

WANDELL ELEMENTARY SCHOOL HANDBOOK

A Message from the Superintendent

Dear Parents,

This handbook is intended as a guide and resource to help familiarize parents and students with the rules and regulations of our school and provide an understanding of the policies of our school that promote the educational agenda for our students. The entire school community at Wandell is devoted to providing our students with a high quality education that focuses on academic excellence, social and emotional well-being and opportunities for personal self-development.

Hopefully this handbook clarifies, enlightens, and helps parents understand our school policies. Additionally, it is my wish that this resource will foster effective parent involvement in our school. Research indicates that a strong parent-teacher partnership will enrich the educational experience for our students and enable them to achieve to their potential and beyond.

Very truly yours,

Louis DeLisio

Louis DeLisio
Interim Superintendent/Principal

MISSION STATEMENT

The mission of the Saddle River School District is to educate our students to become independent thinkers and problem solvers so they will achieve success and become empowered to meet the challenges of tomorrow's emerging world community.

Standards for effective learning encompass the knowledge, problem solving abilities, and attitudes that students need for a lifetime of productive citizenship. A combination of Wandell stakeholders are dedicated to providing quality teaching and educational opportunities, tools, and skills, aligned to the New Jersey Core Curriculum Standards in order that our students can achieve success and individual growth now and in the future. The school community believes that the quest for educational experience is a shared responsibility based on collaboration and mutual respect. Efforts and energies are linked to provide a diverse student population with a quality education that stresses academic excellence, personal self-development, and consciousness of the world community.

STUDENT CODE OF CONDUCT

The following is a description of our discipline policy. This includes: student code of conduct, student's rights and responsibilities, and disciplinary measures. Please review and discuss this policy with your child.

CITIZENSHIP AND COURTESY

The Wandell School offers an interesting and practical variety of subjects developed into a program designed to make the students better prepared as they continue their education. The students will be provided with quality instruction, guidance, and experiences that will enhance their academic and social development.

Rules and regulations are necessary when large groups of people are to live and work together constructively and harmoniously. A good citizen will be honest, tolerant, and considerate of others under all circumstances. A good citizen will become actively involved in encouraging others to respect each other and their school. With all students striving to be good students and good citizens, the Wandell School will be a productive and pleasant environment.

Developing into a good citizen is as important as improving academic skills. The positive habits and attitudes that students develop at the Wandell School will greatly influence them for the rest of their lives.

EXPECTATIONS FOR STUDENT BEHAVIOR AND ATTITUDES

In order for effective learning to take place, students must accept responsibility to develop and demonstrate positive attitudes and behaviors.

DEMONSTRATE RESPECT FOR PEOPLE AND PROPERTY

Students will:

- Respect the property of others;
- Accept the rights of others to their own opinions;
- Settle differences peacefully;
- Display good sportsmanship;
- Participate in the maintenance and cleanliness of school facilities and property, and be
- Honest, respectful, courteous and polite.

STUDENTS MUST TAKE RESPONSIBILITY FOR THEIR OWN BEHAVIOR AND LEARNING

Students are encouraged to:

- Recognize that school is work and academic development is the primary purpose;
- Complete all homework, class work, and examinations;
- Make personal choices based on a reasonable decision making process;
- Accept constructive criticism and disagreement when necessary and appropriate;
- Accept the consequences of their actions and;
- Communicate with parents, teachers and school personnel about school related matters.

DISCIPLINE CODE

A safe and respectful environment is critical if quality teaching and learning are to take place in our school. A key element in achieving such an environment is to ensure that parents and students understand the rights and responsibilities that students have at school, what conduct is expected of them, and the consequence for inappropriate or dangerous conduct.

The following is a description of our discipline policy, which includes student code of conduct, student responsibilities, and disciplinary measures. Please review and discuss this policy with your child.

STUDENT RESPONSIBILITIES (time from leaving home to returning home)

Students have the responsibility to:

1. Behave appropriately in order to ensure an education in an environment conducive to learning;
2. Attend school punctually;
3. Be prepared for class with the appropriate materials;
4. Strive for their highest possible level of academic achievement,
5. Exert constructive peer influence;
6. Follow the school regulations regarding entering and leaving the classroom and the school;
7. Help maintain and improve the school environment, respect school property, and exercise due care while using school facilities (i.e. media center, computers, cafeteria, bathrooms, auditorium, etc.);
8. Not cause unsafe conditions or in other ways interfere with the teaching and learning processes;
9. Recognize that freedom of speech and press do not constitute license to interfere with orderly operation of the school;
10. Respect the dignity, rights, and written or verbal expression of others;
11. Refrain from libel, slander, and obscenity in verbal, physical, or written form;
12. Have the right to determine their own dress except where such dress is inappropriate, dangerous, or interferes with the teaching and learning process;
13. Observe the basic standards of cleanliness and good grooming;
14. Follow dress guidelines established for activities in the school gymnasium or physical education classes, and;

15. Read and abide by the school conduct and discipline code and other documents, which explain their rights and responsibilities as school citizens.

INFRACTIONS

1. Cheating or stealing
2. Fighting in school or at bus stop areas
3. Hitting or hurting another person
4. Threatening behavior
5. Obscene language, profanities, and racial slurs
6. Graffiti: person responsible must clean area. Parent is financially responsible for destruction caused by child.
7. Talking, pushing, running, and fighting during fire drills. (Offenders will be subject to a parent conference and possible suspension.)
8. Use or possession of cigarettes, alcohol, or other controlled substances on school premises or school buses (This infraction will be referred to the authorities.)
9. Use or possession of a weapon that can cause bodily harm or damage to school property is forbidden on the school premises and the school bus. (Authorities will be notified.)

