evaluation Program (BEP) is an objective system of evaluating behavior that utilizes a point system as a measure of students' social and emotional growth.

Please contact the appropriate administrator for further information.

CLASS ATTENDANCE

Students are expected to promptly attend their classes. A “cut” is defined as a student being absent from class for 10 minutes or more without permission. Students who “cut” class will be subject to the following disciplinary action:

1. Verbal warning
2. Phone call home
3. Out of School Suspension

ELECTRONIC DEVICES

Electronic equipment including cell phones, smartphones, MP3 players, iPads, radios, headsets, cameras, etc. cannot be used in classrooms, hallways, or at field trip sites*. Students are not permitted to wear headphones during instructional time without approval from the Administration.

- First offense - Warning
- Second Offense – Student surrenders phone to administrator/designee
- Third Offense – Student gives their phone to an administrator when they enter the school building every morning.

*Students may have permission to use smartphones during planned exams or projects with their teacher's permission.

If a student continually violates this policy, it will be administrative prerogative to confiscate the device for the duration of the school day. At dismissal, the device will be returned.

Students may turn in their electronic devices to administration prior to the beginning of instructional time as a proactive measure to avoid possible disciplinary action.

Please note: The school is NOT responsible for lost or stolen items. Prohibited items are confiscated and turned in to administration or other designated staff.

Please note: In an emergency situation, or in regards to a transportation issue, parents/guardians should contact the school office at 908-707-0070 (Elementary Academy extension 100 or Secondary Academy extension 200, Career Center 908-707-0070 extension 100).

STUDENT HEALTH

Automated External Defibrillator (AED)

A team of staff members trained to activate an AED, if deemed necessary, is on site.

Immunization of Students

Under the public laws, each Board of Education shall insure that every student must submit acceptable evidence of the following immunizations:

- A. Diphtheria toxoid
- B. Pertussis vaccine
- C. Tetanus toxoid
- D. Measles virus vaccine, live, attenuated/or laboratory immunity
- E. Rubella virus vaccine, live
- F. Poliomyelitis vaccine, IUP or OPU separately or combined
- G. Hepatitis B
- H. Varicella
- I. Meningococcal
- J. Other immunizing agents when specifically authorized by the State Department of Health

These immunization regulations were effective as of September 2008. It is the responsibility of the chief school administrator to exclude any student who has not submitted acceptable evidence of required immunizations. Certain students may be exempted from immunizations for either medical or religious reasons. If parents/guardians feel such an exemption applies to their child, contact should be made with the Health Office at the school stating the reasons for such request. The nurse will provide particulars on validating evidence the parent/guardian must supply to support the request. You may contact the Health Office at 908-707-0070 ext. 222.

Prescription Medication

If a student is under physician care and has a prescription, medication must be registered with the school nurse and held in their office unless special conditions exist. Such medications may only be dispensed from the nurse's office.

Administration of Medication

The SCESC District's policy regarding administration of prescription and over-the-counter medication is as follows:

1. The school cannot provide the students with medication, with the exception of Advil, Tylenol, Sudafed and Pepto Bismol, if the Board-approved parental consent has not been signed by the student's guardian.
2. Pupils requiring medication at school must have the following:
 - a. A written request from the parent/guardian giving permission to give the medication as prescribed by the Family Physician.
 - b. A written statement from Family Physician which identifies name, time, dose and route of medication.
3. Any medication to be administered during school hours must be in the original prescription bottle with the student's name, medication, dosage, time and route clearly stated.
4. Medication may be given to the bus driver by the student's guardian, who must be directed to deliver it to a teacher or a teacher's aide. Under no condition should it be given to the student.

Medication and Field Trips

Students who require daily medication will need special consideration for field trips. The following is a list of appropriate options. Of course, each requires approval of the child's parent/guardian and physician. These include:

1. Altering the scheduled hours of administering the medication so the child is getting the first dose at school (about 9:00am) and the second dose after the class returns (usually about 1:45pm).
2. Assigning a certified school nurse to accompany the student.
3. Withholding medication during the course of particular activity and giving it when student returns to school.
4. Requesting that parent/guardian of affected student accompany group to administer medication to the child.

Fevers

If a student is found to have a fever of 100 Degrees Fahrenheit (or higher), the student may not return to school until he/she is fever free for 24 hours without the use of fever-reducing medication (e.g. Tylenol).

OUTSTANDING OBLIGATIONS

Students are expected to return any borrowed school equipment, books, etc, before the end of the school year. Failure to do so may result in withholding of the student's report card until the obligation is satisfied.

SCHOOL SECURITY/VISITORS/METAL DETECTORS

The SCESC Board of Directors authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy. The school is monitored by 24-hour video surveillance cameras. All students and visitors are subject to random screenings via the metal detector. All visitors must report to the main security desk to present an ID and sign-in. There are NO exceptions!

DRIVING

Driving is a privilege and can be revoked at any time. Students requesting to drive vehicles must provide a written request to the Principal. Upon approval, insurance and registration information must be given to the Main Office. Student are strictly prohibited from transporting other students to/from school, under no circumstance.

STUDENT PERSONAL PROPERTY

The school is not responsible for the loss of student's personal property, (e.g.: money, phones, jewelry, etc.) Unfortunately, students occasionally suffer this loss. Although such losses are regrettable, it must be stated that personal items are not covered under the school insurance and the school is not responsible for such losses. It is recommended that in a case of lost or stolen items, report alleged incident to administration and/or the Bridgewater Police Department. In addition, students are not permitted to sell or trade any items.

