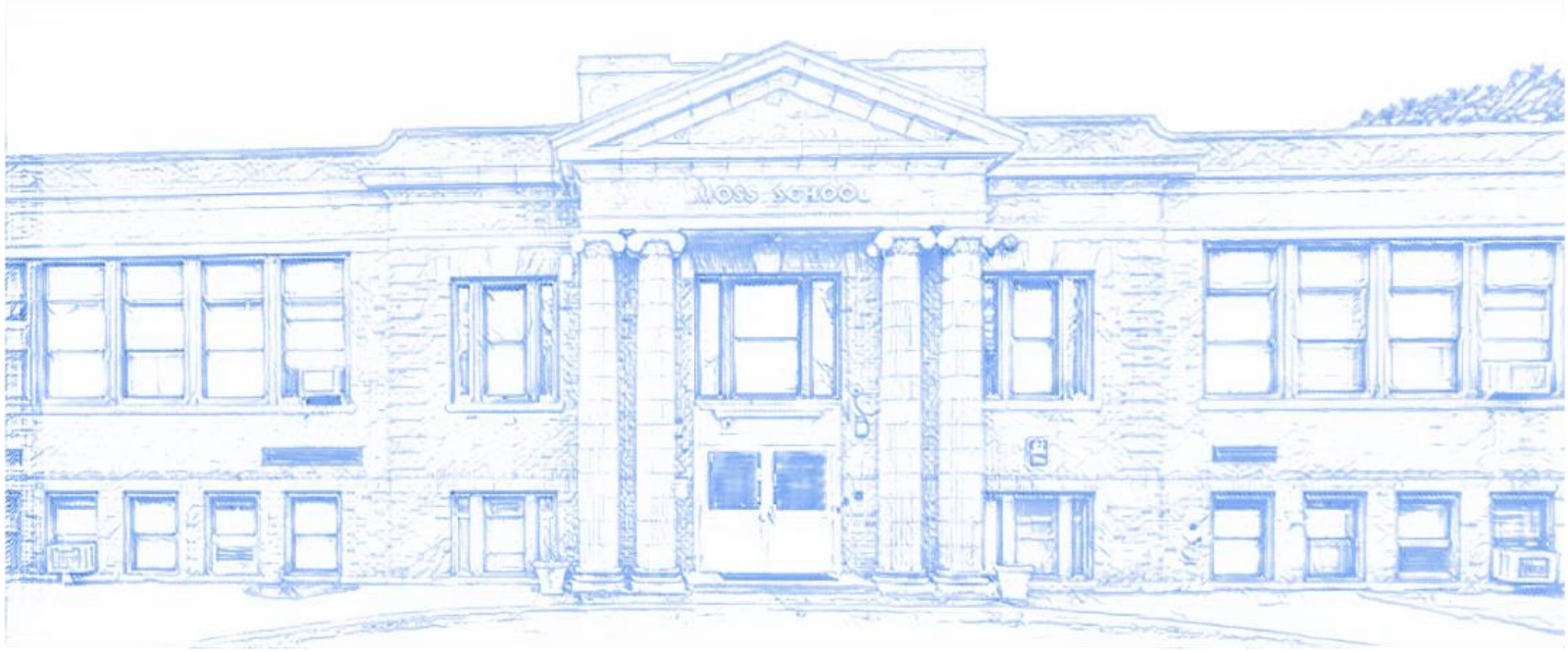


Moss Elementary School

Student Handbook

2026-2027

MOSS ELEMENTARY SCHOOL
16 Simpson Place, Metuchen, NJ 08840
(732) 321-8700, ext. 2000 - FAX (732) 321-8710

Welcome to Moss Elementary School! We are looking forward to a wonderful year with you and your child(ren) here at our school.

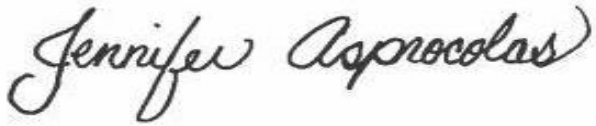
As we officially cut the ribbon on our newly re-aligned P-2 school, I am brimming with excitement for all that this school has to offer your child. From our strong community ties to our rigorous academics, our staff is dedicated to the success of every child. Here at Moss, your child will be nurtured, challenged, encouraged, supported, inspired, and loved by our team of educators and support staff members.

It is an honor and privilege to partner with you in your child's early elementary school experience. I have personally found this period in education to be the most rewarding as it is filled with many precious moments and milestones. I am thrilled to have the opportunity to celebrate and cherish each of these many moments with you.

The rules and guidelines in this handbook have been developed to allow all students to experience the best possible learning environment that is safe, stimulating, and free of distractions. Please do not hesitate to reach out with any questions or concerns.

We wish you and your child(ren) a happy and successful year!

Sincerely,



Jennifer Asprocolas, Principal
Moss Elementary School

MOSS ELEMENTARY SCHOOL
16 Simpson Place, Metuchen, NJ 08840
(732) 321-8700, ext. 2000 - FAX (732) 321-8710

Moss Elementary School Website

District Phone Number

(732) 321-8700

Important Phone Extensions

Moss School, ext. 2000
Moss School Nurse, ext. 2003
Special Services, ext. 1006
Transportation, ext. 1010

FAX Number

(732)321-8710

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Moss School Staff Directory



Principal	Jennifer Asprocolas
Supervisor of Elementary Education, Instructional Technology and Multilingual Learning	Lindsey Omark
Secretaries	Trisch Hallas Kate Eosso
Nurse	Susan Fackler
School Counselor	Danielle Wright

Child Study Team	
Lead Teacher / Learning Disabilities Teacher Consultant (LDTC)	Karen Calantoni
School Psychologists	Amy Bindra Dana Donatelli
School Social Worker	Kaitlyn Kodersha

Speech Therapists	Emily Bianchi Emily Peluso Annie Chang Eric Stein
Physical Therapist	Lori-Anne DiSerio
Occupational Therapist	Caroline Mandel
Board Certified Behavior Analyst (BCBA)	Vanessa Beibide- Zanetich

Teaching Staff	
Preschool	Ausrine Dereskeviciute Cindy Fedun Casady Hand Michele Herold Shannon MacMenamie
Kindergarten	Stephanie Kandel Sarah Jensen Ryan Leigh Danielle Pallotta Jackie Salit Jessica Sorrenti Emily Sanchez Sarah Valovcin
First Grade	Jeremy Barnes Candace Evans Nicole Hanson Tara Palmieri Megan Shapiro Bailey Tocci Emily Vanderhoff

Second Grade	Sarah Anderson Willow Brown Scott Delaney Jennifer Doherty Melissa Gallo Amanda Ludwig Christina Spring
Special Education	Emily Almeida Julie Anderson Ellissa Cadel Rupel Conzo Francine Galassa Michela Maldonado Ashley Pietrowski Rebecca Smith Jessica Sorrenti
RTI / ESL	Janelle Fisher
Math RTI	Sarah Valovcin
ELA RTI	Kristina Santos
Math Coach	Dr. Sandy Vorensky
P.E.	Michelle Huff Jennifer Korpon
Library / STREAM	Rebecca Klein
Art	Ausrine Dereskeviciute Jennifer Gumbrecht Amanda Rossmeissl
Music	Stefeny Stofa-Krombholz Margie Thomas