CONSEQUENCES

Depending on the severity of the infraction, the following actions will be taken as per the Superintendent who will determine if the behavior is inappropriate or dangerous:

1. Teacher/student conference or student/superintendent conference.
2. 1st Reprimand – a letter sent home, signed and returned to school by parent.
3. 2nd Reprimand – parent conference/detention.
4. Detention
5. Conference with superintendent/student/parent – suspension with administration.
6. Suspension of up to five (5) days.

Any action that disrupts the function of the entire school results in an automatic suspension. The seriousness of the offense, age of the student, pattern of behavior, and other aggravating or mitigating circumstances will be considered in determining the appropriate intervention strategies or sanctions to be employed.

SCHOOL POLICY

It is vital to the safety of the students that teachers or school staff know where each student is at all times. Students must obtain the teacher's permission to leave the room, and they must return back to class promptly.

ATTENDANCE POLICY

State school attendance laws require that students attend whenever school is in session, unless the child is ill. Good parental leadership and direction must encourage students to attend whenever school is in session. Absences must be reported to the main office (#201-327-0727, x 200, e-mail: kforbes@wandellschool.org) or the school nurse (x212, poneill@wandellschool.org) on the day of absence.

Parents are encouraged to schedule vacations in accordance with our school calendar. The school does not condone trips taken during school time. If a trip is planned for school days

totaling more than 10 school days, the parent must notify the main office in advance. The student may be taken off the school register. A parent must accompany the student to school on the day the student returns in order to be reinstated.

TARDINESS

Arriving at school on time is the responsibility and duty of parents. Repeated tardiness develops poor habits and interrupts the learning process. Wandell School’s starting time for Kindergarten through Grade Five is 8:05 a.m. and students are expected to be here no later than that time. Students must be present in his/her homeroom no later than 8:09 a.m. or they will be considered tardy. A written excuse for tardiness must be presented to the office *at the time of tardiness*. Weather or transportation problems will be excused at the discretion of the administration. Repetitive tardiness will result in a mandated conference with school administration, student, and parents in a similar fashion to excessive absences. Parent cooperation for a child’s prompt arrival is an essential component for student success.

Below are the consequences when a student has chronic unexcused latenesses:

<u>Occurrences</u>	<u>Consequences</u>
5-10 Per School Year	- Recess Detention
11-15 Per School Year	- After School Detention and/or non-participation in after-school non-academic activities and clubs

When a student has demonstrated on-time behavior two consecutive days, the consequences stated above will be removed. However, the consequences may be reinstated should chronic lateness occur again.

16 or More Per School Year	- This will result in the forfeiture of participation in evening activities, such as school plays, concerts, etc. This will not be subject to reinstatement.
----------------------------	--

SCHOOL BELL SCHEDULE:

<u>PRE-K 3 SCHEDULE</u>		<u>PRE-K 4 SCHEDULE</u>
School Begins	8:15 a.m.	8:15 a.m.
School Ends	11:15 a.m.	2:40 p.m.

SCHEDULE K-5

8:05 a.m.	School Begins
11:22 a.m. – 12:15 p.m.	Lunch/Recess
2:46 p.m.	School Ends
12:15 p.m.	Early Dismissal Days

LUNCHROOM RULES

Lunchroom procedures and rules have been established to allow all students to eat their meals in a safe, orderly and pleasant atmosphere.

1. **Due to the severe allergy problems, sharing and/or trading food is not permitted.**
2. Food and snacks may not be taken out of lunchroom.
3. Lunch aides are to be treated with respect and obeyed at all times.
4. **The signal for quiet is lights out, two fingers up, or blowing of a whistle. Immediate silence is required.**
5. Talking should be conducted at a normal conversation level. Loud talking, yelling, and shouting are not permitted.
6. Throwing food, containers, or objects of any kind will be considered a serious disciplinary matter.
7. Students needing assistance are to seek an aide by raising their hand or by approaching a teacher.
8. Students may not leave the lunchroom until dismissal. Students needing to use the lavatory or see the nurse must obtain permission from the teacher in charge.
9. All garbage is to be deposited in trash barrels at the end of the lunch period, as directed by the teacher/and or aides. Cans and plastics must be placed in the recycle containers provided.
10. Running or pushing in the lunchroom is not permitted.
11. Glass containers are **not** allowed on the school premises for the children's safety.

Any student who violates the lunchroom rules will be reported to the Front Office and is subject to disciplinary action.

LUNCHTIME SUSPENSION

STUDENTS WHO REPEATEDLY MISBEHAVE DURING LUNCH PERIOD WILL NOT BE PERMITTED TO EAT IN THE LUNCHROOM. In or out of school suspension from the lunchroom will be determined by the severity of the misconduct. Parents will be notified that they will need to make alternate arrangements for their child to have lunch.

OUTDOOR RECESS RULES

The following rules have been established to ensure the safety and security of all individuals.

1. Students must remain in designated areas at all times. These areas include the blacktop, playground, and quiet area. The woods and parking lot are strictly off limits. Students must stay off chain link fences.
2. Students may not re-enter the building without permission from the teacher/aide in charge.
3. If a child is hurt while outside, he or she is to inform the teacher or aide. They will assist or direct the student to the nurse's office as necessary.
4. Inappropriate language or gestures will not be tolerated.
5. Rough play, such as wrestling, arm or wrist wrestling, pushing, or tripping, is not permitted.
6. Throwing rocks, sticks, stones, acorns, wood chips, snow, ice or other objects is strictly forbidden.
7. When the whistle is blown to signify the end of recess, students are to immediately follow the procedures established by the teacher/aide in charge.
8. Students must respect and obey adults at all times.

LUNCHROOM AND PLAYGROUND CONSEQUENCES

1. **Failure to comply with rules and procedures.**

- 1st infraction – verbal reprimand
- 2nd infraction – verbal reprimand and time-out.
- 3rd infraction – loss of school recess privileges and parent notification. Number of days depends on offense.

