

# SPARTA TOWNSHIP PUBLIC SCHOOLS



## Elementary Student Handbook

August 2016

<b>Contents</b>	<b>Page</b>
Absences	3
Acceptable Use Policy	7
Accident Insurance	10
Bicycles	10
Birthday Parties	10
Bus Safety	11
Care of School Property	11
Cellular Telephones	12
Cell Phone Video Policy	13
Classroom Parties	13
Conduct	14
Dress and Grooming	20
Electronic Devices	21
Emergency Closings	21
Emergency Preparedness	22
Field Trips	22
Food in Schools	23
Fund Raising	23
Harassment, Intimidation, and Bullying	23
Health Services	25
Honeywell Automated Notification System	26
Homework Policy	26
Immunizations	26
Medications	29
Novelty Items	29
Process To Voice Your Concern	29
Publicity Consent	30
Pupil Records	30
Pupil Right of Privacy	31
Reporting Student Progress	31
Student Sales	33
Substance Abuse	33
Withdrawal	34
FORM: Consent of Acceptable Use Policy for Students	36
FORM: Publicity Consent	40

## **Absences**

In accordance with Board of Education Policy 5200, pupils enrolled in the schools of this district are required to attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board.

Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a)4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620.

“Attendance” is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day. A student must be present at least four hours during the school day in order to participate in any extra- or co-curricular activities or any athletic practice or event.

“Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:

- a. The pupil's illness,
- b. Family illness or death,
- c. Educational opportunities,
- d. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
- e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized healthcare plans pursuant to N.J.A.C. 6A:16-2.3,
- f. The pupil's suspension from school,
- g. The pupil's required attendance in court,
- h. Interviews with a prospective employer or with an admissions officer of an institution of higher education,
- i. Examination for a driver's license,
- j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

“Truancy” is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

- a. Leaves school without permission when school is still in session,
- b. Leaves class because of illness and does not report to the school nurse as directed, or
- c. Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

“Unexcused absence” is a pupil's absence for all or part of a school day for any reason other than those listed above.

The parent(s) or legal guardian(s) or adult pupil is requested to call the school office the morning of the pupil's absence to notify the school of the absence.

#### Readmission to School After an Absence

1. A pupil returning from an absence that has not previously been reported on the absentee line of any length must present to the principal a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. A note explaining a pupil's absence for noncommunicable illness for a period of more than five (5) school days must be accompanied by a physician's statement of the pupil's illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

#### Readmission to School After an Injury

1. A pupil returning from an absence that has not previously been reported on the absentee line of any length must present to the principal a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. Any student with an injury (or illness) that prohibits them from participating in physical education classes must have a valid written excuse from a physician. **This excuse must have a return to physical education classes date.** If the student is excused from actively participating in physical education classes for a full week or more, the student will be responsible for alternate assignments.

In general, pupils will be allowed two days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.

A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

#### Denial of Course Credit/Retention in Grade

1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.
2. A secondary pupil will be dropped from the course and denied course credit when he/she has been absent from 16 or more of the class sessions (8 or more of the class sessions for semester courses), whatever the reason for the absence, except that absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the course of study.
  - a. A secondary pupil who has been dropped from a course of study will be assigned to an alternate program.
3. An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent 30 or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

#### 8.1.16

1. A truant pupil may be suspended or expelled for truancies in accordance with Policy Nos. 5610 and 5620.
2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.
3. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The pupil shall file a written appeal to the principal for consideration by an Attendance Review Committee. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.

#### **Acceptable Use Policy**

Students must comply with the Sparta Township Public Schools Acceptable Use Policy. In order to use the Sparta Township Public Schools computer network, students must read and initial the Acceptable Use Policy form. A parent/guardian signature, indicating parent/guardian review of the Acceptable Use Policy and granting permission for his/her child to access networked computer services, is also required.

#### A. Procedures for Use and Proper Network Etiquette

Respect and practice the principles of community.

1. Communicate only in ways that are kind and respectful.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Report threatening or discomfoting materials to a teacher.
4. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
5. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
6. Not use the resources to further other acts that are criminal or violate

the school's code of conduct. These include, but are not limited to:

- Gaming for non-academic purposes
  - Downloading large files without consent of the classroom teacher
  - Downloading music, video or other multimedia that is not pertinent to an approved school project.
7. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
  8. Respect and protect the integrity, availability, and security of all electronic resources.
    - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Sparta Township Education Network. This includes, but is not limited to, the uploading or creation of computer viruses.
    - Do not use the network in such a way that you would disrupt the use of the network by other users.
    - Do not access personal email accounts unless it is vital to retrieve information or communication that is germane to a school project or assignment.
    - Do not attempt to access restricted files and directories.
  9. Respect the Privacy and Security of yourself and others
    - Never post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs).
    - Use only your own assigned network account.
    - Do not share your password with others
    - Not view, use, or copy passwords, data, or networks to which you are not authorized.