Spanish	Nadia Salzar

Support Staff	
Paraprofessionals	Donna Delvascovo Rosaria DiLeonardo Tina Huber Sandy Iaconna Neha Jansari Laura Hermans Gayathri Karthik Farhana Khan Christine Lacaskey Nicole Lewis Pam Malone Sharon Mok Mili O'Brien Christine Rodrigues Sandra Spinelli Deb Stolz Tara Tay Sapna Ullal Massoumeh Valanjed Gianna Vega

Custodians	Angie Moreno *(Head Custodian)* Bill Weir

Metuchen Public Schools Administration

Superintendent

Dr. Vincent Caputo

Assistant Superintendent

Dr. Tania Herzog

Business Administrator / Board Secretary

Michael Harvier

Director of Special Services

Dr. Deneane Bonassisa

Campbell Elementary School

Dr. Vincent Costanza, *Principal*
Brooke Kirshner, *Assistant Principal*

Edgar Middle School

Suzy Azevedo, *Principal*
Neyda Evans, *Assistant Principal*

Metuchen High School

Ed Porowski, *Principal*
Brian Stikes, *Assistant Principal*

Supervisors

John Cathcart *K-12 Health and Physical Education*

Ashley Jaye *K-12 Art, Music, World Language and G&T*

Ilana Kurtin *K-12 Guidance*

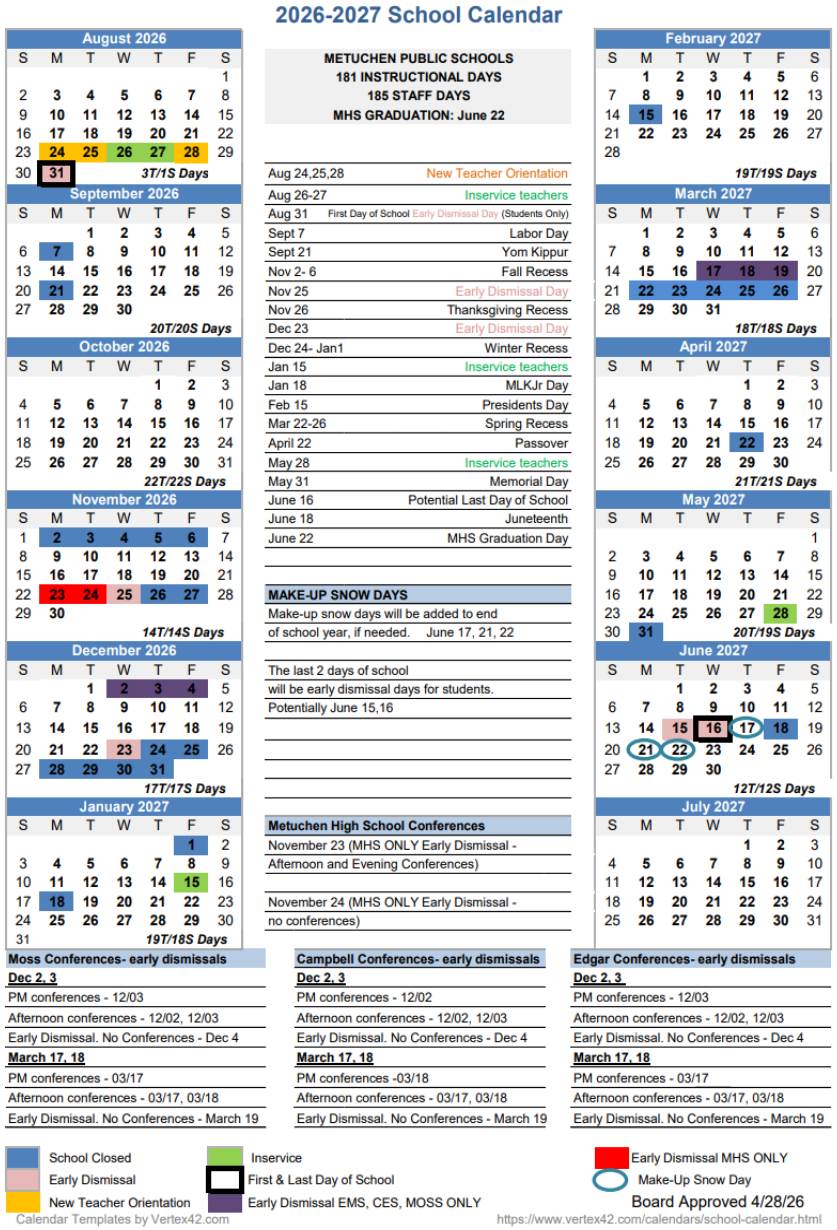
Dr. Patricia Lewis *K-12 Special Education*

Kate Lemerich *6-12 STEM*

Lindsey Omark, *Elementary Education, K-12 Multilingual Learning And K-12 Instructional Technology*

Lou Manziano, *6-12 ELA and 6-12 Social Studies*

Metuchen Schools District Calendar



Metuchen Public Schools Mission Statement

The Metuchen Public School District will provide all students with a safe and nurturing environment in which to foster academic, social and emotional growth. The District is committed to allowing every student to develop to their fullest potential by providing a strong foundation of skills based on academic excellence and high performance standards. The district expects all students to achieve the New Jersey Student Learning Standards at all grade levels. The district will provide a curriculum which is fully inclusive and recognizes the high expectations of the community.

Board of Education Members

Dr. Hazel-Anne M. Johnson-Marcus, President
Christopher Derflinger, Vice President
Dr. Najla Al-Sweel
Suneet Bhatt
Nadiah Cheatham
Brian Glassberg
Alicia Killean
Eric Suss
Jennifer Zimmerman

School Hours

K-2	Preschool
8:50 - 9:05 AM - *Arrival Window* 9:05 AM - *AM Bell* 3:20 PM - *PM Bell* 3:20 PM - *Dismissal*	<u>AM Session</u> 9:00- 9:10 AM - *AM Arrival* 9:10- 11:15 AM - *AM Session* 11:15 AM - *AM Dismissal* <u>PM Session</u> 11:50 -11:55 AM- *PM Arrival* 11:55 AM -2:00 PM - *PM Session* 2:00 PM - *PM Dismissal*

Delayed Opening Schedule

K-2	Preschool
10:20-10:35 AM - *Arrival Window* 10:35 AM- *AM Bell* 3:20 PM - *PM Bell* 3:20 PM - *Dismissal*	<u>AM Session</u> 10:30-10:40 AM - *AM Arrival* 10:40 - 12:10 AM - *AM Session* 12:10 AM - *AM Dismissal* <u>PM Session</u> 12:25 PM - 12:30 PM - *PM Arrival* 12:30 -2:00 PM - *PM Session* 2:00 PM - *PM Dismissal*