Lost and Found

Articles found are turned in to the main office. Students may obtain the article in the main office upon its identification.

WORKING PAPERS/S.A.T. REGISTRATION

Working papers (for students ages 14-18) and S.A.T. Registration booklets are available in the main office and with the Learning Consultant/Guidance Counselor.

TEXTBOOKS

All textbooks are on loan to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Textbooks are to be kept in school. Students will be required to pay for lost or damaged textbooks.

COMPUTERS/INTERNET ACCESS

Students are allowed to use school computers upon approval from a teacher for instructional use only. Failure to use the computers appropriately may result in disciplinary action. No student computers (e.g. laptops) may be brought from home without administrative permission. Also, social networks activity is prohibited during school hours.

YEARBOOK

Photos, honors/awards activities, etc. pertaining to your child placed in our yearbook are considered public records.

EVACUATION DRILLS

The information for fire and safety drills is posted in each room. Special instructions may be announced over the loud speaker. When the alarm sounds, students and staff must exit the building.

SCHOOL LUNCH AND BREAKFAST PROGRAM

SCESC participates in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). All enrolled students of SCESC school(s)/district are eligible to receive a healthy breakfast and lunch in school at no charge to your household each day of the school year.

A Household Information Survey should be completed each school year. This survey will not affect your child's eligibility to receive free school meals, but it will help in determining the future of continuing CEP at the SCESC.

School lunches are vended by Maschio's, located at Bridgewater-Raritan High School. Students must be present to order their lunch by 10:00am or they may bring a lunch if they arrive to school later than 10:00am.

Questions regarding the meal program, please call 908-707-0070 ext 270.

Somerset County Educational Services Commission

www.sc.esc.k12.nj.us

2019-2020 School Calendar - REVISED

183 Student Days; 187 Staff Days

Academy Phone: 908-707-0070 Career Center Phone: 908-707-2055
School Hours: 8:30 a.m. to 2:07 p.m.

July-19

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August-19 0/2

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September-19 17/19

M	T	W	T	F
3	4	5	6	
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October-19 21/22

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November-19

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December-19

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jul. 1 - Aug. 13 Mon - Tue 2019 Extended School Year, 8:30 a.m.-12:30 p.m.

Aug. 26 & 27 Mon & Tue New Staff Orientation

Sept. 2 **Monday** Labor Day: Offices closed
Sept. 3 & 4 **Tue & Wed** All staff report
Sept. 5 **Thursday** Classes begin for all schools
4 hour session for students, 12:30 p.m. dismissal
Rosh Hashanah: Schools closed

Sept. 30 **Monday** Rosh Hashanah: Schools closed
Oct. 9 **Wednesday** Yom Kippur: Schools closed
Oct. 14 **Monday** No students-Staff report
Combined In Service/Staffing/Faculty Meeting

Nov. 7 & 8 **Thur & Fri** NJEA Convention: Schools closed
Nov. 21 **Thursday** Parent Conferences:
4 hour session for students, 12:30 p.m. dismissal
Nov. 27 **Wednesday** Thanksgiving Recess begins:
4 hour session for students, 12:30 p.m. dismissal
½ day for staff

Nov. 28 & 29 **Thur & Fri** Thanksgiving Recess: Schools closed
Dec. 20 **Friday** Winter Recess begins:
4 hour session for students, 12:30 p.m. dismissal
½ day for staff

Dec. 23 - Jan. 1 **Mon - Wed** Winter Recess: Schools closed
Jan. 17 **Friday** No students-Staff report
Combined In Service/Staffing/Faculty Meeting
Jan. 20 **Monday** Martin Luther King, Jr. Day: Schools closed

Feb. 17 **Mon** Mid-Winter Recess: Schools closed
April 6-13 **Fri - Mon** Spring Recess: Schools closed

May 25 **Monday** Memorial Day: Schools closed
May 26 **Tuesday** Schools closed
June 19 **Friday** 4 hour session for students, 12:30 p.m. dismissal
June 22 **Monday** 4 hour session for students, 12:30 p.m. dismissal
June 23 **Tuesday** Last Day of School for students and staff
4 hour session for students, 12:30 p.m. dismissal

Note: In the event inclement weather causes schools to be closed in excess of three (3) days, make-up days will be scheduled in the following order: April 10, April 9, April 8. In the event that inclement weather days are not used, schools will be closed in the following order: May 22, June 23, June 22.

Note: ½ day staffing days may be added by the Superintendent depending upon program needs.

January-20 20/21

M	T	W	T	F
			2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February-20 19/19

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
18	19	20	21	
24	25	26	27	28

March-20 22/22

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April-20 16/16

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May-20 19/19

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June-20 17/17

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Board Approved: 02/08/2019

Legend

- Extended School Year
- New Staff Orientation
- Schools closed
- Teachers - no students
- 4 hour session for students; 12:30 p.m. dismissal
- Red dates—students first and last days, ½ day classes
- Undertined dates—no lunches provided by BRRSD

For Emergency Closing Information,

- listen to the following radio stations or check website:
- www.magic983.com (click on Storm Closings)
- 1450.AM.WJCTG.NewBrunswick-www.wjctm.com (click on Storm Closings)
- 101.5.FM.WBUD-WKXW-www.nj1015.com (click on Weather, then on Storm Closings)
- [Fox 5-www.myfoxny.com](http://Fox5-www.myfoxny.com) (click on Weather, then on School Closings)
- News12NJ-http://closings.news12.com/school_closings.jsp?region=NJ