## B. Collaborative Technologies

Environments set up by teachers to prolong class discussions or to extend the reach of the classroom into a virtual environment (blogs, wikis, discussion boards, private chat rooms, class web portals), are also covered as part of Sparta Township Public Schools Acceptable Use Policy.

1. The use of collaborative software is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in this environment. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal



attacks.

2. All links created in such environments to external websites must also fall under the guidelines provided regarding appropriate classroom materials.
3. All quotations, pictures and other copyrighted material must be adequately cited under the method chosen by your teacher and in accordance with all federal copyright laws.

C. Monitoring

1. The Sparta Township Board of Education and its delegates reserve the right to review the material on user accounts, internet access logs and file server space in order to make determinations on whether specific uses of the network are appropriate.
2. Teachers will also be granted read access to students network directories
3. You are encouraged to inform a responsible adult when you observe misuse of computers by other students.

D. Privilege

I understand the use of the Sparta Township Education Network is a privilege, not a right, and that inappropriate use may result in the suspension of those privileges. The Board of Education may deny me future computer privileges at all board facilities and I may be subject to further disciplinary actions as well as legal actions for inappropriate use or illegal actions.

Disciplinary action as a result of any violation of the regulations set forth in the Sparta Township Public Schools Acceptable Use Policy may include one or all of the following:

- Revoking of my access privileges to the Sparta Township Educational Network
- School disciplinary actions as outlined in Board of Education policies
- Legal action, including criminal prosecution
- Reimbursement of expenses.

**Accident Insurance**

In accordance with Board of Education Policy 8760, the District will provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils.

**Bicycles**

Bicycles may not be ridden to school.

**Birthday Parties**

Please do not send birthday party invitations to school with students to be distributed during the school day.

All elementary schools have a non-food birthday treat rule. Students may bring in ONE small item to distribute to their classmates (i.e. a sticker or a pencil), or you may choose to recognize your child's birthday in another fashion (i.e. donate a book in your child's name).

Any food items sent in to the school will be returned.

### **Bus Safety**

In accordance with BOE Regulation 5600, students must obey all school rules while on a school bus. The following rules of conduct must be adhered to in order to insure student safety:

- Wear seat belt and remain seated while the bus is in motion;
- Show respect for the driver and each other at all times
- Refrain from eating and drinking on the bus
- Extend no portion of the body or other object out a bus window
- Obey all school rules while at the bus stop

The following disciplinary measures may be applied as appropriate to the pupil's violation of the rules of conduct:

- |                 |  |
|-----------------|--|
| First offense:  | Warning to student, notification to parent/guardian                              |
| Second offense: | Letter to parent notifying of possible suspension of riding privileges           |
| Third offense:  | Letter to parent and three-day suspension of riding privileges                   |
| Fourth offense: | Additional suspension for five days to permanent suspension of riding privileges |

The building principal may, at his/her discretion, immediately suspend riding privileges for serious infractions.

### **Care of School Property**

In accordance with Board of Education Policy 5513, the District believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The District charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

1. Pupils shall not deface the school building, furnishings, or equipment in any manner.
2. Pupils shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Pupils will care for school textbooks. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.

4. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.

Loss or damage	Fine
Lost book issued in new condition	80% of list price
Lost book issued in good condition	60% of list price
Lost book issued in fair condition	40% of list price
Lost book issued in poor condition	20% of list price
Broken bindings	\$1
Defaced cover	50 cents
Missing pages	25 cents per page
Loose or torn pages	10 cents per page
Marks not damaging to text	5 cents per page
Marks damaging to text	25 cents per page
Dog-eared pages	10 cents per page
Soil not damaging to text	5 cents per page
Soil damaging to text	25 cents per page
Book so damaged (by water or otherwise) as to be unusable	as for lost books

5. A pupil who finds their lost textbook will be reimbursed any fine paid for the lost textbook but will be assessed a fine for any damage done to the book.
6. A pupil who has not paid a fine owed will not receive a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged. A high school senior who has unpaid fines may participate in the graduation ceremony but will receive a blank diploma.

### **Cellular Telephones**

In accordance with Board of Education Policy 5516, pupils are not permitted to use cellular telephones while school is in session for personal business. Cellular telephones must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school

building. Students who use cell phones (to call or text) while school is in session will be subject to disciplinary action. Cell phone use for instructional purposes is allowed only if the use is at the direction of the teacher.

### **Cell Phone Video Policy**

The Sparta Township Public School District believes in the use of technology to optimize the learning environment. However, the blatant misuse of cell phone, or similarly-enabled device, cameras/videos is counterintuitive to our goals.