2. Disrespect toward school personnel and/or persistent inappropriate behavior will result in detention and parental notification to loss of school lunch privileges and in or out of school suspension depending on nature/severity of the offense.

During INDOOR RECESS, children must remain in the gym or designated areas at all times.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended from school are in the custody of their parents and are to remain with their parents or in their home during school hours. Students on suspension are prohibited from school grounds and all after school or evening activities until a parent conference is held and re-admittance has been established.

Students suspended from school are responsible to make up all missed academic work. It should be completed during the day(s) of suspension and turned in to the appropriate teacher upon return to school.

DELAYED OPENINGS and EMERGENCY CLOSINGS

In a period of a temporary emergency due to snow, electrical outage, etc., a delayed opening or closing of school will be implemented. Notification, as to a change in schedule, will come from the Superintendent. Parents will be notified via the district's Reverse 911 phone system, email and text message. In addition, delayed openings and emergency school closings will be posted on the Homepage of our website www.wandellschool.org. School closings are also posted on cable television NJ News Channel 12. Please do not call the Police station for information on school closing.

HOMEWORK

Sound education philosophy and practices establish the desirability and need for students and parents to review homework assignments, tests, and quizzes and to partner with the teacher in ways to assist and develop the student's study skills in order to promote learning.

Homework is given at the discretion of the teacher on an individual basis. The amount given is based on the ability of the individual child and his/her particular needs.

Students absent for any reason must make up assignments, class work, and tests within a reasonable length of time. The suggested time period for completing missed work will be equivalent to the number of days absent.

When a child is absent, parents are expected to pick up the homework from the main office ***at the end of the school day.***

Parents should contribute to the completion of their child's homework assignments in the following manner:

- Provide a distraction-free environment and a specific time period for completion of homework.
- Show interest in your child's assignment by providing general guidance and suggestions when necessary.

- Review your child's completed assignments and praise efforts made to produce quality work.
- Keep clearly in mind that homework is the student's responsibility and should be ***completed by the student.***

TEXTBOOKS

Basic textbooks and supplementary materials are provided during the school year. Students should place his/her name in issued books as directed by their teacher. All textbooks are to be covered immediately and must remain covered throughout the year.

Students are responsible for all items that are issued. It is very important that the students take the time to check each book carefully and report any damage to the teacher immediately upon receipt of the book. Fines will be assessed for loss of any item and/or for the amount of abuse or misuse evidenced at the discretion of the teacher.

Students with outstanding library books and/or fines will not receive report cards until such items or fees are returned or paid.

LAVATORY USE

Children are permitted to use the lavatory facilities at any time with notification to the teacher. Inappropriate behavior in the lavatory facilities will not be tolerated.

TELEPHONE USE

Students will only be permitted to use office phones in case of medical emergencies or with permission of the office staff.

DRESS CODE

It is expected that students of Wandell School will exercise sound judgment and good taste in determining what to wear to school.

Clothes and other articles that are revealing or may draw negative attention to the wearer are not permitted. Shirts must not contain any inappropriate or offensive language or graphics.

Students who report to school in attire that is not appropriate will have their parents contacted to arrange for a change of clothing.

Hats will not be worn in school. Hats should remain in backpacks for the duration of the school day. During the winter months, hats may be worn during outdoor recess.

Sandals are not permitted during recess and gym.

Flip flops and high heels (including boots) are not permitted in school.

HALLWAY BEHAVIOR

To insure a smooth flow of traffic in the hallways, students must keep to the right at all times. Courteous behavior is expected of all students. Running, loud talking, and shouting are not permitted.

FIELD TRIPS

The teacher and/or class parents will coordinate parent chaperones for class trips. There is a policy regarding children with severe allergies. The parent of a child with severe allergies will be given the first opportunity to be a chaperone of any class trip.

SKATEBOARD, IN-LINE SKATES, ELECTRONIC DEVICES, ETC.

1. Skateboards are not permitted on school grounds.
2. In-line skates (roller blades, sneaker blades) are not permitted on school grounds.
3. Portable radios, stereos, hand-held video games, beepers, laser pens, cell phones, remote control devices, and/or headphones are not permitted during school hours.
4. Radio-controlled toys are not permitted during school hours.

The items specified above, and any other items that are inappropriate to the learning environment, will be confiscated if brought to school.

BIRTHDAY PARTIES

We acknowledge each child's birthday with a book. We request that you speak to your teacher about his/her policy. It is **IMPORTANT** that you find out from the teacher or school nurse if there are any children with **food allergies**. Also, please consider party food alternatives which reinforce healthy living. Parents should notify the teacher a week or so in advance to clear a specific date for their child's birthday snack. Please contact your child's teacher about a healthy snack list.

Invitations to birthday celebrations **MAY NOT** be distributed during the school day **unless** every child in the class is invited.

CLASS PARTIES

Class parents coordinate parties with their respective teachers and the other Class Parents in their grade level. This insures that each class in that grade will have the same identical party. Parents who sign up for a specific party are responsible to pay for the cost of that party. We do not collect money for parties. Please speak with the classroom teacher about a healthy snack list.

TEACHER GIFTS

The Board of Education policy states that gifts to teachers **are to be "token" in value**. If your class is planning to do a monetary gift, our suggestion is to collect the money in May so no one is responsible for holding the money throughout the school year.

VISITORS

Anyone entering the building during the school day **MUST use the front door, sign in at the main office**, and receive a school identification badge before going to any part of the building. Classes cannot be interrupted before or during the day for conferences with teachers. Conferences may be arranged by a note, email, or phone call prior to the date of the conference. Any items dropped off during the school day must be left at the front office.