Early Dismissal Schedule

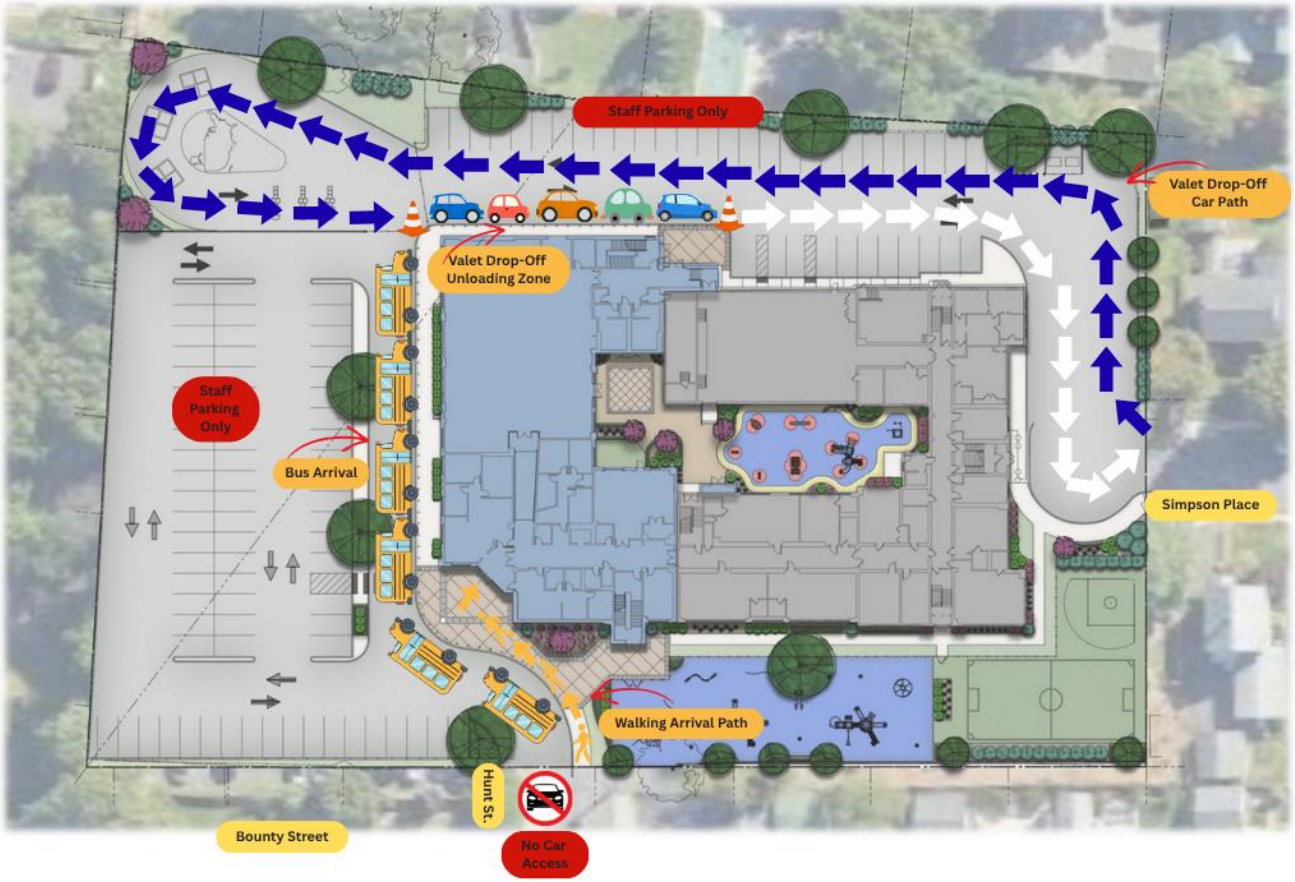
K-2	Preschool
8:50 - 9:05 AM - *Arrival Window* 9:05 AM- *AM Bell* 1:10 PM - *PM Bell* 1:10 PM - *Dismissal*	<u>AM Session</u> 9:00 - 9:10 AM- *AM Arrival* 9:10- 10:45 AM - *AM Session* 10:45 AM - *AM Dismissal* <u>PM Session</u> 11:10- 11:15 AM- *PM Arrival* 11:15 AM -12:50 PM - *PM Session* 12:50 PM - *PM Dismissal*



Arrival and Dismissal

Please be advised that the parking spaces on the Bus Loop are for staff only. As construction progresses, we are planning for the ability to open more parking spaces in the rear of the building as they become available. Due to construction, all arrival and dismissal plans are subject to change. Please review the following arrival procedures prior to the first day of school:

Arrival Map



Kindergarten - Second Grade Valet Arrival

K-2 students can begin arriving at 8:50 AM. We encourage all of our students to utilize our valet drop off loop for a safe and efficient arrival as parking is very limited.

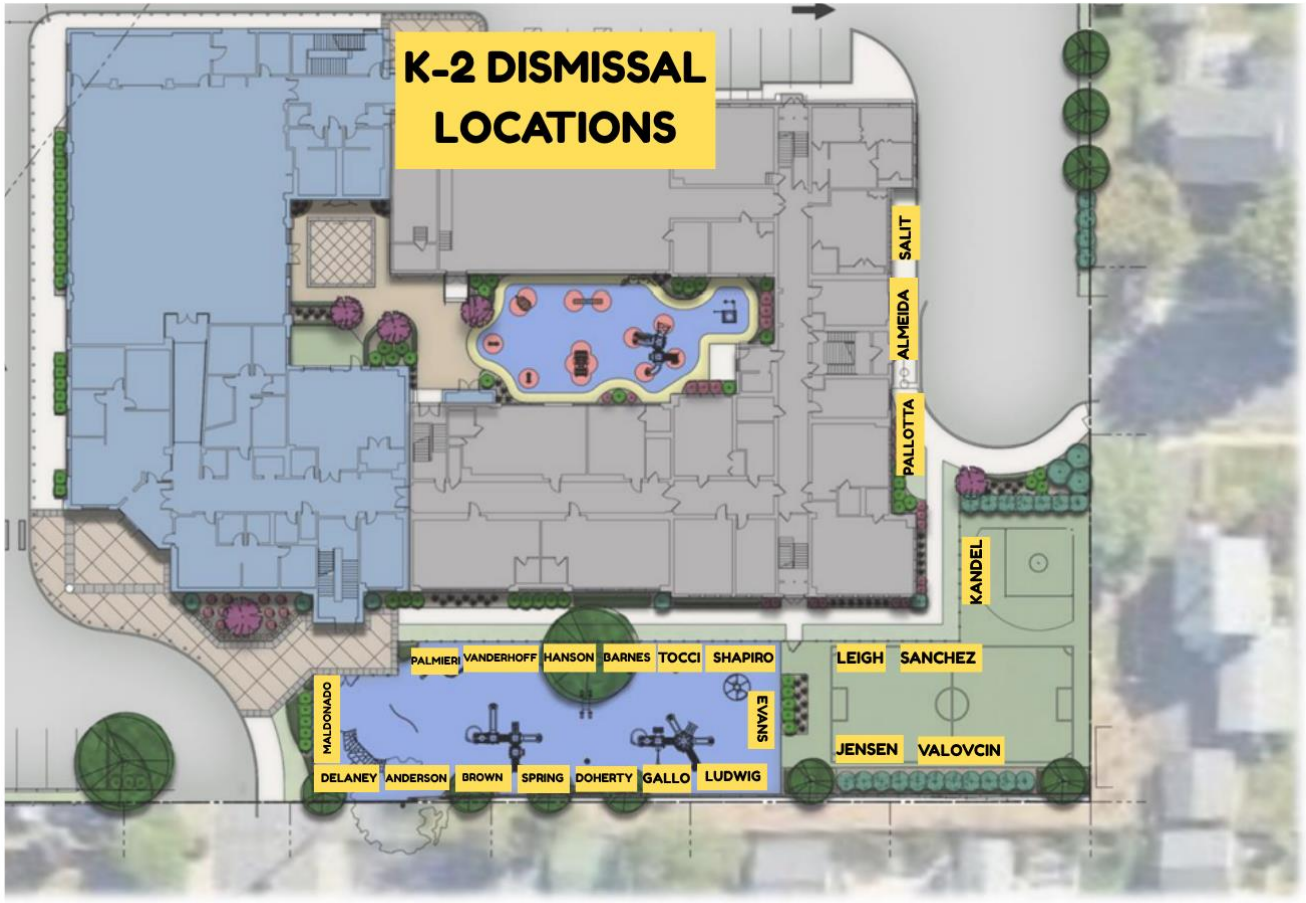
Prior to pulling down Simpson Place, please have your child seated on the right side of the car and prepared to exit the vehicle. Please have them seated and buckled the entire time. Please turn down Simpson Place from Amboy Avenue according to the route below to avoid any additional congestion. While traveling down Simpson Place, please be mindful of our wonderful neighbors on Simpson Place by not blocking any driveways and keeping a safe flow of traffic. Once you have reached the drop off loop, please wait in line maintaining appropriate distance from the car and/or bus in front and behind you. A staff member will approach your car and let you know when your child can exit. **For safety purposes, please do NOT exit your vehicle at any time.** It's a good idea to practice the drop off procedure and exiting the car prior to the first day of school. Once your child has exited, we ask that you remain in the line until the vehicles before you have unloaded and resumed travel down Simpson Place.