The unacceptable uses of Electronic Communication Recording Devices (cell phones, Ipads, Ipods, Smartwatches, etc.) are:

\*See School Board Policy 5516\*

- 1) Camera-equipped cell phones or similar devices may not be used by students as cameras during the school day (unless given permission by a faculty member for instructional purpose). They may not be used in the school buildings or on school buses nor may they be used at any time in locker rooms or bathrooms.
- 2) Students are not allowed to take photographs or videos of students or staff without their knowledge or permission.
- 3) The transmission, storing or sharing of photographs taken on cell phones or similar devices may constitute criminal behavior and will be reported to proper authorities.

Disciplinary Consequences for the violation of the above:

- Mandatory 5-10 day suspension for middle/high school level students
- 1-10 day suspension for pre-kindergarten-grade 5 students
- Referral to appropriate agency
- Referral to law enforcement
- Possible expulsion from the school district depending on severity of personal invasion
- Loss of senior year privileges including prom and/or graduation ceremony

Staff members reserve the right to confiscate any electronic device if there is good reason to believe that any violation of this policy has taken place.

### **Classroom Parties**

Classroom parties are held at the discretion of the classroom teacher. The classroom teachers and room parents will arrange parties.

## **Conduct**

In accordance with BOE Policy/Regulation 5600, the following Codes of Conduct have been established.

### 1. PreK-5 Student Code of Conduct

It is the obligation of each student to obey regulations and the school authorities who enforce them. Therefore, all elementary schools have established standards for acceptable student behavior. The purpose of the Code of Conduct is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined School environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

While the possible consequences for any given infraction are listed below, the appropriate chosen consequence does not necessarily have to be sequential, and will ultimately be determined by the school administrator or designee. Furthermore, guidance referrals and other culminating interventions are utilized to assist appropriate child development.

To assist students in choosing appropriate behavior, there is a description of potential infractions and the possible disciplinary consequences for those infractions.

**Classroom Discipline:** Discipline handled at the discretion of the classroom teacher. Administration not involved at the current time, unless the classroom teacher considers the behavior to be a major classroom incident.

**Suggested Classroom Discipline Progression**

1. Verbal Warning
2. Parent Notification (Phone Call, E-mail, Letter/Notice)
3. Teacher Detention, Parent Notification (Phone Call, E-mail, Letter/Notice)
4. Teacher Detention(s), Parent Phone Call
5. Refer to Administration, Parent Phone Call

\*Individual student classroom discipline will be documented in the “Student Behavior Log” including: date of incident, description of student behavior, discipline action taken, method of parent contact.

**Administrative Discipline:** Student behavior needing discipline in areas outside of classroom, repeated classroom misconduct, or major classroom incident.

**Administrative Discipline Actions**

1. Verbal Warning (Unless on a referral from classroom teacher where prior action was taken)
2. Administrative Lunch and/or Recess Detention(s)
3. After School Administrative Detention(s)
4. In-School Suspension
5. Out of School Suspension
6. Referral to I&RS Team

\*At any time a student may be referred to the school guidance counselor.

**Consequences and Remedial Measures for Acts of Harassment, Intimidation, or Bullying**

**1. Consequences**

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance.

a. The consequences may include, but are not limited to, the examples listed below:

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Participating in school district-sponsored programs.

**2. Remedial Measures**

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

**3. Multiple Violations of Harassment, Intimidation, or Bullying**

If a student commits three or more acts of Harassment, Intimidation, or Bullying the student may be recommended for further evaluation.



### **Definition of Infractions**

Abusive Language: Improper, insulting or coarse language directed to a staff member or student.

Bus Misconduct: Failure to comply with rules of bus including safety procedures or disturbance of others.

Cheating: Act dishonestly or unfairly in order to gain an advantage, esp. in a game or examination

Defacing School Property: Any act of vandalism including defacement, damage, or destruction to school property.

Defiance: An open or bold act of resistance to or disregard for authority.

Dishonesty, Lying, Forging: Any act in which a student behaves in a manner where the intention is to deceive a member of the staff or faculty.

Disrespectful to Staff: Responding/acting in a rude, impertinent aggressive manner and/or using threatening abusive language.

Disrespectful to Student: Responding/acting in a rude, impertinent aggressive manner and/or using threatening abusive language.

Disruptive/Inappropriate Behavior: Behaving in a manner which disrupts or interferes with educational activities.

Extortion: The practice of obtaining something, esp. money, through force or threats.

Falsifying an Alarm: An emergency *alarm*, such as a fire *alarm*, that is set off unnecessarily.

Fighting: Exchange of mutual physical contact such as hitting, with or without injury. If clear and sufficient provocation is established, both students need not receive the same disciplinary action.