TRANSPORTATION

ABSOLUTELY NO PARKING OR STOPPING IN THE FRONT CIRCLE

Only school bus children will be permitted to use the front circle.

ARRIVAL/DEPARTURE – Parents who transport their children to school by car should be aware of the following:

- There is **NO PARKING OR LONG-TERM STOPPING** in the drop-off lane between the hours of 7:50 am and 3:30 pm. Cars parked here are subject to ticketing by the Saddle River Police Department.

- A crossing guard is available from 8:00 thru 8:15 am and 2:46 thru 3:05 p.m.
- Upon arrival, if the student is not prepared to exit the vehicle in a timely fashion, the parent/guardian **MUST** pull into the parking area and excuse the child from there. Parents may choose to accompany their child to the school entrance.

PLEASE NOTE:

If it is necessary for a student to be picked up before dismissal time (2:46 p.m.), a written request must be submitted to the student's teacher stating the reason for the early dismissal, the time that the student will be leaving, and the name of the person picking up the student. It is the responsibility of the student to collect all necessary homework assignment papers prior to early dismissal.

IMPORTANT:

Children MUST BE PICKED UP PROMPTLY at dismissal time. No child should be left unattended. The school does not provide supervision outside on the school grounds after dismissal.

If for any reason the parent/guardian will be late for pick-up, please inform the front office and the child can safely wait there until your arrival.

BUS RIDERS

Bus transportation will be provided for Wandell School students who live more than two (2) miles from school. Prior to the beginning of the school year, bus students will be designated a bus assignment, a bus stop, and a boarding time.

Due to transportation statutes and insurance regulations, requests for students to ride on buses other than their own cannot be approved. Walkers are never allowed to ride buses to and from school. If it is necessary for a student to be picked up at school instead of riding his/her bus home, a written request must be submitted to the student's homeroom teacher.

Any problems involving buses should be directed to the superintendent or vice principal.

BUS BEHAVIOR

Students are expected act with the same respect on the bus as in school. Fighting on the bus is forbidden. Directions and rules from the bus driver must be followed.

Under school law, Title 18, 18A: 25-2 states: "A pupil may be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of such exclusion."

SCHOOL BUS RULES

Bus Safety Rules for Students

1. Wait until the bus comes to a stop before getting on or off the bus.
2. Get on and off the bus only at the front door unless the driver tells you to use another door.
3. Keep head, arms, and feet inside the bus windows at all times.
4. Leave the bus only when told to do so by the driver.
5. Be quiet when the bus comes to railroad tracks.
6. Don't throw anything out of the bus.
7. Keep the walkways and steps clear at all times.
8. Do not play with door handles, windows, and other safety equipment at any time.

Students must:

- Get on the bus and be seated right away
- Face forward
- Talk quietly
- Not make loud noises or distractions of any kind

Students must not:

- Ride the bus without written notification
- Scrape or puncture the bus seats
- Write or scratch the bus
- Make damage done by someone else worse
- Eat or drink on the bus

DISCIPLINARY ACTIONS

Any time a student breaks a Bus Rule when on the bus, he or she will be disciplined according to the Student Code of Conduct and parents will be notified with a Bus Behavior Report.

In addition, inappropriate behavior on the bus may also result in the following:

- student conference and/or
- parent conference and/or
- bus suspension and/or loss of bus privileges

SCHOOL COUNSELING PROGRAM

The counseling program at Wandell School is for all students in order to help them have a successful school year and to develop positive life skills. The program consists of a variety of services and activities including:

- Classroom lessons on such themes as self-esteem, problem solving, or responsibility.
- Short-term individual and group support services.
- Parent and teacher consultations.
- Referral assistance to other programs and services.

HEALTH SERVICES

The Saddle River Board of Education employs a full-time certified School Nurse at Wandell School. The health office is open from 8 AM-3 PM daily. A pediatrician is also employed as a medical inspector for the school. Please know that you have an extended family of concerned people here at Wandell. In case of minor injury that does not require the services of a physician, the nurse will administer first aid and send the student back to class. In cases of serious injury, the nurse will give emergency first aid and efforts will be made to notify the parents/legal guardian immediately. If a parent cannot be located, the nurse will call the emergency numbers listed on the emergency form. (Parents should make sure there are two correct numbers on the form). If necessary, the student's physician will be called or the student will be taken to the emergency room. The school nurse will not administer any medication (including Tylenol, Advil) without written permission from both the student's physician and parent/legal guardian (see *Medications* section).

ABSENCES

We attempt to account for each child every day they are not in attendance here at school. Please notify the school when you know your child will be absent. If you know in advance that it will be several days, you can explain that in one call. If you are uncertain, you must call each day. Do not assume that we know that your child is safe with you. We must know for sure. Upon return, please send a note explaining the absence. Contagious diseases include, among others: rubella (German measles), chicken pox, hepatitis, mononucleosis, mumps, smallpox, measles, impetigo, scabies, tuberculosis, ringworm and pinworm, scarlet fever, rheumatic fever, whooping cough, conjunctivitis, strep throat and pneumonia. We appreciate receiving as much information about illnesses as you can provide. By keeping us informed, we can try to control the spread of disease here in school.

CHILD ABUSE/NEGLECT

New Jersey Law (N.J.S.A. 9:6-8.10) and the Saddle River Board of Education policy require that any person having ***reasonable cause*** to believe that a child has been subjected to acts of child abuse or neglect shall report it immediately to the Department of Children and Families (DCF). This means that we are ***required*** to report any suspicious marks or bruises. It is not our responsibility to question you and we are not permitted to notify you that we are calling DCF.

