



Oradell Public School District

*Our children, our hope, our future*

# Parent-Student Handbook 2023-2024



## MISSION STATEMENT

*The Oradell Public School is dedicated to the ongoing pursuit of educational excellence through comprehensive innovative curriculum and instruction. The District is committed to providing opportunities for social, emotional, and academic discovery to foster curiosity, courage, and character. Our goal is to prepare our students to become life-long learners who are self-directed, resilient, productive, and responsible citizens.*

Ms. Megan N. Bozios, Superintendent  
Mr. Peter Iappelli, Business Administrator/Board Secretary  
Ms. Amy Brancato, Director of Curriculum and Instruction  
Dr. David Roth, Supervisor of Special Services  
Mr. Paul Cusack, Supervisor of Buildings and Grounds  
Ms. Michelle Hawley, Principal  
Mr. Michael Hagopian, Assistant Principal Pre-K - Grade 2  
Mrs. Melissa Avgerinos, Assistant Principal Grade 3 - 6

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## **MEMBERS OF THE BOARD OF EDUCATION**

Mrs. Dorothy Watson-Nichols, President  
Mr. Gregory Derian, Vice President  
Mrs. Alena Acosta  
Ms. Pooja Bhatia-Nigam  
Ms. Jamie Downey  
Mr. Jeremy Griffin  
Mrs. Katherine Norian  
Mrs. Rita Walker  
Mr. John Walsh

## **HOME-SCHOOL COMMUNICATION**

At Oradell Public School, a strong partnership between home and school is imperative in pursuing student success. One important avenue of communication is the Oradell Public School [website](#). Regularly checking it will keep you up-to-date on special events at OPS. Additionally, a weekly email blast is sent from the administrative team, which includes important notices and information about upcoming events. To receive this blast, please update your Parent Portal with a valid email for all OPS students. We also believe ongoing communication between parents and teachers is integral to our students' academic journeys. In addition to written communication, parents may leave messages for faculty members via voicemail and email. Parents should call [\(201\) 261-1180](tel:(201)261-1180) and follow the prompts. Specific contact information may be found by visiting [www.oradellschool.org](http://www.oradellschool.org).

Health-related forms can be found on the Nurse's office [website](#).

## **BUILDING SECURITY**

All outside doors are locked during the morning and afternoon sessions. Visitors must present themselves at the Main Entrance on Prospect Avenue to be admitted. Parents/Guardians and other visitors are required to report to the office upon entering the building. Visitors must state a specific purpose for visiting the school. Please note: students cannot open school doors for any parent/visitor.

All volunteers and visitors must prominently wear the identification badge issued in the school's main office. Photography or videography of any kind, outside of special school assemblies, is prohibited without administrative approval. The PTA will identify a photographer for special school events.

The Oradell School District works closely with the Oradell Police Department to ensure all safety in the school.

Please note that while leashed dogs and other pets are allowed on the sidewalks adjacent to OPS, they (other than service animals) are **NOT** allowed on school property!

## **SCHOOL WELLNESS/NUTRITION INFORMATION**

Following the child nutrition regulations set forth by the New Jersey and the United States Departments of Agriculture, the Oradell Public School District has enacted specific guidelines that govern selling, serving, and distributing beverages, snacks, and food items at school. This critical "wellness" initiative supports the physical, emotional, and social fitness of children and adults alike in support of their overall growth and development. The guidelines are outlined below and apply to edible items sold, served, or distributed during the school day (i.e., class parties, fundraising sales, PTA lunches, classroom rewards). Please note: these guidelines do not govern

the lunches children bring to school; however, Oradell Public School encourages balanced nutrition that includes healthy food and beverage items. Please review the guidelines below and know that the Board of Education, PTA, and faculty have teamed to promote healthy choices that support healthy lifestyles. We encourage everyone to join this important health initiative. Questions regarding these regulations can be directed to the school nurse at (201) 261-1180 ext. 4123.