Harassment, Intimidation or Bullying 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 a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

8.1.16

Insubordination/Defiance: Failure to comply with a proper and authorized direction of instruction of staff.

Obscene Language: Saying or making gestures that convey a grossly offensive, obscene or sexually suggestive message.

Obscene Note/Letter to Student: Any written expression directed at a student that is obscene, profane, abusive or inappropriate in nature.

Physical Contact (Intent to Harm): Physical contact that was aggressive in nature and the intent was to cause harm or injury another student.

Physical Contact (No Injury): Physical contact to a student where that student was disturbed or made to feel uncomfortable. (Pushing, kicking, pulling, grabbing, etc.)

Physical Contact (With Injury): Physical contact to another student where that student was harmed or injured by the action that was a result of aggressive behavior or horseplay.

Physical Contact (With Object): Physical contact to another student where an object was used and that student was disturbed, made to feel uncomfortable, or injured.

Sexual Harassment: Harassment in a social situation, involving the making of unwanted sexual advances or obscene remarks.

Threatening Behavior: Behavior by actions or words that can be viewed as a threat to staff member or student.

Threats of Violence: Intentionally or knowingly putting another person in fear of bodily injury.

Weapons Possession: Any student in possession of an object that could be considered a weapon including but not limited to guns, knives, razors, or lighters/matches.

<u>Infraction</u>	<u>Discipline Start (to progress accordingly)</u>
Abusive Language	Administrative Lunch and/or Recess Detention
Bus Misconduct	*Refer to Bus Discipline Actions
Cheating	Administrative Lunch and/or Recess Detention
Defacing School Property	Administrative Lunch and/or Recess Detention

## 8.1.16

Defiance	Administrative Lunch and/or Recess Detention
Dishonesty, Lying, Forging	Administrative Lunch and/or Recess Detention
Disrespectful to Staff	Administrative Lunch and/or Recess Detention
Disrespectful to Student	Verbal Warning
Disruptive/Inappropriate Behavior	Verbal Warning
Extortion	Administrative Lunch and/or Recess Detention
Failure to Follow Procedures during an Emergency Operation Procedure	Administrative Lunch and/or Recess Detention
Falsifying Alarm	In-school Suspension
Fighting	Administrative Lunch and/or Recess Detention
Harassment, Intimidation, or Bullying	Administrative Lunch and/or Recess Detention
Insubordination/Defiance	Administrative Lunch and/or Recess Detention
Obscene Language	Verbal Warning
Obscene Note/Letter to Student	Administrative Lunch and/or Recess Detention
Physical Contact (Intent to Harm)	Administrative Lunch and/or Recess Detention
Physical Contact (No Injury)	Verbal Warning
Physical Contact (With Injury)	Administrative Lunch and/or Recess Detention
Physical Contact (With Object)	Administrative Lunch and/or Recess Detention
Sexual Harassment	Administrative Lunch and/or Recess Detention
Threatening Behavior	Administrative Lunch and/or Recess Detention
Threats of Violence	Administrative Lunch and/or Recess Detention
Weapons Possession	Administrative Lunch and/or Recess Detention

While the possible consequences for any given infraction are listed below, the appropriate chosen consequence does not necessarily have to be sequential, and will ultimately be determined by the school administrator or designee. Furthermore, guidance referrals and other culminating interventions are utilized to assist appropriate child development.

### **Dress and Grooming**

In accordance with Board of Education Policy 5511, pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing;
2. Skirts, dresses, and pants that end higher than mid-thigh;
3. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;
4. Patches and decorations that are offensive or obscene;
5. Undershirts (underwear) worn without an outer shirt;
6. In the classroom, clothing required for physical education classes;
7. Clothing that is overly soiled, torn, worn, or defaced;
8. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the pupil's doctor;
9. Beepers and other summoning devices, except as permitted in Policy No. 2360;
10. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
11. Clothing containing profanity or sexual references or innuendoes;
12. Clothing which includes racial or ethnic violence;
13. Hats, hoods, visors, headbands and other headgear; and
14. Any clothing that is likely to create a material and substantial disruption to the school environment.

The following guidelines are useful in communicating said policy with your child/children:

- Shoulder straps must be two fingers wide

- Shorts must reach your fingertips when hands are placed at your sides
- Footwear must have a backing

The Building Principal shall determine whether the dress or grooming of pupils comes within these prohibitions. If it is determined that student dress is not in accordance with the policy, the student will be required to have a parent bring appropriate attire and the incident will be documented as a discipline infraction.

### **Electronic Devices**

This includes cell phones, Smartwatches, iPods, iPads, and other hand-held gaming devices. Gaming devices should not be brought to school. District policy states that cell phones are to be turned off during school hours and remain in the student's locker (back pack). At times, some of these electronic devices are used for educational purposes at the discretion of the teacher. It is the student's responsibility to manage these devices accordingly.