CONDITIONS UNDER WHICH A CHILD SHOULD REMAIN HOME

Frequently, the school nurse gets calls from parents asking how long to keep a child home from school. Although the answer varies from child to child, here are a few suggestions:

1. If your child has an infection and is taking antibiotics, he/she should not come back to school for 24 hours after the first dose of the antibiotic.
2. Any child with a fever (i.e. temperature greater than 100 degrees F) should not attend school. Children should be fever free for a period of twenty-four hours before returning to school.
3. If your child vomits or has a stomach virus or diarrhea in the morning before school, he/she should not attend school that day.

4. A child who wakes up with an itchy, crusty, red eye should not come back to school without first seeing a physician to rule out “pink eye.” If “pink eye” (conjunctivitis) is diagnosed, 24 hours is usually needed for drops or ointment to begin fighting the infection.
5. If your child has “chicken pox” (varicella), he or she should remain home until the last crop of pox has scabbed over, generally five to six days. Of note, the period of highest contagion is the two days prior to eruption of the first pox.
6. If your child has a runny nose (or persistent cough), please do not send him/her to school if the mucous is not clear. Yellowish or green mucous is an indication that there is an infection and the child is contagious.
7. Any student diagnosed with lice must be treated with a special shampoo and be nit-free before returning to school. Please notify the school so we can check students for new cases and contact other parents. A letter will be sent home to all parents at that grade level when a case of lice has been detected by the school nurse or reported by a parent. All students are screened at the beginning of the school year and periodically thereafter.
8. Play during recess and participation in gym class are a part of the day’s activities. If a student is too ill to participate, he/she should not be in school.

Please help us to control the spread of illness at school by following the guidelines above.

EMERGENCY FORMS

Emergency forms are sent home with report cards in June for the upcoming school year. They need to be completed and returned to school ***on or before*** the first day of school. One form is kept in the main office and another is kept in the health office. Please complete the form in its entirety and update the information during the school year as needed. Be sure the people you have listed as emergency contacts are available during the day and know you have listed them. See last page of handbook for blank emergency form.

HELPFUL HINTS

Breakfast: Please be sure your child eats a nutritious breakfast each day.

Dress: Dress your child knowing that they will have a busy, active day here in school. Unless the weather is extreme, they will be outdoors for recess. Insist that they wear hats, gloves, sweaters and comfortable, safe shoes (no flip-flops).

Personal Possessions: Place your child’s name on eyeglasses, glass cases, lunch boxes, toys, clothing and other personal belongings.

Restrictions: Please alert us as to any dietary or physical restrictions that your child/family is known to have. If your child has had surgery or suffered any kind of orthopedic injury, a note from your physician will be required before resuming a full physical education program.

IMMUNIZATIONS

All students must show proof of immunizations according to New Jersey State Administrative Code, Chapter 14.

All newly enrolled students and staff transferring from high risk countries must have a Mantoux (TB) test.

MEDICAL HISTORY FORMS

A medical history form is sent home with all students' report cards in June and given to new/transfer students as they register. Parents/legal guardians should complete this form prior to the first day of school in order for the nurse to compile a medic alert list to be distributed to staff members. This lists alerts them of any allergies or serious conditions that the parents wish to make known to the staff.

MEDICATIONS

"Request for Medication" forms are sent home in June with report cards for the following school year. They are given to parents of incoming Kindergarten students at Orientation.

In order for the school nurse to administer any medication (prescription and/or over-the-counter), a "Request for Medication" form must be filled out by the doctor and cosigned by a parent or guardian. Over the counter medications must be in their original containers. Students are not permitted to have any medications in their possession during the school day. Exceptions to this rule are asthmatic and allergic students that have parental and physician approval to carry inhalers or epipens. All prescription medication must be brought in by an adult in its original pharmacy container and labeled with the child's name, the name of the medicine, the dose, the route (oral/injectable) and time of administration.

In the event the school nurse is absent and a substitute nurse is not available, we may ask you to come in to medicate your child.

PHYSICAL EXAMINATIONS

All students enrolled in Wandell School must have a physical examination by a physician upon enrollment, for athletic clearance, and before entering third grade. A student will not be allowed to participate in preseason practice or athletics until a completed physical and emergency form have been submitted. You are encouraged to have this done privately. If you wish to have the examination done by the school physician, please contact the nurse to make arrangements (#201-327-0727, x212).

SCREENINGS

All students are weighed and measured yearly to monitor their growth. Hearing, vision and scoliosis screenings are also performed. These are only superficial screenings, not diagnostic evaluations. If necessary, you will receive a written notice of referral from the school nurse. Please return the vision, hearing, and/or scoliosis examination referral report after you have followed up with your child's physician.

SMOKING

On August 27, 2001 P.L.2001, Chapter 226 was approved and states, "The board of education of each school district shall make and enforce regulations to prohibit the smoking of tobacco anywhere in its building or on school grounds."

ACCIDENTS

Every effort is made to prevent accidents. However, sometimes accidents do occur. It is the responsibility of the student to report any accident occurring at school to the nurse or school staff member.

TIPS FOR PARENTS

You can help your child make the best educational progress by:

- Taking an active interest in school affairs, joining the Home and School Association, and attending school functions and conferences.
- Setting up a good health schedule at home: providing plenty of rest and adequate diet, encouraging good health habits, and allowing time for leisure activities.
- Not pressuring your child about grades, homework, or comparing his/her performance to another child.
- Praising your child for any accomplishment, no matter how small.
- Encouraging a wide interest in books, magazines, hobbies, and current affairs. Participation in community organizations for children is often helpful to a child's development.
- Showing confidence in your child and her/his ability to make small decisions. Parents can build a sense of responsibility through ever widening experiences by having students assist with household chores and running errands.
- Providing stimulating reading materials at home, such as children's magazines, encyclopedias, and fiction and nonfiction books, written on your child's reading level. Share reading time with your child.
- Contacting the school whenever a problem or concern arises.
- Being a good role model.