K-2 Parent Walking Escort

If you will be walking and/or parking to escort your child to the door, please be advised that you may **not** park your car on Simpson Place, Hunt Street, in the Bus Loop, or in the parking lot behind Moss School. Please park on Bounty Street and escort your child to the Simpson Place entrance where they will be directed to the All Purpose Room. We ask that when you park, you are mindful of our wonderful neighbors on Bounty Street, especially by not blocking any driveways with your car. Please also utilize the crosswalk and sidewalks while traveling on Bounty Street and Hunt Street. Please walk your child to the Main Entrance accessed via Hunt Street where a staff member will be stationed at the door to direct your child. **Please note that our buses will be utilizing Hunt Street and the back staff parking lot for arrival so cars are strictly prohibited from entering these areas at that time.**

K-2 Dismissal

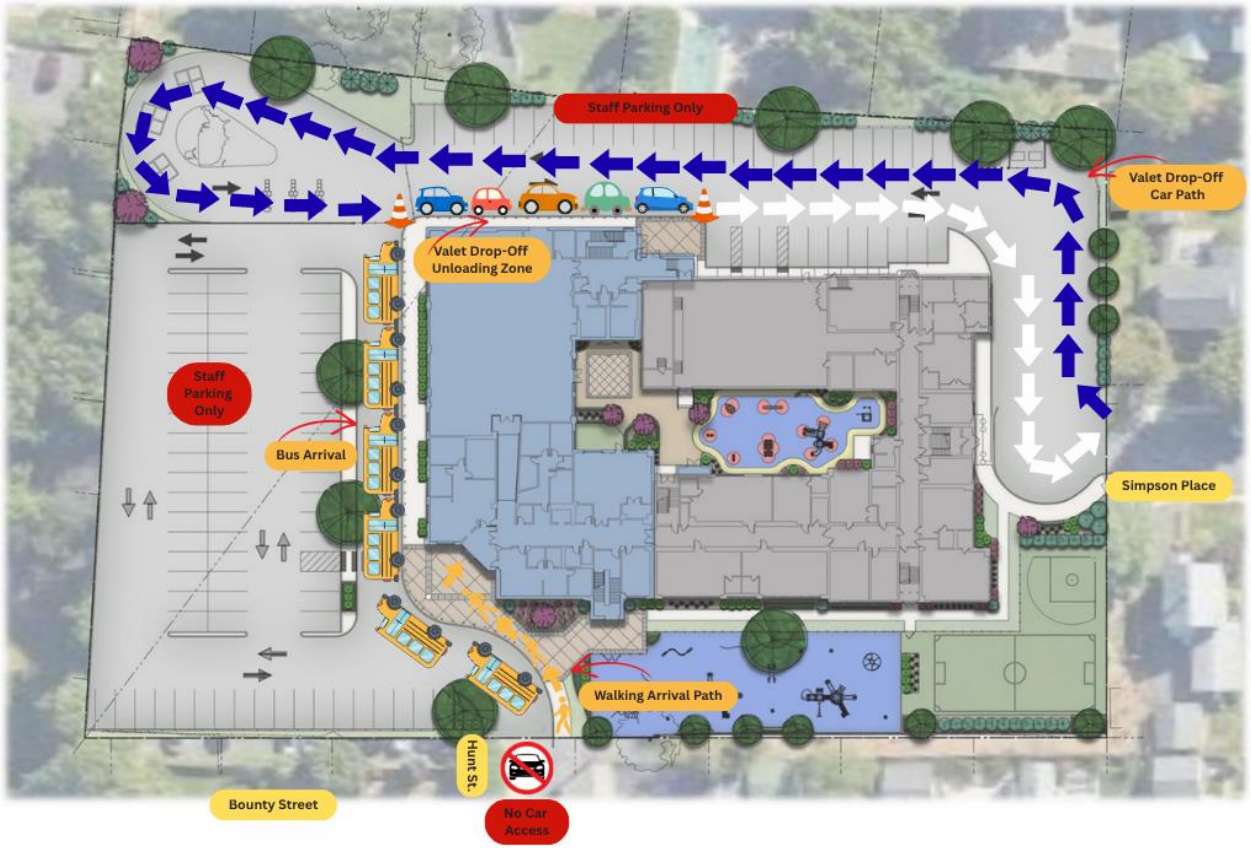
Our dismissal window begins at 3:20 PM with dismissal of our bus students and YMCA first. Afterwards, homerooms will be dismissed in the following order: Kindergarten, First Grade and Second Grade. Students will be escorted by the teacher to the dismissal locations as indicated in the map below. Please be advised that students will **only** be released to a pre-approved adult. Since there will be a lot of traffic (foot and vehicle) during dismissal time, we ask that you please exercise extreme caution when parking, walking, and departing Moss each day. **For safety purposes, during dismissal, there is absolutely no parking or car access on school property or Simpson Place.**