#### **NUT-FREE CLASSROOMS GRADES 1-6:**

- All classrooms in grades 1-6 will be tree nut/peanut-free to accommodate students with food allergies and protect them from anaphylaxis. Tree nuts include almonds, Brazil nuts, cashews, chestnuts, filberts/hazelnuts, macadamia nuts, pecans, pistachios, pine nuts, and walnuts. Therefore, all students must bring snacks that do not contain any tree nuts/peanuts. Some snack suggestions are vegetables, fruit, crackers with spreads, cheese cubes, pretzels, rice cakes, and popcorn. For a list of safe snacks to pack your child, please go to <http://snacksafely.com/safe-snack-guide/>.
- Students may bring tree nut/peanut food items for lunch in the Multi-Purpose Room (MPR). Accommodations will be made for students with food allergies. Students with allergies will sit at the “Nut Free” table with grade-level peers unless parent documentation is provided.
- Kindergarten students eat lunch in their classrooms and may bring tree nut/peanut food items for lunch. Students with allergies will sit at a “Nut Free” area of the classroom.

#### **SNACK DURING THE SCHOOL DAY**

- All students must eat a healthy breakfast before their school day. Students in grades K-6 may have a snack. The decision to have a snack will be based on the students’ age, the time of lunch, and a discussion with the administration. Snacks must be nut-free, easily transported, and easy to clean up.
- Water is the only beverage students may have in class.

#### **BEVERAGE, SNACK, AND FOOD ITEMS THAT CAN NOT BE SERVED, SOLD, OR DISTRIBUTED AT ANY TIME BEFORE THE END OF THE SCHOOL DAY INCLUDE:**

- All forms of candy and any food or beverage with sugar as the first ingredient. Note, sugars have various names, such as sucrose, fructose, and glucose.
- Without exception, foods of Minimal Nutritional Value (also known as FMNVs – see list below) **are not permitted to be sold or distributed at any time for any occasion!**
- Oradell Public School does not permit birthday treats/snacks to be distributed.

#### **WHAT ARE THE FOODS OF MINIMAL NUTRITIONAL VALUE (FMNVs)?**

|   |                            |
|---|----------------------------|
| Soda  | Marshmallow Candies        |
| Water Ices that contain no fruit or fruit juice | Fondant (soft chews/mints) |
| Gum   | Licorice                   |
| Hard Candy (All!)                               | Cotton Candy               |
| Jellies & Gummy Candies                         | Candy-Coated Popcorn       |

#### **BEVERAGE, SNACK, AND FOOD STANDARDS:**

- **Beverages** – All beverages offered shall be milk, water, or 100% fruit or vegetable juice. Beverage sizes shall not exceed 12 ounces (except for water and 2% or less milk). Whole milk shall not exceed 8 ounces.
- **Snacks** – No more than 8 grams of total fat/serving. No more than 2 grams of saturated fat/serving.

#### **STUDENT DRESS CODE**

To provide a safe and secure school, strengthen the educational focus, and establish an orderly learning environment while preparing students for success in the professional workplace, Oradell Public School has established the following standards for student dress and appearance. The following guidelines will help clarify our expectations:

- **Hats** may not be worn in school except for religious or medical purposes unless a pre-announced special occasion permits them.
- **Attached hoodies/hoods** may not be worn on the head in school.
- **Sunglasses** may not be worn in school unless they are for medical purposes.
- **Sneakers with wheels** are not permitted on school grounds during the school day.
- **Flip-flops, slides, and slippers** may not be worn in school for safety purposes. All shoes must have a back strap. Students will sit out of recess if they wear flip-flops, slides, and slippers.
- **Clothing that exposes the mid-section of the body** (midriffs or undergarments) are not permitted.
- **Any clothing that reveals undergarments is not permitted.** This includes but is not limited to bralettes, camisoles, form-fitting tank tops, boxer shorts, underwear, etc.
- **Skirts, dresses, shorts, or “skorts”** must cover underwear and extend at least 2 inches below the buttocks.
- **Extremely tight clothing**, such as bodysuits/leotards, must be covered with a top layer.
- **Clothing may not be adorned by slogans, symbols, or advertising promoting drugs, alcohol, or similarly inappropriate themes.**

You will be contacted to bring in clothing if your child does not conform to these guidelines.