SYNOPSIS OF BOARD POLICIES - The following school policies and regulations are summarized and designed to keep students and parents informed as well as to promote efficient education. The complete policy is available to you by contacting the school office.

- **Absences and Excuses** (Board Policy 5113)- In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. (Refer to page 12 of handbook).

Compelling circumstances requiring a pupil be late to school or dismissed before the end of the school day include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Medical disability;
3. Family emergency;
4. Court appearance;
5. Such good cause as may be acceptable to the administration.

- **Reporting to Parents/Guardians** (Board Policy 5124)-NJSA ISA: 35-4.9 requires adoption of policies and procedures on pupil promotion and remedial services which include timely reporting to and consultation with parents/guardians.
- **Administering Medication** (Board Policy 5141.21)-The board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. (Refer to page 13 of handbook).
- **Health Examinations and Immunizations** (Board Policy 5141.3)-Pupils who enter the district schools for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. (Refer to pages 13-14 of handbook).
- **Pupil Safety** (Board Policy 5142)-The board of education recognizes the safety of its pupils as a consideration of utmost importance. The chief school administrator shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The chief school administrator shall oversee development of a district-wide safety program with emphasis on accident prevention.
- **Search and Seizure** (Board Policy 5145.12)-School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils and their parents/guardians shall be informed of this policy when lockers are assigned.
- **Equal Educational Opportunity** (Board Policy 5145.4)-The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, sexual orientation, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, or disability.
- **I&RS (Intervention and Referral Services for General Education Pupils)** (Board Policy 6164.1)-The board of education shall provide a program of intervention and referral services for general education pupils who are experiencing personal, interpersonal or academic difficulties to help them function productively and develop positively in the classroom environment.
- **Guidance Services** (Board Policy 6164.2)-A guidance program shall be incorporated into the district's educational program to aid pupils in making informed and responsible decisions and in using effective decision-making processes. The guidance program shall be developed and coordinated by the Child Study Team in conjunction with the chief school administrator and in consultation with teaching staff members.

- **Conduct/Discipline** (Board Policy 5131 See below), **Vandalism/Violence** (Board Policy 5131.5) and **Substance Abuse** (Board Policy 5131.6)-A safe and respectful environment is critical if quality teaching and learning are to take place in our school. A key element in achieving such an environment is to ensure that parents and students understand the rights and responsibilities that students have at school, what conduct is expected of them, and the consequence for inappropriate or dangerous conduct. (Refer to pages 16-19 of handbook).

Conduct/Discipline Summary 5131

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The board of education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board of education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in selfdiscipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The board directs the chief school administrator to develop and implement a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions, and as appropriate, conduct away from school grounds. The board shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to pupils and their parents/guardians the rules of this district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:121) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offenses

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of this board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of this board.

Harassment

The board of education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The board prohibits acts of harassment, intimidation or bullying against any pupil.

“Harassment, intimidation or bullying” is defined as any gesture or written, verbal or physical act 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- A. A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- B. 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.

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the appropriate school official designated by the administration. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying.

The chief school administrator shall develop appropriate procedures addressing:

- A. A mechanism for reporting acts of harassment, intimidation or bullying, including a means of anonymous reporting;
- B. The prompt investigation of reports of such acts, identifying either the principal or the principal's designee as the person responsible for the investigation;
- C. The range of ways in which a school will respond once an incident of harassment, intimidation or bullying is identified; and
- D. Consequences, discipline and remedial action for a person who commits an act of harassment, intimidation or bullying, who engages in an act of reprisal or retaliation against a person who reports such action, or who falsely accuses another of bullying as a means of harassment, intimidation or bullying.

The chief school administrator shall take all necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation or bullying is prohibited on school property or any school-sponsored function. This information shall also be incorporated into the student handbook and employee training programs.

Disabled

Classified pupils are subject to the same disciplinary procedures as non-disabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the pupil's needs.

Readopted December 2014

SEXUAL HARASSMENT

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district, or by another pupil.

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effect of intimidation or tends to create or alter the educational environment in ways that are intimidating, hostile, or offensive, such conduct shall be construed to be sexual harassment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment to the Affirmative Action Officer.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Department of Children and Families for investigation by that agency.

An employee who engages in sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline.

HARASSMENT, INTIMIDATION AND BULLYING 5131.1

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of the school's facilities and equipment.

The standards of character education are an essential component of the Saddle River School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults, support and assistance of students in school, the community, and home our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student

development and student behavioral expectations on school grounds, which includes on a school bus or at school sponsored functions. The superintendent/principal shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent/principal shall ensure that this policy is applied to incidents of harassment; intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent/principal has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and 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. The board directs the superintendent/principal or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

"Harassment, intimidation or bullying" is defined as 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 grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

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

Identification

Bullying occurs when a student is repeatedly harmed over a period of time, psychologically and/or physically, by another student or group of students.

- A. The bullying act can be identified as: a desire on the part of the bully to hurt the victim; the performance of a hurtful action; creation or taking advantage of a real or perceived power imbalance; unjust utilization of power; demonstration of enjoyment in perpetrating the bullying act; a feeling of being oppressed on the part of the victim.
- B. Bullying happens when someone hurts or scares another person on purpose and the person being bullied finds it difficult to defend himself or herself. Usually, bullying happens over a period of time.
- C. Bullying may include but is not limited to:
 - 1. Punching, shoving and other physical acts that can cause injury.
 - 2. Making hurtful or disparaging comments about a person.
 - 3. Spreading hurtful rumors or gossip about a person.
 - 4. Keeping certain people out of a group and/or isolating victims.
 - 5. Teasing a person in a mean way.
 - 6. Encouraging people to gang up on another person.
- D. A bully is someone who directs physical, verbal, or psychological aggression or harassment toward others, with the goal of gaining power over or dominating the individual.
- E. A victim is someone who is exposed repeatedly to aggression from peers in the form of physical attacks, verbal assaults, or psychological abuse.