Preschool Arrival

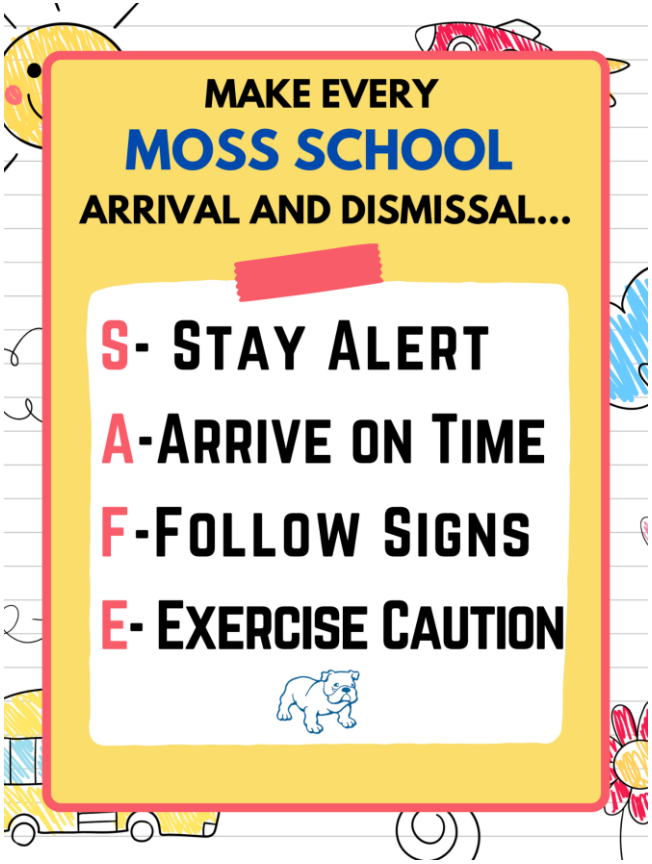
Preschool students may begin arriving at 9:00 AM (AM Session) and 11:50 AM (PM Session). We encourage all of our students to utilize our valet drop off loop for a safe and efficient arrival as parking is very limited. Please note that Preschool Drop Off will occur during the last five minutes of our K-2 Drop Off and follow the same procedures as listed above. **For safety and supervision purposes, we ask that you please do not arrive at drop off prior to 9:00 AM.**

Prior to pulling down Simpson Place, please have your child seated on the right side of the car and prepared to exit the vehicle. Please turn down Simpson Place from Amboy Avenue according to the route below to avoid any additional congestion. While traveling down Simpson Place, please be mindful of our wonderful neighbors on Simpson Place by not blocking any driveways and keeping a safe flow of traffic. Once you have reached the drop off loop, please wait in line maintaining appropriate distance from the car and/or bus in front and behind you. A staff member will approach your car and let you know when your child can exit. **For safety purposes, please do NOT exit your vehicle at any time.** It's a good idea to practice the drop off procedure and exiting the car prior to the first day of school. Once your child has exited, we ask that you remain in the line until the vehicles before you have unloaded and resumed travel down Simpson Pl



Preschool Dismissal

Preschool students will be dismissed at 11:15 AM (AM Session) and 2:00 PM (PM Session). Bus students will be escorted to their bus by a staff member. All "walkers" will be escorted by the teacher to the Main Entrance Door (Door #1). Please be advised that students will **only** be released to a pre-approved adult. Since there will be a lot of traffic (foot and vehicle) during dismissal time, we ask that you please exercise extreme caution when parking, walking, and departing Moss each day.



Back to School Events

Understanding that for many of our students, the transition to Moss can be both exciting and new, we have planned for the following special events to acclimate our young students to the Moss School community.

Open House



First Day of School

August 31, 2026



Please note: on the first day of school, we will **not** run the Valet Drop Off during arrival. We ask that you please walk or park on the surrounding streets and escort your child to the playground area. Specific information regarding your child's class location will be sent prior to the first day. We will gather as a school community to commemorate our First Day and help the children acclimate on the first two days of school. Please be mindful of parking and the limited spacing we will have on our field and playground. Please look out for one of our staff members to direct and assist you if you need any assistance.

Moss School Important Dates

2026-2027

August
14 - Student Teacher Assignments on Genesis.
Please make sure all Genesis Forms are completed or you will not be able to see the teacher assignment.
27 - Student Orientation Open House - *1:15 - 3:15 PM*
31 - First Day of School, Half Day for Students

September
7 - Labor Day *Schools Closed*
21 - Yom Kippur *Schools Closed*
23 - Back to School Night - Meet the Teachers - *6:30 PM*

October
7-8 - Moss School Picture Days
30 - Halloween Parade *10:30 AM*

November
2-6 - Fall Break
9-13 - PTO Book Fair
25 - Early Dismissal
26 -27 Thanksgiving Break *Schools Closed*

December
2-4 - Parent Teacher Conferences *Early Dismissal for Students*
23 - Early Dismissal
24 - 31 Winter Break *Schools Closed*

January
1 - Winter Break *Schools Closed*
15 - Staff Inservice *Schools Closed for Students*
18- Dr. Martin Luther King Jr. Day *Schools Closed*

February
15 - Presidents' Day *Schools Closed*

March
17-19 - Parent Teacher Conferences *Early Dismissal for Students*
22-26 - Spring Break *Schools Closed*

April
22 - Passover *Schools Closed*

May
14 - Spring X
28 - Staff Inservice *Schools Closed for Students*
31 - Memorial Day *Schools Closed*

June
15-16 - Early Dismissal
16- Last Day of School *(Pending No Snow Days Used)*

Absence and Tardiness

All K-2 students must be dropped off by 9:05 a.m. A child who comes later is considered tardy and must be escorted to the front door by a parent or guardian. When a child returns from an absence, a notification should be sent to the classroom teacher, explaining the reason for the absence.

Attending school on a consistent basis is an extremely important part of a child's academic and social-emotional development. In the event of excessive absence or tardiness, the parent may be contacted to set-up a meeting with the principal to discuss options and possible consequences of excessive tardiness and/or absences. Please support our efforts in providing the best educational experience possible for your child by establishing good habits for attending school *and* arriving on time.

Visitors to the Building

All visitors to the building must be pre-arranged with the teacher. Upon arrival, all visitors must ring the doorbell and state their name and reason for visit. Be prepared to present valid identification and wear a visitor badge at all times while on campus.

Notes to Leave School Grounds

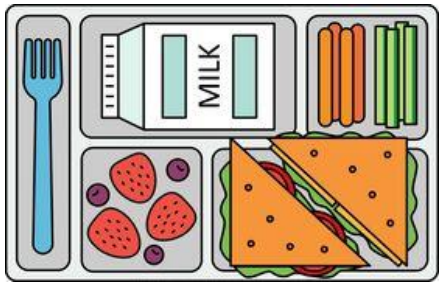
If it is necessary to take your child out of school before the regular dismissal, *only parents with valid identification or designated adult with valid identification (must have written or prior authorization from the parent) may sign their child out at the school office*. **Please** make sure to send a note stating the reason to the teacher. The same procedure will be followed for children who become ill and need to go home. We encourage parents to regularly update emergency contacts to include the names of all adults with permission to pick-up children from school.

Pick Up Patrol Platform

This year, we will use Pick Up Patrol to help organize our dismissal routines. ALL dismissal plan changes, late arrivals, early dismissals and absences should be now entered in PickUp Patrol no later than **1:00pm (11:00am on early dismissal days)**. Please do not send

notes, emails or call the school except in emergencies**.** As we get closer to the start of school, you will receive a registration link to your email to sign up for a Pick Up Patrol account. You may also download the app to your smartphone.

Lunch Program



All P-2 students will be eligible to order lunch from our food service provider, Pomptonian.Our K-2 students will eat in our new cafeteria each day. Full Day Preschool students will eat in the classrooms for a smaller setting. Visit the school website for links to the lunch menu and nutritional information. You can also download Pomptonian's mobile app for easy access to menus and nutritional information.