### **Emergency Closings**

In the event of a weather or other emergency, schools may close, begin on a delayed schedule, or dismiss early. Emergency closing notices will be posted on the district website, [www.sparta.org](http://www.sparta.org), and announced on the local media. Parents/guardians can elect to be notified electronically or by phone if they register with the Honeywell automated notification system.

The following radio stations will make emergency announcements:

WNNJ 1360 AM  
WSUS 102.3 FM  
WNNJ 103.7 FM

The following television stations will include emergency announcements due to inclement weather:

CBS 2  
NBC 4  
ABC 7  
FOX 5

### **Emergency Preparedness**

In accordance with Board of Education Policy 8420 the District has developed and implements a plan for emergency preparedness that safeguards the health and well-being of pupils and staff, permits minimum disruption to the educational program, and helps pupils learn self-reliance and a prudent response to emergency situations. The plan provides that all threats to the safety of the schools are identified and promptly responded to by appropriate district personnel. The plan includes:

1. A plan for the prompt and safe evacuation of the schools;
2. The practice of such an evacuation plan twice monthly in the fire drills conducted in accordance with law;
3. The conduct of bus evacuation drills in accordance with rules of the State Board of Education;
4. Lock down drills conducted twice annually in cooperation with the Sparta Township Police Department.

### **Field Trips**

The District recognizes that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

As defined in Board of Education Policy 2340, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

Teachers will distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of:

- (1) The date, departure time, and return time;
- (2) The destination and its location;
- (3) The means of transportation; and
- (4) The purpose of the trip.

### **Food in Schools**

Sparta Elementary Schools has implemented “No Food” parties. Each year our PTO and classroom teachers organize class parties for Halloween, Winter Recess, Valentine’s Day, and the End of Year celebration. The focus of the parties will be on creative activities. The decision to move away from food is in response to concerns regarding allergies and an emphasis on making healthier choices. Please do not send in food for any reason. Thank you for your cooperation.

### **Fundraising**

In order to better manage fundraising requests and to minimize the financial strain on our families, we permit one event per month. However, each event must be approved utilizing the appropriate form.

### **Harassment, Intimidation, and Bullying**

In accordance with Board of Education Policy 5512, all acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A.

18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

### Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who



interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

#### Consequences and Appropriate Remedial Actions

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct (Policy/Regulation 5600) pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

#### Health Services

In accordance with Board of Education Policy 8441, any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal, who will determine whether an emergency exists. Immediate steps may be taken as necessary to remove the injured or ill person from imminent danger and/or prevent exacerbation of the disability. Routine

first aid will be administered by district personnel as necessary to ensure the safety and comfort of the injured or ill person.

### **Honeywell Automated Notification System**

Parents may register with the Honeywell Automated Notification System to receive phone, e-mail, or text messages regarding school events and emergency closings.

### **Homework Policy**

What children learn in school sometimes needs reinforcement at home. Homework is also a perfect opportunity for parents to get involved with their child's education. It is recommended that parents set regular times to talk and work with your children on a daily basis. Choose a time and place for your children to work and study. A desk or table in a quiet room with good lighting and no distractions is ideal. Show an interest in their work and especially their achievements at school. Applaud their accomplishments, but also let them know mistakes can be corrected. Help them learn from their mistakes.

It is the responsibility of the student and the parent(s) to find out what work was missed during an absence and to make the necessary arrangements with teachers for making up the assignments. Homework assignments missed due to an absence of two or more days may be obtained for a student by calling the school office in the morning of the second day of absence. The appropriate teacher will be notified and homework will be available in the main office at the end of the day or the following morning.

### **Immunizations**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education, as outlined in Policy 5320, requires the immunization of pupils against certain diseases in accordance with state statute and rules of the New Jersey State Department of Health and Senior Services.

#### **Immunization Requirements**

1. Diphtheria and Tetanus Toxoids and Pertussis Vaccine
  - a. For those children less than seven years of age, entering Kindergarten or first grade, a minimum of four doses of DTP

are required. One dose must have been administered on or after the fourth birthday. Children receiving any five doses of DTP, DTaP, DTP/Hib, DTaP/Hib, or DT (with a valid medical contraindication) shall also be in compliance with this regulation.

- b. Every child born on or after January 1, 1997, and entering or attending Grade Six, or a comparable age level special education program with an unassigned grade on or after September 1, 2008, shall have received one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10th birthday.
- c. Children entering or attending Grade Six on or after September 1, 2008, 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 DTP/DTaP or Td dose.
- d. Children born on or after January 1, 1997, and transferring into a New Jersey school from another state or country after September 1, 2008, shall have received one dose of Tdap, provided at least five years have elapsed from the last documented Td dose.