**FULL DAY DAILY SCHEDULE**

|                            | <b>Kindergarten</b> | <b>Grades 1-3</b> | <b>Grades 4 &amp; 5</b> | <b>Grade 6</b> |
|----------------------------|---------------------|-------------------|-------------------------|----------------|
| <b>Students Report</b>     | 8:30 AM             | 8:30 AM           | 8:30 AM                 | 8:30 AM        |
| <b>Lunch/Recess Begins</b> | 12:35 PM            | 11:20 AM          | 12:10 PM                | 12:10 PM       |
| <b>Lunch/Recess Ends</b>   | 1:20 PM             | 12:10 PM          | 12:55 PM                | 12:55 PM       |
| <b>Dismissal</b>           | 3:00 PM             | 3:00 PM           | 3:00 PM                 | 3:00 PM        |

|                        | <b>Preschool AM Session</b> | <b>Preschool PM Session</b> |
|------------------------|-----------------------------|-----------------------------|
| <b>Students Report</b> | 8:35 AM                     | 12:30 PM                    |
| <b>Dismissal</b>       | 11:00 a.m                   | 3:00 PM                     |

**EARLY DISMISSAL SCHEDULE**

Utilized for specific days listed in the calendar and for emergency closing as necessary.

**Grades K-6:** 12:30 PM dismissal

**Preschool AM Session:** 8:35 AM arrival – 10:15 AM dismissal

**Preschool P.M Session:** 10:45 AM arrival – 12:30 PM dismissal

**EMERGENCY CLOSING OF SCHOOL**

School closings, delayed openings, or early dismissals will be communicated to parents/guardians via a recorded phone message, text, and/or email. To update your contact information, please log in to the [Parent Portal](#) to update information for all children attending OPS.

Additionally, whenever it is necessary to close school due to adverse weather conditions, a one-half-minute fire siren will be sounded at 7:15 AM. We also have “school closing” announcements on News 12-NJ Television and the Oradell Public School Website: [www.oradellschool.org](http://www.oradellschool.org).

Early school closing occurs only under extreme circumstances. However, if an early closing were to occur, the phone, text, and/or email system would be utilized, and a notice placed on the website. Notification of the early closing would also be provided to the radio stations.

**DELAYED OPENING**

|                               |                             |
|-------------------------------|-----------------------------|
| School Begins                 | 10:00 AM                    |
| Lunch - Grades 1, 2, 3        | 11:20 AM - 12:05 PM         |
| Lunch – Grades 4, 5, 6        | 12:10 - 12:55 PM            |
| Lunch – K                     | 12:35 PM – 1:20 PM          |
| Dismissal                     | 3:00 PM                     |
| Pre-K 3 - 10:00 AM - 12:00 PM | Pre-K 4 - 1:00 PM - 3:00 PM |

**ARRIVAL AT SCHOOL**

It is imperative that students arrive on time each day, as instructional time is critical. Parents/Guardians must notify the school when a student will be late for any reason. Late students **MUST** sign in at the main office.

**For your child’s safety, students should not arrive at school before 8:15 AM as supervision is unavailable during this time frame unless your child attends “Before Care” with the YWCA.**

**Entry Locations (Please note there will be signs at entry locations to guide you. Look for your grade level.)** *Note - supervision begins at each location at 8:15 AM, and doors will open at 8:20 AM.*

- **Pre-K** – Church Street Playground - Students will be greeted by their teacher at 8:35 AM.
- **Kindergarten** – Church Street - Students enter at the K door beginning at 8:20 AM and proceed inside, where they will sit outside their classrooms with adult supervision until 8:30 AM.
- **Grade 1** – Auditorium- Students enter the auditorium door and proceed inside, where they will sit by class with adult supervision until 8:30 AM.
- **Grade 2** – Church Street West Entrance - Students enter at the 2nd grade door and proceed inside, where they will sit outside their classrooms with adult supervision until 8:30 AM.
- **Grade 3** – Church Street East Entrance - Students enter at the 3rd grade door and proceed inside, where they will sit outside their classrooms with adult supervision until 8:30 AM.
- **Grade 4** – Prospect Avenue North - Students line up outside and enter the building at 8:30 AM.
- **Grade 5** – Center Street West - Students line up outside and enter the building at 8:30 AM.
- **Grade 6** – Center Street East - Students line up outside and enter the building at 8:30 AM.

**Dismissal Procedures**

Student dismissal times are listed in this handbook and are in accordance with the District Calendar. Early dismissals may occur for emergencies such as inclement weather. For pick-up purposes, all students who are a non-visual hand-off will be dismissed first. Once this occurs, the class will walk to their designated pick-up spot, the same as morning drop-off. After five minutes, students will be walked to the front of the building, where any late pick-ups will occur. An administrator will wait with students there.