Allergens

For the safety of all of our young students, we ask that you please note that our classrooms (i.e. snack and class parties) are peanut and tree-nut free. In our All Purpose Room and Cafeteria, we will have designated peanut, tree-nut, and allergen free tables where students can invite a friend who has an allergy friendly lunch to join them. At all times, the safety of our students remains paramount and we thank you for your cooperation in keeping all of our students safe.

Articles Prohibited in School

Any item that may be hazardous to the welfare of the student(s) or distracting to the educational experience should not be brought to school. Such items will be confiscated. Parents are requested to help children understand the necessity for such action. The school assumes NO RESPONSIBILITY for loss or damage to these items. Unless specified, all sports equipment and toys should be left at home. In addition,

Cell Phones and Internet Enabled Devices

All cell phones, smartwatches, and other personal internet-enabled devices must remain powered off and stored in the student's backpack from arrival through dismissal unless specifically authorized under district policy. This expectation applies throughout the school day, including classrooms, hallways, lunch and recess, specials, and other school activities. Students should not use personal devices to call, text, message, access the internet, take photographs or videos, or communicate with individuals outside of school during the school day. Families who need to communicate with their child during the school day should contact the Main Office. Likewise, students who need to communicate with a parent or guardian will be supported by school staff in doing so. Exceptions will be made when required by a student's IEP, Section 504 Plan, health plan, or other circumstances authorized under district policy.

Personal Property

The school is not responsible for personal property which is lost, stolen or damaged. Please do not send articles with your child which have special monetary or sentimental value unless previous permission has been granted by school personnel. Children should not carry extra money unless it has been requested for a specific purpose.. Parents should label all of their child's belongings and clothing. Money sent to school should be placed in an envelope with the student's name on it, the amount, and the purpose.

Dress and Appearance

Children should dress appropriately for the activities of the day and the season. Because we believe that young people should have opportunities to move about in the fresh air, children will be allowed to play outside during recess on most days, weather permitting. Please be sure they are appropriately equipped. *Open shoes, flip-flops and "heelys" are not allowed because they constitute a safety hazard.* Hats are not to be worn indoors. Hats, coats, gloves, and mittens should be considered during winter months as we will try our hardest to play outside whenever possible. Due to safety concerns, students may not wear sunglasses on the playground unless prescribed by a doctor's note. Research indicates that attitudes and performance are affected by personal appearance. Since education is a serious matter, every effort should be made to emphasize cleanliness, proper grooming, and neat attire. Children need guidance and direction in these areas.

Care of School Property

We want to foster respect for public spaces and our home away from home at Moss School. If a child intentionally damages or defaces school property—whether inside or outside the building—we will take steps to address the concerning behavior and inform parents immediately. We'll also discuss repair or replacement costs and ask for your assistance with restitution if needed. Thank you for working alongside us to inspire responsible behavior and care within our school community.

Security Drills

At Moss School, safety is our utmost priority. Unannounced and announced drills are a mandated part of school. Their purpose is to educate students and teachers regarding the procedures to be followed if an emergency should arise using developmentally and age-appropriate language. The effectiveness of the drill is dependent upon knowledge of expectations, organization, and positive discipline. As soon as the alarm sounds or a drill is announced, all students are to be quiet and await instructions from the teacher. The teacher will give direction to the students which must be followed. Each month we are required to hold one fire drill and one school security drill.

Electronic Surveillance

To help ensure the safety and security of all students, staff, and visitors, our school uses electronic surveillance, including video

monitoring, in and around school facilities. The use of these systems supports our commitment to providing a safe and secure learning environment for all.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents (or guardians) have the right to review their child's educational records, request corrections to those records if they believe they are inaccurate, and control the release of certain information from the records. In most cases, the school must have written permission from the parent or guardian before sharing any personally identifiable information from a student's file, except in situations allowed by law.

Promotion and Retention

At our school, each child's growth is recognized as unique, and we strive to place students in the learning environment best suited to their academic, social, emotional, and physical needs. In accordance with Policy #5410, students progress to the next grade when they have successfully met the course requirements, demonstrated the skills and knowledge needed for the next level, and shown the maturity necessary for success. Families are kept informed throughout the year about their child's progress toward promotion standards. If a child is at risk of not meeting these standards, parents or guardians will be notified promptly and given opportunities to work with the school to support improvement. Every effort will be made to provide assistance before retention is considered. Attendance is also an important factor in promotion decisions.

Intervention & Referral Services (I&RS)

Moss School has established a school-based problem-solving group of various stakeholders to assist teachers in designing and implementing strategies for students who are experiencing learning, behavior, health, or any other problem that is interfering with a student's academic achievement. The Team works with family members to gather information about each student, focusing on strengths and weaknesses, before developing an Action Plan to address the areas in which the child is experiencing difficulty.

Section 504

A 504 Plan is a formal plan developed by the school to provide students with disabilities the accommodations and supports they need to fully participate in school and access the general education curriculum. In order for a student to be considered for a 504 Plan, a parent must contact the principal to set up a meeting. In order to qualify for a 504 plan, the parent or guardian must present a medical diagnosis stating the student's disability. The 504 Team will discuss eligibility and provide a 504 Plan only if a student has a physical or mental impairment that substantially limits a major life activity and there is evidence to support it in the school setting. Please note that eligibility for services is determined by school personnel, not a physician; and is based on educational criteria.

Health Office



Mrs. Susan Fackler

Moss School Nurse

Your child's health and safety are paramount. Our school nurse is here to help with bumps, bruises, and any health needs during the school day. We work with families to make sure every student feels safe, healthy, and ready to learn. Please let us know about any allergies, medications, or health concerns so we can best support your child. Together, we can keep our school a healthy and happy place for everyone!

Absences

Stay Home When...

- Fever
- Vomiting
- Diarrhea
- Inflamed eyes, pink eye
- Other symptoms: contact pediatrician or school nurse

Come to School With...

- A good night's sleep
- Nutritious meals
- An open mind and heart

- Appropriate clothing and footwear
- Extra set of clothing and footwear

Children who show symptoms of illness (fever over 100.0°, sore throat, rash, vomiting, diarrhea, etc) should remain home. Children must be fever free with no fever reducing medication/vomit free/diarrhea free for 24 hours prior to returning to school.

Doctor's Notes

If a student visits a doctor (pediatrician, urgent care, ER, etc.) for an illness or an injury, please get a return to school note which details the allowed activities for your child's return to school. A cast, sling, brace, splint, crutches etc. requires a Doctor's order. Please call or email the nurse to discuss a plan of care and any special needs your child may have.

Auditory Programs/Height/Weight and Vision Screenings

These are privately administered each year at each grade level. You will receive a referral if your child deviates on the hearing or vision tests. Please have a physician perform the exam as soon as possible because these areas affect a child's school performance as well as physical needs.

Medication

If your child needs any medication during school hours, it must be sent in the original container, labeled by the pharmacy with the child's name and a physician's note with name of medication, dosage & duration. It would be a help to your child and the nurse if you sent in just the amount that your child would need. Example: penicillin for 7 school days, send in 7 tablets or liquid doses. **OVER - THE - COUNTER MEDICATION CAN NOT BE GIVEN WITHOUT A DOCTOR'S ORDER IN WRITING. NO LOOSE MEDICATION WILL BE GIVEN!** If medication is to be administered by the nurse she will send home a form to be signed by a physician giving her permission to administer it. Please do not send any medication in with a student in their backpack.