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

Consequences and remedial measures for a student 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 student, and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

- A. Correct the problem behavior;
- B. Prevent another occurrence of the problem;
- C. Protect and provide support for the victim of the act; and
- D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

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;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

A. Remedial Measures

1. Personal
 - a. Restitution and restoration;
 - b. Mediation;
 - c. Peer support group;
 - d. Recommendations of a student behavior or ethics council;
 - e. Corrective instruction or other relevant learning or service experience;
 - f. Supportive student interventions, including participation of the intervention and referral services team;
 - g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
 - h. Behavioral management plan, with benchmarks that are closely monitored;
 - i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - j. Student counseling;
 - k. Parent conferences;
 - l. Student treatment; or
 - m. Student therapy.
2. Environmental (Classroom, School Building or School District)
 - a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - b. School culture change;
 - c. School climate improvement;
 - d. Adoption of research-based, systemic bullying prevention programs;
 - e. School policy and procedures revisions;
 - f. Modifications of schedules;
 - g. Adjustments in hallway traffic;
 - h. Modifications in student routes or patterns traveling to and from school;
 - i. Supervision of students before and after school, including school transportation;
 - j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
 - k. Teacher aides;
 - l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - m. General professional development programs for certificated and non-certificated staff;
 - n. Professional development plans for involved staff;

- o. Disciplinary action for school staff who contributed to the problem;
- p. Supportive institutional interventions, including participation of the intervention and referral services team;
- q. Parent conferences;
- r. Family counseling;
- s. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with N.J.A.C. 6A:14. However, before disciplining a classified student, it must be determined that:

- A. The student's behavior is not primarily caused by his/her educational disability;
- B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

A. Consequences

- 1. Admonishment;
- 2. Temporary removal from the classroom;
- 3. Deprivation of privileges;
- 4. Withholding of Increment;
- 5. Suspension;
- 6. Legal action; and
- 7. Termination

B. Remedial Measures

1. Personal

- a. Restitution and restoration;
- b. Mediation;
- c. Support group;
- d. Recommendations of behavior or ethics council;
- e. Corrective action plan;
- f. Behavioral assessment or evaluation;
- g. Behavioral management plan, with benchmarks that are closely monitored;
- h. Involvement of school administrator;
- i. Counseling;
- j. Conferences;
- k. Treatment; or
- l. Therapy.

2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the Intervention and Referral Services team;
- m. Conferences;
- n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

The superintendent/principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor, or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation or bullying must report the incident to the superintendent/principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying:

- A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school superintendent/principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
- B. The superintendent/principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services;
- C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school superintendent/principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

A board member, school employee, contracted service provider, student or volunteer who has witnessed or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the superintendent/principal and any

appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying to the appropriate school official designated by the school district's policy or to any school administrator or safe schools resource officer and who makes this report in compliance with the procedures in this policy shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee and fails to initiate or conduct an investigation or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

District Anti-Bullying Coordinator

The superintendent/principal shall appoint a district anti-bullying coordinator. The superintendent/principal shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

- A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
- B. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent/principal to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
- C. Provide data, in collaboration with the superintendent/principal, to the Department of Education regarding harassment, intimidation, and bullying of students; and
- D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent/principal.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

The superintendent/principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the superintendent/principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the superintendent/principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

- A. Chair the school safety team;
- B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school;
- C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety Team

The district shall form a school safety team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety team shall be appointed by the Superintendent/principal/principal and may consist of the his or her designee who, if possible, shall be a senior administrator, a teacher in the school, the school anti-bullying specialist, a parent of a student in the school, and other members to be determined by the superintendent/principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

- A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the superintendent/principal;
- B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;
- C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- F. Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the superintendent/principal or the district anti-bullying coordinator may request;
- G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and
- H. Execute such other duties related to harassment, intimidation, and bullying as requested by the superintendent/principal or district anti-bullying coordinator.
- I. Parent parent/guardian who is a member of the school safety team is not permitted to participate in the following activities:
 - a. Receive complaints of harassment, intimidation or bullying of students that have been reported to the superintendent/principal;
 - b. Receive copies of reports prepared after an investigation of a harassment, intimidation or bullying incident;
 - c. Identify and address patterns of harassment, intimidation or bullying of students; or
 - d. Participate in any other activities of the team which may compromise the confidentiality of a student.

Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

- A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:
 - 1. Taking of statements from victims, witnesses and accused;
 - 2. Careful examination of the facts;
 - 3. Support for the victim; and
 - 4. Determination if alleged act constitutes a violation of this policy.
- B. The investigation shall be initiated by the superintendent/principal or his/her designee within one school day of the verbal report of the incident and shall be conducted by a school anti-bullying specialist. The superintendent/principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.
- C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.
- D. The results of the investigation shall be reported to the superintendent/principal within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent/principal may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:
 - 1. Any services provided;
 - 2. Training established;
 - 3. Discipline imposed; or
 - 4. Other action taken or recommended by the superintendent/principal.
- F. The superintendent/principal or his/ her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:
 - 1. The nature of the investigation;
 - 2. Whether the district found evidence of harassment, intimidation, or bullying; or
 - 3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

- A. School and community surveys;
- B. Mailings;
- C. Focus groups;
- D. Adoption of research-based bullying prevention program models;
- E. Training for certificated and non-certificated staff;
- F. Participation of parents and other community members and organizations;
- G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and
- H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

- A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);
- B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;
- C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;
- D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide

programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the superintendent/principal in conjunction with the school anti-bullying specialist and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent/principal or their designee after consideration of the nature, severity, and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying or found to have engaged in retaliation,

reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the superintendent/principal after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom or school;
3. Deprivation of privileges;
4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
5. Classroom or administrative detention;
6. Referral to disciplinarian;
7. In-school suspension during the school week or the weekend;
8. After-school programs;
9. Out-of-school suspension (short-term or long-term);
10. Legal action;
11. Withholding of Increment;
12. Suspension;
13. Expulsion;
14. Termination;
15. Termination of service agreements or contracts (vendors, volunteers);
16. Public sanction (board members);
17. Ethics charges (some administrators, board members).