**STUDENTS AND PARENTS MUST UTILIZE CROSSWALKS ON CHURCH STREET, CENTER STREET, AND PROSPECT AVENUE, AS WELL AS OTHER STREETS AS THEY TRAVEL TO AND FROM SCHOOL.  
“JAYWALKING” IS DANGEROUS AND STRICTLY PROHIBITED.**

## **STUDENT ATTENDANCE**

In order for students to learn and achieve to their fullest potential, it is critical for them to attend school regularly and be engaged in the learning process. Research shows that student absences impact a child's ability to succeed in school. The goal for any student is to be absent only when absolutely necessary. The district understands there will be times when a student must be absent — such as for illness or family emergency.

### ***Protocols for Reporting a Student Absence***

When your child is going to be absent, please go to the Oradell Public School website and choose "Report Student Absence." You can also call (201) 261-1180, press 1 to be connected to the absence line, and state your child's name, grade, teacher, and reason for the absence. This reporting system helps speed the receiving of this information and helps us keep track of your child. If a student does not report to school and we have not received your notification, we will try to contact you by phone to check on the situation. Please do not call the main office to report an absence. The website and absence line are available 24 hours a day.

### ***Chronic Absenteeism***

Chronic absenteeism is defined as being absent more than 10% of the school year (18 days). District policy and state law states that a student must be in attendance 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee.

### ***Excessive Unexcused Absences***

When a student's number of unexcused absences (i.e., family travel, performance of household or babysitting duties, and/or daytime activities unrelated to the school program) is equal to or greater than five days, the district will notify the parent and work collaboratively to create an intervention plan. Students who have 10 or more unexcused absences are defined as truant. In these cases, a determination regarding the need for a court referral for truancy will be made, and the parent/guardian will be informed.

## **EXCUSING STUDENTS EARLY FROM SCHOOL**

Students excused from school early must be signed out in the main office by a parent or guardian. Students in grades 4-6 may sign themselves into the main office if they return to school. Parents should notify the teacher via email of the time for an early dismissal from school. The child will be sent to the main office at the expected dismissal time. This is to reduce the need for classroom interruptions. Parents will sign out their child from the enclosed lobby.

## **FULL DAY SCHEDULE LUNCHTIME PROCEDURES**

All students must stay in school for lunch unless signed out by a parent, guardian, or other designated adult. When children leave for lunch, written notification must be provided to the child's homeroom teacher in advance. At the appropriate lunch dismissal time, children must be signed out in the main office enclosed lobby by the appropriate adult. In addition, after lunch, children must be signed back into school by the designated adult in the main office enclosed lobby. Students in grades 4-6 may sign themselves into school in the main office hallway when they return from lunch.

## **CELL PHONES, CAMERAS, PERSONAL ELECTRONIC DEVICES, TABLETS, VIDEO & VOICE RECORDERS**

Students may not use cell phones or similar telephonic devices on school property during school hours. If students bring a cell phone or wear a watch with cell phone capability, it must be set to silent and kept in the backpack during school hours. In addition, any device that records video images or voices is not permitted on school grounds without prior approval for purposes such as field trips. The clear intention here is to respect privacy rights. Students who photograph or capture images of other students on school property with or without their permission will be referred to the school administration for appropriate action based on the Code of Conduct.

**Lunch, recess, and other play times are meant to be pleasant, socially interactive daily activities. Electronic devices are not permitted for use during this time.**

## **STUDENT HEALTH SERVICES**

### **Health Services**

The students at the Oradell Public School have the services of a full-time school nurse and two part-time nurses. We encourage you to speak with the nurses about any health concerns you may have regarding your child.

### **Physical Education**

Any child coming to school with stitches, crutches, casts, or immobilizers will be excused from physical education and recess. A **physician's note** stating the activity limitations, diagnosis, and when activity can be resumed is required. Please note that if a physician's note excuses students from physical education, they will also sit out of recess. A physician's note will be required to allow students to resume participating in PE and recess.

### **Medications**

- **School nurses can administer prescription and nonprescription medication only if they have a statement from the student's physician on their stationery indicating the name of the medication, dose, and time the medication is to be administered.** The medication must be presented to the nurse in a clearly marked prescription bottle with the name, dose, and time the medication is to be given.
- In cases where daily medication is necessary for your child's health, such as severe allergies or other potentially life-threatening illnesses, as defined by New Jersey Statute, Title 18A, students may carry their prescribed medication and self-administer as deemed necessary. **This requires a prescription from the doctor and written permission from the parent/guardian.**
- All medication prescriptions must be renewed by the physician each school year.