Getting Ready for Kindergarten

We are thrilled to have the opportunity to share your child's transition to Kindergarten with you. Our staff is ready and excited to help each student flourish during this important school year. To help prepare for a successful year, here are some skills you can practice with your child. Of course, at all times, we will assist our students in every way possible to support a smooth transition!



Language Skills

- Know first and last name
- Speak in complete sentences
- Understand two-step directions
- Use words to express needs and wants

Self-Care Skills

- Use bathroom on their own
- Wash hands
- Get dressed

Social Skills

- Role play scenarios in school
- Practice cooperative play
- Understand school expectations

Fine Motor

- Use a pencil or crayon with some control
- Use scissors
- Write first name

WHAT TO DO IF...

You want to speak with your child's teacher

Please utilize either ClassDojo or your teacher's email to arrange a meeting. Due to teaching schedules, you will not be able to call the Main Office to speak to the teacher without an appointment.

Your child becomes ill at school

A student who becomes ill during school hours is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation immediately.

Your child is absent

When a child is absent from school for any reason, their parent/guardian must call the Moss School nurse, Mrs. Fackler at 732-321-8700 ext. 2003 by 9:00AM and leave a message indicating the child's name, class, and reason for absence. Please send a note when the child returns to school, stating the dates of absence and the reason for such absence. An absence is only excused with a valid doctor's note. An absence for religious reasons will be recorded as an excused absence.

You change your email address or home, cell, or work phone number

Please keep your child's contact information up to date. Any mid-year changes can be done in Genesis Parent Portal. Changing an address will require proof of address, so please contact the main office.

You need to change your child's after school arrangements

Please update Pick Up Patrol prior to 1 PM on a regular school day and 11 AM on an early dismissal day.

You need to withdraw your child

If it becomes necessary to withdraw a student from Moss School, a parent/guardian must contact the main office before the student's last day to receive the necessary forms and instructions via email. Please have your forwarding address and the name and address of your child's new school available.

PLAYGROUND RULES

Playground time is a hallmark of a child's elementary school experience. Please remind your child playground rules have been designed for the safety of everyone. We ask that you review the following rules and procedures with your child prior to the first day of school.

To ensure everyone's safety:

1. **Take turns** on all equipment and games.
2. **Use kind words** and friendly voices with everyone.
3. **Play safely** — no pushing, shoving, or rough play.
4. **Stay within the playground fence** at all times.
5. **Use all equipment the right way** (slides, swings, climbing frames).
6. **Keep hands and feet to yourself** to prevent injuries.
7. **Include everyone** who wants to join a game.
8. **Report any broken equipment or unsafe situations** to a teacher right away.
9. **Line up quickly and quietly** when the bell rings.
10. **Take care of our playground** — no littering or damaging equipment.



Code of Conduct

District Policy 5600 - PUPIL DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The Building Principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

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. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

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 shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.
Remedial measures for one or more acts of harassment, intimidation, or bullying 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.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and

prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.

Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements. Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community. Pupil discipline and code of conduct in the district will be applied without regard to 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, pursuant to N.J.S.A. 10:5. The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

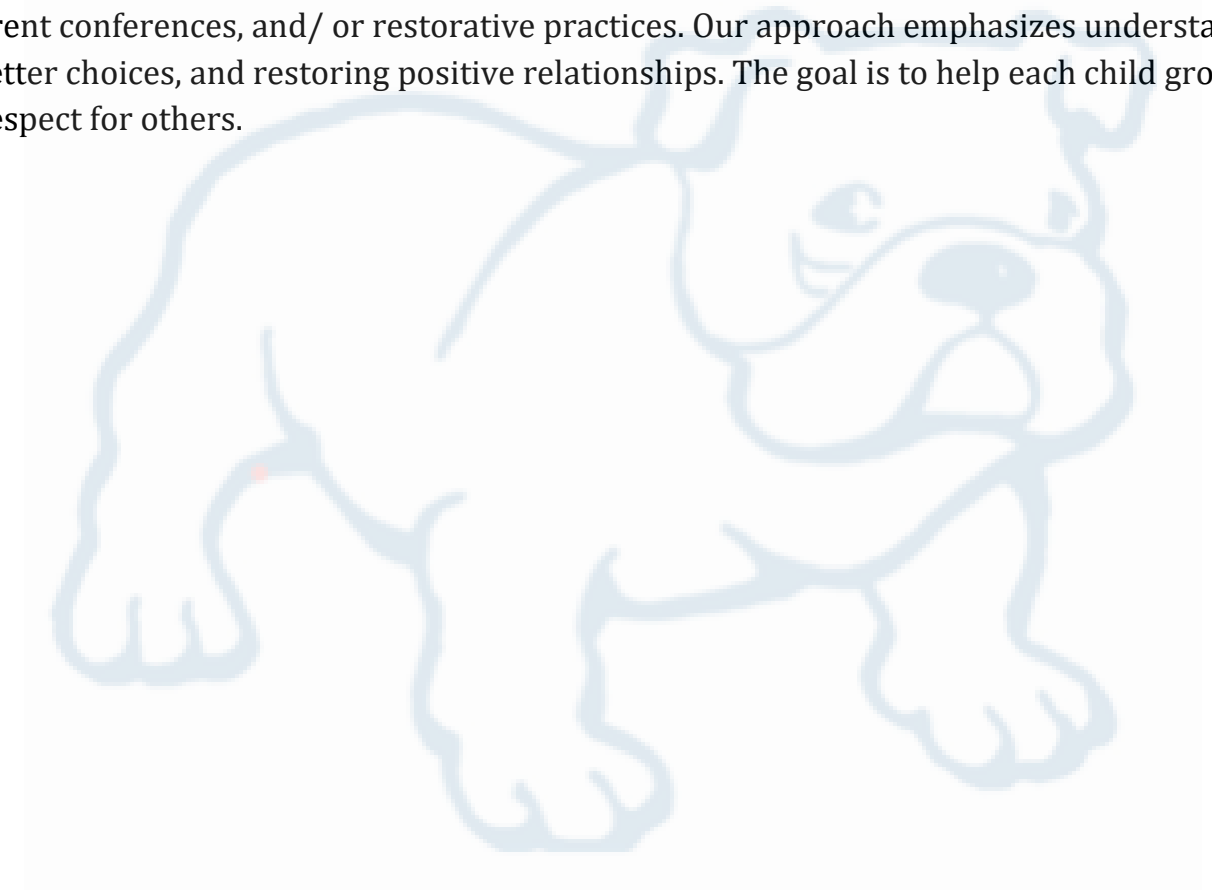
N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.
Adopted: 8 December 2009
Revised: 14 January 2014

Moss Behavioral Expectations

At our school, we believe that a safe, respectful, and kind environment helps every child learn and grow. Students are expected to follow school rules, treat others with kindness, and take responsibility for their actions. We teach and model positive behaviors in the classroom, hallways, playground, and all school activities. Our goal is to help children develop self-control, make good choices, and contribute to a positive school community where everyone feels valued and safe. Please review the following behavioral expectations with your child to help ensure their success as a Moss student (and beyond)!