## 2. Polio Vaccine

- a. For those children less than seven years of age, a minimum of three doses of oral polio vaccine (OPV) and/or enhanced inactivated poliovirus vaccine (IPV), is required, provided at least one dose is given on or after the fourth birthday. Alternatively, children receiving four doses of polio vaccine, separated by a minimum of one month, shall also be in compliance with this requirement.

## 3. Measles Vaccine

- a. Two doses of a measles-containing vaccine given after the first birthday, preferably MMR, will be required of all children born on or after January 1, 1990, who are entering Kindergarten or Grade 1, or attending a New Jersey school. A measles or MMR dose of vaccine administered to a child before the first birthday will not be counted, and these children are to be reimmunized.

- b. The two doses of measles-containing vaccine must be separated by an interval of at least one month (twenty-eight days).
4. Rubella Vaccine
  - a. All pupils must still have rubella vaccine administered on or after the first birthday. Those children immunized before one year of age are to be reimmunized, preferably with MMR.
5. Mumps Vaccine
  - a. All pupils must still have mumps vaccine administered on or after the first birthday. Those children immunized before one year of age are to be reimmunized, preferably with MMR.
6. Hepatitis B Vaccine
  - a. Children born on or after January 1, 1996 and entering Kindergarten or first grade (whichever occurs first) or a comparable special education unassigned grade, shall receive three doses of a hepatitis B vaccine.
  - b. Beginning September 1, 2001, children born on or after January 1, 1990 and entering grade 6 or a comparable special education unassigned grade, shall be required to receive three doses of a hepatitis B vaccine.
7. Pneumococcal conjugate vaccine
  - a. Every child two months through 11 months of age enrolling in or attending preschool on or after September 1, 2008, shall have received a minimum of two age-appropriate doses of pneumococcal conjugate vaccine (PCV), or fewer as medically appropriate for the child's age according to the ACIP recommendations.
8. Influenza vaccine
  - a. Children six months through 59 months of age attending preschool on or after September 1, 2008, shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year.
9. Meningococcal vaccine
  - a. Every child born on or after January 1, 1997, and entering or attending Grade Six or a comparable age level special education program with an unassigned grade on or after

September 1, 2008, shall have received one dose of a meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine.

### **Medications**

In accordance with Board of Education Policy 5330, medication will only be administered to pupils in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

a. The school nurse may designate another employee of the school district, who has been properly trained, to administer epinephrine via epi-pen to a pupil for anaphylaxis when the nurse is not physically present at the scene;

b. The parents or guardians of the pupil, after receiving written notification of the procedures, must sign a statement acknowledging their understanding that if the procedures specified in this section are followed, the district shall have no liability as a result of any injury arising from the administration of the epi-pen to the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epi-pen to the pupil;

e. the permission is effective for the school year for which it is granted and must be renewed for each subsequent school year.

Medication no longer required must be promptly removed by the parent(s) or legal guardian(s).

### **Novelty Items**

Every year new novelties are on the market; e.g. collectable cards, cyberpets, etc. These items distract children from their schoolwork and often lead to arguments between students. Please make sure that your children leave these items at home.

### **Process To Voice Your Concern**

Occasionally, situations or problems arise at school concerning such things as placement of a child, homework assignments, absences, discipline, the grading system, etc.

The first step in resolving a matter is to contact your child's teacher and arrange for a conference. If the problem is not resolved then a conference with the principal should be scheduled through the main office. We recommend that the teacher be present so there will be continuity in addressing the problem. Matters that are not resolved with the principal should be appealed to the Superintendent of Schools, who, in turn, will conduct a meeting of all necessary parties in an attempt to resolve the matter.

Should the matter not be successfully resolved at the Superintendent's level, and the parent wishes to appeal, the matter should be addressed in writing to the President of the Sparta Board of Education at 18 Mohawk Avenue, Sparta, New Jersey, 07871. Because of the manner in which the School Board functions, individual Board members are not in a position to resolve conflicts. Only the Board, acting as a whole, in an advertised public meeting, is empowered to make decisions.

### **Publicity Consent**

Attached is a copy of the parent consent form to inform you and allow you to give permission for your child's name and/or photo/video to be presented in connection with school related articles in newspapers, at public presentations, television, and/or on the Internet. This form is sent out electronically at the beginning of the school year.

We will not release any personally identifiable information without prior written consent from you as parent or guardian. This includes student names, photo and information in a related story. Residential addresses, e-mail addresses, and phone numbers will NEVER be published. In the case of a group shot of students, we will not publish the photo and/or video unless permission is granted for ALL students in the photo and/or video.

