

Saddle River School District

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2021-22  
Wandell School  
Student Handbook

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# **Mission Statement**

Our Wandell School mission is to create a safe, nurturing and challenging personalized learning experience that fosters innovation, creativity and knowledge to inspire the highest level of student academic achievement and empower lifelong learners.

We believe in a shared responsibility between teachers, students and parents. Since its founding over 100 years ago, the collaboration between school, family and community has been instrumental in preparing students to become independent thinkers, effective problem solvers and socially responsible next generation leaders. Additionally, we are committed to collaborating with our receiving districts in order to ensure a K-12 comprehensive education.

# **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 consequences 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 a 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 a bus stop area(s)
3. Hitting or hurting another person
4. Threatening behavior
5. Obscene language, profanities, and racial slurs
6. Graffiti: the person responsible must clean the area. Parents are financially responsible for destruction caused by a 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, actions may be taken as per administration who will determine if infractions of school rules have occurred or if there is a behavior that is dangerous or inappropriate. In this instance, appropriate consequences will be implemented and enforced accordingly. This may include, but is not limited to; a verbal warning, a conference with student, a conference with student & teacher, detention, counseling, behavior management plan of action, behavior log of communication with teacher/parent, suspension, parent conference. Additionally, administration may determine that some infractions or behaviors may require more severe or lightened consequences with the ultimate goal of correcting the behavior so further infractions do not occur.

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.

### **PRE-K SCHEDULE**

Half Day 8:05 a.m. - 11:45 a.m.

Full Day 8:05 a.m. - 2:46 p.m.

### **SCHEDULE K-5**

**8:05 a.m.**

11:27 a.m. – 12:14 p.m.

**2:46 p.m.**

12:27 p.m.

**School Begins**

Lunch/Recess

**School Ends**

Early Dismissal Days

## 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: wandell\_info@wandellschool.org or the school nurse (x212, msiemsen@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 <i>(per NJDOE mandate, not to exceed twice per week)</i>
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.
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## **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 the lunch room.
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**

Depending on the severity of the infraction, actions may be taken as per administration who will determine if infractions of school rules have occurred or if there is a behavior that is dangerous or inappropriate. In this instance, appropriate consequences will be implemented and enforced accordingly. This may include, but is not limited to; a verbal warning, a conference with student, a conference with student & teacher, detention, counseling, behavior management plan of action, behavior log of communication with teacher/parent, suspension, parent conference. Additionally, administration may determine that some infractions or behaviors may require more severe or lightened consequences with the ultimate goal of correcting the behavior so further infractions do not occur.

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.

In some instances, loss of school recess privileges and parent notification may be implemented for no more than two days per week per NJDOE state mandates. These students shall be provided restorative justice activities during the recess period. A restorative justice activity is designed to improve the socioemotional and behavioral responses of students through a less punitive intervention.

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

## **HARASSMENT, INTIMIDATION & BULLYING (HIB)**

For harassment, intimidation and bullying please refer to the District's Board of Education Policy 5131.1 (BOE policy also included at the end of student handbook).

## **EMERGENCY/FIRE DRILLS**

New Jersey schools are required to conduct emergency/fire drills during the course of the school year. The drills are conducted so that proper practice is put into place for staff and students in the event of an actual emergency. As required, a minimum of two drills are conducted each month.

## **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 for 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/Swiftreach 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](http://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 closings.

## **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 access to online 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 ensure 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 and the specific classroom food menu developed for each homeroom. 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 ensures 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 and the specific classroom food menu developed for each homeroom .

## **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**

Refer to the Restart Plan for specific guidelines on revised Health & Safety procedures.

## **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 8:10 am. Cars parked here are subject to ticketing by the Saddle River Police Department.
- 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 to 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 FOR WANDELL SCHOOL STUDENTS**

### **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.

**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

**\* Parents of Saddle River students in grades 6-12 (attending Northern Highlands or Ramsey) should direct any bus concerns to the Northern Highlands and Ramsey administration. Please refer to Northern Highlands and Ramsey policy and procedures for information about transportation.**

## **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 during school hours. 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 mucus is not clear. Yellowish or green mucus 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 must be completed ***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.

## **CONTACT INFORMATION, STUDENT INFORMATION SYSTEM & REPORT CARDS**

Parents/Guardians will use the district's student information system (*Realtime*) to enter contact/emergency information and school related information. While in the parent portal, parents/guardians will also be required to answer a series of school related questions. Additionally, through *Realtime*, the district provides an online report card at the end of each marking period. The *Realtime* Student Information System can be logged into with the proper username and password. Any parent seeking additional information about the system should contact the front office.

## **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**

Medical history forms are available online. 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 list 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 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 school related parent/guardian associations, and attending school functions and conferences.
- Setting up a good health schedule at home: providing plenty of rest and an 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.
- Contact the school whenever a problem or concern arises.
- Being a good role model.

**BOARD POLICY HIGHLIGHTS-** The following school policies and regulations are posted on the school website at [www.wandellschool.org](http://www.wandellschool.org). Please review the following policies.

- [\*\*Absences and Excuses\*\*](#) (Board Policy 5113)
- [\*\*Reporting to Parents/Guardians\*\*](#) (Board Policy 5124)-NJSA ISA: 35-4.9
- [\*\*Administering Medication\*\*](#) (Board Policy 5141.21 )
- [\*\*Health Examinations and Immunizations\*\*](#) (Board Policy 5141.3)
- [\*\*Pupil Safety\*\*](#) (Board Policy 5142)
- [\*\*Search and Seizure\*\*](#) (Board Policy 5145.12)
- [\*\*Equal Educational Opportunity\*\*](#) (Board Policy 5145.4)
- [\*\*I&RS \(Intervention and Referral Services for General Education Pupils\)\*\*](#) (Board Policy 6164.1)
- [\*\*Guidance Services\*\*](#) (Board Policy 6164.2)
- [\*\*Conduct/Discipline\*\*](#) (Board Policy 5131)
- [\*\*Vandalism/Violence\*\*](#) (Board Policy 5131.5)
- [\*\*Substance Abuse\*\*](#) (Board Policy 5131.6)
- [\*\*Harassment, Intimidation & Bullying\*\*](#) (Board Policy 5131.1)
- [\*\*Acceptable Use of Technology Policy\*\*](#) (Board Policy 4119.27, 4219.27)
- [\*\*Visitors\*\*](#) (Board Policy 1250)
- [\*\*Operations and Maintenance of Plan\*\*](#) (Board Policy 3570)
- [\*\*Transportation Safety\*\*](#) (Board Policy 3541.33)
- [\*\*Illness\*\*](#) (Board Policy 5141.2)
- [\*\*Code of Conduct Remote Teaching -Learning\*\*](#) (Board Policy 4119.27, 4219.27)
- [\*\*Remote Learning\*\*](#) (Board Policy 6173.1)