### **Physicals**

The State of New Jersey requires all students new to the District and all Kindergarten students to have a physical examination. A physical exam is recommended for grades 2 and 5.

### **Scoliosis**

Scoliosis screening is done for students ages ten and above, as required by law.

### **Dismissal from Nurse's Office**

Parents who are picking up a child from the Nurse's Office before dismissal will wait in the enclosed lobby of the main office. The sign-out book will be there, and the child will be brought to you.

### **Absences Due to Illness**

It is sometimes difficult to determine if a child needs to stay home and miss school. The School Doctor provides the following guidelines:



- If a child has vomiting or diarrhea (absent of any other symptoms) -- they must stay home for **24 hours after symptoms subside**.
- If a child has a fever (100 degrees or higher) absent of any other symptoms, they must stay home for **24 hours after the fever has subsided**. Remember that a mildly elevated temperature may be an early indication of illness.
- Students who test positive for strep must stay home until they have **taken antibiotics for 24 hours**.
- Please consult a pediatrician if a child has discharge or crusting from the eyes. Students must be discharge-free before returning to school.

### **Health-Related Emergencies**

In conjunction with the United States Secretary of Education, the State Department of Education has requested that all school districts address and incorporate a health-related response protocol into their safety and security plans. A pandemic is an example of a health-related emergency. The Oradell Public School District recognizes the importance of emergency preparedness and has broadened its planning effort to address a pandemic health emergency. If the Governor's Office declares a health emergency, school will most likely be closed. If such an emergency arises, information will be communicated to parents, faculty, and community members via the media and the school's website.

Limiting the spread of illness, common colds, and viruses is a goal shared by parents and faculty. Ill children must remain home and return after their symptoms resolve and they are physically ready to return to school. The school staff will encourage good hygiene (i.e., covering a cough, using tissues, hand washing, etc.) and appreciate the efforts of parents in reinforcing positive hygiene practices in the home.

### **USE OF TECHNOLOGY RESOURCES**

The Oradell Public School District affords all students access to technology resources to advance and promote learning. Educational technology is infused into the District curriculum to maximize student achievement.

Proper student etiquette, both at school and at home, is the responsibility of every student where technology resources are used. It is important to note that using such resources is a privilege, not a right. Students are to use technology resources only in productive ways to promote the learning process as supervised by the classroom teacher. In addition, students should never post/share personal information about themselves on the internet (i.e., names, addresses, telephone numbers, or personal photographs) or send harassing messages using electronic mail and/or other forms of communication. Furthermore, students shall not attempt to gain unauthorized access to the District system or any other computer system through the District system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files. Students shall not deliberately try to disrupt the District's computer system performance or destroy data by spreading computer viruses that can damage computer systems, firewalls, servers, or network systems.

The Oradell Public School District supports using technology resources within the context of the educational endeavor and appreciates the support of parents and faculty in promoting student safety practices at school and home. Please read the Acceptable Use Policy on the next page. When you sign on the [Parent Portal](#) that you have read this handbook, you also acknowledge that you agree that you and your student will follow the Acceptable Use Policy and the Home Technology Use Contract.

### **SPECIAL PROGRAMS**

#### **Special Services**

There are a variety of special programs that are either mandated by the State or Federal government or have

been designed by our staff to meet the individual needs of our students. The range of programs available allows students to receive extra assistance in all academic areas. Some programs meet the needs of students who need an extra challenge beyond the classroom. Questions regarding these programs should be directed to the **Department of Special Services at (201) 261-1180 ext. 1005**. Classroom teachers work closely with this department to ensure all children succeed.

### **Home Instruction**

Home instruction is provided for students who cannot attend school for longer than two weeks due to illness or injury. If your child requires this service, please contact the school nurse.

### **Child Study Team Services**

The State mandates that all schools have the services of a Child Study Team available to students. The team includes a school psychologist, social worker, and learning disability teacher consultant (LDTC).