MOSS PAWS							
Expectations	Classroom	Hallway	Lunchroom	Playground	Arrival/Dismissal	Safety Drills	Special Events
Positive Attitude	Try your best Try new things Respect Moss School and everyone here	Be polite of other classes learning. Smile and wave to passerbys.	Use manners Include everyone	Have fun Include everyone Meet new friends	Arrive on time Come ready to learn.	Stay calm Remember, the adults are here to keep you safe.	Thank the presenter Enjoy the assembly
Action Heroes	Share toys and materials Stand up for friends Help keep the classroom a happy, clean, and safe place	Be a good example for younger students Help a friend if they are lost Report directly to your destination	Clean up after yourself Keep track of your lunchbox or lunch code	Tell an adult if someone is hurt Tell an adult if someone is unkind Play fairly Use kind words	Tell an adult if you need help. Ensure everyone else is being safe. Create a family arrival routine.	Practice, practice, practice	Be a representative of Moss School Be a role model for others
Working Hard	Complete work Listen to teachers Stay on task Ask for help if you need it	Stay in your class line Quiet mouth Follow the teacher.	Eat ONLY your food Ask for help if you need it Chew safely.	Line up the first time you're asked Line up the first time you're asked Listen to adults	Say hello/goodbye Remember all important items Follow arrows and signs	Follow directions Stay in line or with the group	Look and listen Face forward Quiet mouth Calm body
Safe Choices	Hands and feet to self Feet on floor Safe use of materials	Walking feet Face forward Hands by your side. Never open a door to a stranger	Stay in your seat Wait to be excused	Stay in the playground Use equipment the correct way. Hands and feet to self at all times.	Stay on sidewalks or crosswalks Walking feet Listen to staff	Walking feet Quiet mouth Listening ears	Stay seated Stay with your class

When behavioral expectations are not met, our school responds with developmentally appropriate remedial actions that focus on teaching, guiding, and helping students learn from their choices. Consequences and individualized lessons are designed to match the nature of the behavior and the child's age and developmental level. These may include redirection, reflective conversations, problem-solving activities, parent conferences, and/ or restorative practices. Our approach emphasizes understanding the impact of one's actions, practicing better choices, and restoring positive relationships. The goal is to help each child grow in self-control, responsibility, and respect for others.



Harassment, Intimidation and/or Bullying

In accordance with Policy# 5512 the definition of Bullying / Harassment is any gesture, written, verbal, or physical act that takes place on school grounds, school sponsored function, or on a school bus that:

- Is motivated 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 any other distinguishing characteristic and
- A reasonable person should know, under the circumstances, that the act will have an effect of harming a pupil or damaging a pupil's property, or placing a pupil in reasonable fear of harm to his / her person or damage to his / her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in or substantial interference with, the orderly operation of the school.

If you believe that you have witnessed or become aware of an act of HIB, please report it immediately to the principal.

District Anti-Bullying Coordinator:
Ilana Kurtin, ikurtin@metboe.k12.nj.u
Moss School School Anti-Bullying Specialist:
Karen Calantoni, kcalantoni@metboek12.nj.us

Annual Notification of Board Policies

In addition to the procedures set forth in this handbook, we encourage you to review our Board Policies which outline the rules, expectations and regulations of our district. A link to an electronic version of our Board Policies and Regulations is included below:

Metuchen Board of Education Policies and Regulations

Annually, we ask that you specifically review the following policies:

Policy #5331 – Management of Life-Threatening Allergies in School

Summary The Board of Education's Policy 5331 addresses the management of students at risk for anaphylaxis, a severe allergic reaction, by requiring individualized healthcare plans and emergency procedures. Staff will be trained in these protocols, and preventive measures will be implemented to reduce allergen exposure. Incidents involving severe allergic reactions must be reported and managed according to strict guidelines.

Policy #7441- Electronic Surveillance in School Buildings and on School Grounds

Summary The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, and community members. The content produced by the surveillance system under certain circumstances may be considered a student record and if so, it will be subject to the Board of Education policy and regulation regarding confidential student records.

Policy #5512 – Harassment, Intimidation, or Bullying

Summary The Board of Education enforces a strict policy against harassment, intimidation, and bullying to ensure a safe and productive learning environment. This policy covers various forms of harassment, including physical, verbal, and electronic, and applies to incidents occurring on school property, at school functions, and beyond. It outlines procedures for reporting, investigating, and addressing such behaviors, including potential consequences and remedial actions for both students and staff.

Policy #8601 – Pupil Supervision After Dismissal

Summary This policy aims to enhance safety for younger students by ensuring proper supervision after school dismissal. The policy mandates that schools develop and implement detailed dismissal plans, provide information to parents, and ensure supervision of students according to the requirements outlined in this policy and law.

Policy #3362 – Sexual Harassment (Teaching Staff)
Policy #4352 – Sexual Harassment (Support Staff)
Policy #5751 – Sexual Harassment (Students)

Summary The Board of Education mandates a harassment-free environment within the Metuchen Public Schools, explicitly prohibiting any form of sexual harassment among staff and students. Sexual harassment, including unwelcome advances and inappropriate conduct, is strictly forbidden and will result in disciplinary action if substantiated. Procedures for reporting, investigating, and addressing complaints are established to ensure fairness and confidentiality, and educational programs will be implemented to prevent and address harassment.

Policy #5519 – Dating Violence at School

Summary The Board of Education requires a zero-tolerance approach to dating violence in schools, mandating that all incidents, whether verbal, physical, sexual, or emotional, be reported and addressed according to the pupil code of conduct. School staff must promptly report and document such incidents, and the Board will implement educational programs and provide resources to address and prevent dating violence.

Policy #3283- Electronic Communications Between Teaching Staff Members and Students
Policy #4283 - Electronic Communications Between Support Staff Members and Students

Summary The Board of Education's policy provides strict guidelines to staff on proper electronic communications with students. This policy defines what constitutes "improper electronic communications" and mandates reporting of any such communications to the Principal.

Policy #2360- Use of Technology

Summary The Board of Education emphasizes the importance of integrating technology into both the instructional and administrative processes of schools. The district is required to maintain a comprehensive technology plan, including acquisition, maintenance, and training, while ensuring all technology adheres to specified standards and laws. Additionally, the plan covers aspects such as computer and software management, internal and external communications, facilities planning, and security procedures to support effective and secure technology use across the district.

Policy #5611- Removal of Students for Firearm Offenses

Summary The Board of Education enforces strict policies for firearm offenses on school grounds, mandating that students convicted or adjudicated delinquent for such offenses are removed from general education and placed in alternative programs, with specific procedures for students with disabilities.

Policy #5612- Assaults on District Board of Education Members or Employees

Summary Students who commit an assault on school personnel or Board members, excluding those involving weapons, will be immediately removed from school and face due process procedures. The Principal must oversee the student's removal, notify the Superintendent, inform the student's parents of their rights, and report to law enforcement as needed.

Policy #5530 - Substance Abuse

Summary The Board of Education is dedicated to preventing and addressing substance abuse within schools, implementing comprehensive intervention, prevention, and treatment programs while ensuring student safety and community welfare. Policies include strict discipline for substance abuse violations, mandatory medical examinations, and confidentiality protections, with additional training for staff and outreach programs for parents.