B. Remedial Measures

1. Personal
 - a. Restitution and restoration;
 - b. Mediation;
 - c. Peer support group;
 - d. Recommendations of a student behavior or ethics council;
 - e. Corrective instruction or other relevant learning or service experience;
 - f. Supportive student interventions, including participation of the intervention and referral services team;

- g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
- h. Behavioral management plan, with benchmarks that are closely monitored;
- i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- j. Involvement of school disciplinarian;
- k. Counseling;
- l. Conferences;
- m. Treatment; or
- n. Therapy.

2. Environmental (Classroom, School Building or School District)

- a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- b. School culture change;
- c. School climate improvement;
- d. Adoption of research-based, systemic bullying prevention programs;
- e. School policy and procedures revisions;
- f. Modifications of schedules;
- g. Supervision;
- h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- i. General professional development programs for certificated and non-certificated staff;
- j. Professional development plans for involved staff;
- k. Disciplinary action;
- l. Supportive institutional interventions, including participation of the intervention and referral services team;
- m. Conferences;
- n. Counseling;

Appeal Process

The parent or guardian may request a hearing before the board after receiving the information from the superintendent/principal regarding the investigation. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent/principal's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the “Law Against Discrimination.”

Week of Respect

The week beginning with the first Monday in October of each year is designated as a “Week of Respect” in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a superintendent/principal, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district’s responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A. 18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the Core Curriculum Content Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the superintendent/principal will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

- A. The number of reports of harassment, intimidation, or bullying;
- B. The status of all investigations;
- C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 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;
- D. The names of the investigators;
- E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and
- F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information including, but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

- A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and
- B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.

It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The superintendent/principal will annually submit the report to the Department of Education utilizing the Electronic Violence and Vandalism Reporting system (EVVRS). The superintendent/principal shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the superintendent/principal shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Schools and school districts shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, making any necessary revisions and additions. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision (beginning September 1, 2011).

Publication, Dissemination and Implementation

In publicizing this policy, the community, including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds, at any school-sponsored function or 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 in accordance with law.

The superintendent/principal shall take the following steps to publicize this policy:

- A. Provide a link to this policy on a prominent place on the district website;
- B. Provide a link to this policy on a prominent place on each school's website;
- C. Distribute this policy annually to all staff, students and parents/guardians; and
- D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained on the Department of Education's website.

Additionally, the district shall make available, in an easily accessible location of its website, the Department of Education's guidance document for the use by parent/guardians, students and district staff to assist in resolving complaints concerning student harassment, intimidation or bullying.

The superintendent/principal shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

SADDLE RIVER SCHOOL DISTRICT

Acceptable Use Policy

The Saddle River School District is proud to have our computer lab and library connected to the Internet. This means everyone can enjoy doing new things on the computers at school from using great software to enjoying carefully supervised activities on the Internet. In order to make the best of our new computer network, we are asking all students and their parents to discuss the following rules. Please return the signed agreement to your child's classroom teacher.

I will get permission from an adult...

before I start to use any computer equipment; before I print anything.

I will tell an adult immediately if...

I see someone using a computer incorrectly.

I have a problem with a computer.

I see something on the computer that I think is wrong or makes me feel uncomfortable.

I will only use the computer to print or copy something if I have permission from the person who wrote it. I will never give out my last name, address, or phone number to anyone on the Internet. I promise to follow these computer rules. I understand that if I break the computer rules, I will lose my computer privileges for a while (specific guidelines will be developed by grade level staff). I have discussed these rules with my parents, and they have agreed to supervise my computer use at home.

Specific Information for Parent or Guardian School Responsibilities

The school administration, system administrators, and staff reserve the right to monitor all resource activities, will deem what is inappropriate use, and may at any time deny, revoke, or suspend user privileges. The Saddle River School District will take precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial material either intentionally or by accident. The users of the district's access to the Internet firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational mission of this district.

Disclaimer

The Saddle River School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Saddle River School District does not warrant that the functions or services performed by or that the information or software that is contained on the system will meet the users' requirements, be error free, or be uninterrupted. This includes loss of data resulting from delays, non-deliveries, or service interruptions. Any information obtained via the Internet is at the user's own risk, and the school does not assume any responsibility for the accuracy or quality of information obtained through the Internet.

Parent or Guardian Agreement

As the parent or legal guardian of the student signing above, I have read the Acceptable Use Policy and grant permission for my son or daughter to access computer resources at the Saddle River School District. I understand that the school's computer resources are designed for educational purposes. I also understand that it is impossible for the school to restrict access to all

controversial materials, and I will not hold the school responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations.

Photo Permission

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Superintendent/Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school, or Board Bulletin. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Please indicate your permission on the Student Information Form to allow the school to publish and otherwise use photographs and videotapes, with your child or ward identified while he or she is enrolled in this school.

Please note the following: Pictures of Students Taken by Non-School Agencies. While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

Wandell Web Site - In addition, photos of your children participating in school activities or recognized for their academic achievements may appear on our school web site (www.wandellschool.org). However, it is our policy not to identify any student appearing on the web site by name. For example, students may be shown in a classroom scene, in an extracurricular activity such as a school play, an athletic event, enrichment program, etc. These students might be referred to as "third grade students," "basketball players," etc., but in no instance will they be identified by name on the web.