Students experiencing significant learning and/or behavioral difficulties in school may be referred to the Child Study Team for possible consideration for the need for special education and/or related services. Parents may address their concerns in writing to the Supervisor of Special Services. Referral requests will not be accepted electronically and must be submitted in a hard copy format. Upon receiving the written referral, the Office of Special Education date stamps the request and assigns a case manager (from the Child Study Team). Within 20 calendar days, excluding school holidays but not weekends or summer vacation, schedules a meeting. The meeting shall be attended by the Child Study Team, the parent, and a regular education teacher with knowledge of the District's programs. The purpose of the meeting shall be to review existing data and decide the need for an evaluation. If so, the nature and scope of the evaluation will also be determined. For further information, contact the Department of Special Services.

### **Project Child Find**

The Oradell Public School District is sponsoring a Child Find public awareness campaign to locate and provide services for unserved/underserved youth, including migrant and homeless children with a delay or disability from birth through 21 years of age. Children may exhibit physical, mental, language, or emotional difficulties. Our Child Study Team will provide screening, evaluation, guidance services, and educational programs if a child is eligible. These are provided free for those who need services. If you are concerned your child ages 3-21 is developing differently, you can call the **Child Study Team office at (201) 261-1180 ext. 1005**. Information on how and where to obtain services for children under three years old may be obtained by calling **(800) 322-8174**.

### **Instructional Support Program**

Students who need assistance in reading, writing, and mathematics assistance may receive support through OPS's Intervention program (formerly Basic Skills). Teacher specialists may give assistance either in class or as a pull-out program. Entrance and exit from this program are determined through multiple assessments.

### **English as a Second Language**

The school, in compliance with State Law, maintains a program for students who qualify for additional English language instruction. These Multilingual Learners are taught to develop the functional English language skills needed for classroom success. These students are also given support within their classroom. Entrance and exit from this program are determined through assessment.

### **The TAG Program**

The TAG program promotes challenging learning opportunities for all students in diverse school settings. It is

designed to enhance existing practices and expand enrichment to improve the performance of all our students. Various assessment tools, including standardized testing scores and teacher recommendations, are used as criteria for selecting eligible students.

### **Intervention and Referral Service Committee (I&RS)**

The Intervention and Referral Services Committee is a resource for classroom teachers who seek support with students experiencing learning, behavioral, attendance, and/or health difficulties. Parents whose children will be discussed at these meetings will be contacted before the meeting date.

### **BOARD HOMEWORK POLICY**

The Board of Education recognizes the importance of homework as an exercise that serves to broaden, deepen, or reinforce student knowledge and understanding. Board policy encourages homework assignments/projects such as unit projects, writings, themes, and creative art projects. Homework will not, under any circumstances, be used for punitive reasons. Students are still expected to complete homework assignments when working remotely.

The Oradell Public School District realizes that, based on family schedules, there may be times when parents remove their children from school for vacation purposes. However, the District also recognizes the importance of regular attendance and its impact on student learning and development. It is important to note that requests for teachers to project and provide lessons/activities for the student to complete during vacation absences will not be honored. However, reading and journaling activities will be made available as a means of reinforcing previously learned skills. For such absences, it becomes the responsibility of the parent and child to work with the teacher, upon the child's return to school, for any work missed during that time. In most cases, a reasonable length of time to complete missed work shall equal the number of school days missed. The principal may give special consideration to situations of pre-scheduled student absences (other than family vacation). Upon the principal's approval, work will be assigned for completion by the student during such absences.

### **District Homework Philosophy**

- Teachers and parents recognize that homework is tied to school success.
- Homework extends classwork and provides reinforcement.
- Homework helps students synthesize and integrate what they have learned in the classroom. In some cases, it helps a student to work at their own pace.
- Homework permits more productive use of class time. It provides a link between school and home, allowing parents to keep informed about their child's progress.
- Homework encourages students' self-discipline/responsibility and helps the development of time management skills.
- Homework helps students develop positive study habits and skills of concentration, which are used throughout life.

### **Make-Up Assignments Due To Absence**

School attendance continues to be an important factor in school success. Students are encouraged to make up assignments when absent to support the continuity of instruction. Parents may contact the homeroom teacher via email by 9:00 AM on the date of the absence to request homework.

### **NONDISCRIMINATION/AFFIRMATIVE ACTION**

No pupil enrolled in the District school shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this District based on race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition, or nonapplicable disability. The Superintendent acts as the Affirmative Action Officer and may be

reached at (201) 261-1180 ext. 3004.