This information will become part of your child's school records. Your choice will remain in effect for the duration of your child's enrollment in the Sparta Township Public Schools. If you, as the parent or guardian, decide to rescind this agreement, you may do so at any time by sending a letter to the Principal of your child's school.

### **Pupil Records**

In accordance with NJ Administrative Code and School Board Policy, parents and/or legal guardians may view, make notes, or have copies made of their

child's school records maintained at school. Anyone wishing access to pupil records should make an appointment with the principal.

### **Pupil Right of Privacy**

The District acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In accordance with Board of Education Policy 5770, no storage place provided by the District shall pupils have such an expectation of privacy as to prevent examination by a school official. Receipt of the Student Handbook at the beginning of each school year will serve as notification that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee will conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

### **Reporting Student Progress**

#### **1. Grades**

The following grading scales and indicators shall be used:

#### **Grades K - 3**

#### **4 – Exceeding the Standards**

Student independently demonstrates an understanding of the knowledge and skills beyond expectations and consistently shows evidence of higher level thinking.

#### **3 – Meeting the Standards**

Student demonstrates an understanding of the knowledge and skills expected at this grade level.

#### **2 - Approaching the Standards**

Student demonstrates a partial understanding of the knowledge and skills expected at this grade level.

#### **1- Minimal Progress Toward the Standards**

Student demonstrates a minimal understanding of the knowledge and skills expected at this grade level.

#### **X- Not assessed at this time**

**Grades 4 - 5**

A+ (98-100)	<b>Exceeds Standards</b>
A (93-97) =	Consistently grasps, applies, extends, key concepts and skills. Exceeds grade level standards.
A- (90-92)	
B+ (87-89)	<b>Meets Standards</b>
B (83-86) =	Grasps and applies key concepts and skills. Demonstrates mastery of grade level standards.
B- (80-82)	
C+ (77-79)	<b>Approaching Standards</b>
C (73-76) =	Grasps and applies some key concepts and skills.
C- (70-72)	Demonstrates partial mastery of grade level standards.
D+ (67-69)	<b>Needs Support</b>
D (63-66) =	Minimal progress made toward mastery of grade level standards.
D- (60-62)	
F (0-59) =	<b>Failing</b> No evidence of mastery of grade level standards. Averages below 50 will count in the grade point average as a 50.

INC = Incomplete – course work pending

2. **Interim Reports (Grades 4 – 12)**  
Parent(s) or legal guardian(s) and pupils will be notified in writing of the possibility of a failing grade at the midpoint of the marking period. Interim reports may also be used to notify parent(s) or legal guardian(s) of a change in student achievement.
3. **Report Cards**  
Grades will be recorded on report cards for parent(s) or legal guardian(s) notification in accordance with Policy No. 5420 and Regulation No. 5420. Report cards will be issued at the conclusion of marking periods 1, 2, 3, and 4.

The schedule of dates on which report cards will be issued will be published in the Sparta Township Public Schools Calendar so that parents or legal guardians can anticipate the receipt of a report card.



### **Student Sales**

The sale of any items by students during the school day is prohibited.

### **Substance Abuse**

Board of Education Policy 5530 prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11. Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1. Any educational or non-educational school staff member who in good faith reports a pupil to the Building Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

The Superintendent, or designee, shall report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully possessing or in any way involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a current drug distribution activity.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board has established consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

If it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, an immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a)8.

If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the pupil's physical or mental ability to perform in school,

the pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the pupil shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible and attendance at school shall not resume until a written report verifies the pupil's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school

Notations concerning a pupil's involvement with substances may be entered on his/her records, subject to Policy No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.

### **Withdrawal**

If you are moving to a new school district, please telephone the main office as soon as your plans are firm. You may also wish to discuss your plans with the classroom teacher. Knowing about your plans helps the teacher to be sensitive to the feelings your child may have about the impending move. We will assemble your child's records so they can be mailed promptly to the new school when they are requested.

## Sparta Township Public Schools

**\*\*\*The following two forms (*Consent of Acceptable Use Policy and Publicity Consent Form*) are for review only, parent/guardians will be asked to sign electronically through the Genesis Parent Portal in the fall.**

## **Consent of Acceptable Use Policy for Students**

In accepting an account on the Sparta Township School District computer network, I accept the responsibility of using the network in an appropriate manner. My signature, indicating that I have read and agreed to the Acceptable Use Policy, is necessary before access will be granted.

### **Acceptable Use Policy**

#### **Introduction**

You have the privilege to receive a network account in the Sparta Township Educational Network. Among the advantages this gives you will be the ability to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems and networks. This will allow you to reach out to many other people to share information, learn concepts and research subjects. These are significant learning opportunities to prepare you for the future.

With this educational opportunity also comes responsibility. It is important that you read the enclosed informed consent form, school district procedures and other material. When you are given an account and password to use on the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate.

The following guidelines are intended to help you use the network appropriately. If you do not follow our use policies listed here, your privileges of using the network may be withdrawn.

#### **Procedures for Use and Proper Network Etiquette**

##### **Respect and practice the principles of community.**

1. Communicate only in ways that are kind and respectful.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
3. Report threatening or discomfoting materials to a teacher.
4. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
5. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

6. Not use the resources to further other acts that are criminal or violate the school's code of conduct. These include, but are not limited to:
7. Gaming for non-academic purposes
8. Downloading large files without consent of the classroom teacher
9. Downloading music, video or other multimedia that is not pertinent to an approved school project.
10. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Respect and protect the integrity, availability, and security of all electronic resources.**

1. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Sparta Township Education Network. This includes, but is not limited to, the uploading or creation of computer viruses.
2. Do not use the network in such a way that you would disrupt the use of the network by other users.
3. Do not access personal email accounts unless it is vital to retrieve information or communication that is germane to a school project or assignment.
4. Do not attempt to access restricted files and directories.

**Respect the Privacy and Security of yourself and others**

1. Never post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs).
2. Use only your own assigned network account.
3. Do not share your password with others
4. Not view, use, or copy passwords, data, or networks to which you are not authorized.

**Student's Initial:\_\_\_\_\_**

**Collaborative Technologies**

Environments set up by teachers to prolong class discussions or to extend the reach of the classroom into a virtual environment (blogs, wikis, discussion boards, private chat rooms, class web portals), are also covered as part of Sparta Township Public Schools Acceptable Use Policy.

1. The use of collaborative software is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the

classroom is inappropriate in this environment. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.

2. All links created in such environments to external websites must also fall under the guidelines provided regarding appropriate classroom materials.
3. All quotations, pictures and other copyrighted material must be adequately cited under the method chosen by your teacher and in accordance with all federal copyright laws.

**Student's Initial:**\_\_\_\_\_

### **Monitoring**

1. The Sparta Township Board of Education and its delegates reserve the right to review the material on user accounts, internet access logs and file server space in order to make determinations on whether specific uses of the network are appropriate.
2. Teachers will also be granted read access to students network directories
3. You are encouraged to inform a responsible adult when you observe misuse of computers by other students.

**Student's Initial:**\_\_\_\_\_

### **Privilege**

I understand the use of the Sparta Township Education Network is a privilege, not a right, and that inappropriate use may result in the suspension of those privileges. The Board of Education may deny me future computer privileges at all board facilities and I may be subject to further disciplinary actions as well as legal actions for inappropriate use or illegal actions.

Disciplinary action as a result of any violation of the regulations set forth in the Sparta Township Public Schools Acceptable Use Policy may include one or all of the following:

- Revoking of my access privileges to the Sparta Township Educational Network
- School disciplinary actions as outlined in Board of Education policies
- Legal action, including criminal prosecution

8.1.16

- Reimbursement of expenses.

**Student's Initial:**\_\_\_\_\_

As a user of the Sparta Township Public Schools computer network, I have read and agree to comply with the Sparta Township Public Schools Acceptable Use Policy.

Student  
Signature:\_\_\_\_\_Date:\_\_\_\_\_

Student Name (please  
print):\_\_\_\_\_

Grade: \_\_\_\_\_

As a parent/guardian of the student signing above, I have reviewed the Acceptable Use Policy and grant permission for my child to access networked computer services.

Parent/Guardian  
signature:\_\_\_\_\_Date:\_\_\_\_\_

Parent Guardian Name (please  
print):\_\_\_\_\_

## Sparta Township Public Schools

### Parental/Guardian Publicity Consent Form

(Revised August 2006)

Student's Name: (please print)

\_\_\_ Student's Grade:

Student's School \_\_\_\_\_

Print name of Parent/Guardian:

\_\_\_ Relation to Student: \_\_\_\_\_

Date: \_\_\_\_\_ Parent/Guardian phone number (day) \_\_\_\_\_ (eve) \_\_\_\_\_

**CHECK ONE**

**Yes**

I grant permission to use my child's full name and/or photograph in newspapers, on the Internet and at public presentations (Board of Ed meetings, district displays at conferences, interviews, etc.)

**No**

I DO NOT grant permission to use my child's full name and/or photograph in newspapers, on the Internet or at public presentations (Board of Ed meetings, district displays at conferences, interviews, etc.)

Signature of Parent/Guardian: (sign) \_\_\_\_\_

This information will become part of your child's school records and will supersede all other Publicity Consent Forms. Your choices will remain in effect for the duration of your child's enrollment in the Sparta Township Public Schools. If you, as the parent or guardian, decide to rescind this agreement, you may do so at any time by sending a letter to the Principal of your child's school.