### **SCHOOL RECORDS**

Oradell Public School maintains educational records for each student. Parents have the legal right to review/inspect the academic records of their children. The process begins with the parents submitting to the school principal a written request that identifies the record(s) they wish to inspect. The principal will then make access arrangements and notify the parents when the records may be reviewed. Such inspection must take place within 45 days of the date the request was received.

Following a child's education records review, parents may ask the School District to amend a record that they believe is inaccurate or misleading. Such requests must be made in writing to the superintendent, and must identify the part of the record they want to be changed and specify why it is inaccurate or misleading. Suppose the School District decides not to amend the record as requested by the parents. In that case, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents when notified of the right to a hearing.

Finally, it is essential to note that, upon request, the School will disclose education records to officials of another school district in which a student seeks or intends to enroll.

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)**

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires that all educational facilities be inspected for asbestos-containing materials and develop a remedial plan of action. Each educational facility shall reassess all identified asbestos-containing materials at least once every six (6) months. In addition, each facility must be reinspected once every three (3) years (tri-annual reinspection). We will keep you informed of our AHERA compliance. Contact Person: Business Administrator/Board Secretary.

## **APPENDIX A - STUDENT CODE OF CONDUCT**

As stated in [Board Policy 5131](#), the Oradell Public School District believes that student behavior and an effective learning program are connected. At Oradell Public School, we expect all members of our community to treat each other as they would like to be treated. The Golden Rule is the foundation upon which our community is built – it guides how we act and interact daily. At OPS, we see mistakes as part of life, and our job is to learn and grow from them. Our Code of Conduct emphasizes an approach for teaching children to reflect and improve.

We will be reviewing our Code of Conduct with students in the fall; we ask that families also review the Code of Conduct to clarify school expectations with your child. It is important to note that the documented policies are used to assist students in establishing the boundaries between acceptable and unacceptable behavior. The disciplinary consequence is the direct result of a student's misconduct. As required, certain infractions will be reported to local enforcement agencies. In addition to the disciplinary consequences, a student may receive support services.

OPS Students are expected to:

- Be on time
- Complete all homework and other assignments
- Follow school rules that have been developed to keep members of the community safe
- Communicate with peers and those in authority with respect and accept responsibility for one's words and actions
- Accept disciplinary consequences with dignity and work to improve one's performance and conduct
- Take responsibility for learning and behavior by being respectful to the teachers, assistants, and classmates
- Use manners and be polite
- Comply with Board Policies governing appropriate dress and the proper use of electronic devices
- Respect school property and help to keep it free from damage

OPS parents/guardians are expected to:

- Model positive behavior and good manners
- Work cooperatively with the school staff to ensure the well-being of all children
- Promote their child's punctual and regular school attendance
- Demonstrate respect and civility in all interactions with all members of the community
- Explain and discuss the Code of Conduct with their child
- Reinforce student adherence to the Code of Conduct
- Provide emotional, social, and academic support in the student's school life
- Adhere to all policies and procedures of the district

OPS staff members are expected to:

- Model positive behavior and good manners
- Work cooperatively with OPS families to ensure the well-being of all children
- Demonstrate respect and civility in all interactions with all members of the community
- Develop a supportive, positive classroom culture and use classroom management strategies that support students taking responsibility for their behavior
- Use a trauma-informed mindset to approach student behaviors
- Discuss behavior with the student and seek additional support based on the level and frequency of the action
- Adhere to all policies and procedures of the district

This plan will be used when dealing with conflicts that may or may not rise to the level of HIB. Remedial measures shall be designed to correct the problematic behavior; prevent another occurrence of the problem; protect and provide support for both the target and the agent of the act. The consequences and remedial measures may include, but are not limited to:

- Warning
- Discussion with student and/or parent
- Temporary removal from the classroom
- Reflection Room Session (before school, after

| <ul style="list-style-type: none"> <li>● Referral to the School Counselor</li> <li>● Written reflection</li> <li>● Apology</li> <li>● Take a break (moment of mindfulness, stop and think, reflect, walk)</li> </ul>  |   | <ul style="list-style-type: none"> <li>● school, recess)</li> <li>● I&amp;RS Meeting</li> <li>● Creation of Behavior Improvement Plan</li> <li>● In School/Out of School suspension</li> </ul> |   |
|---|---|--|---|
| BEHAVIOR  | First offense   | Second offense   | Third offense   |
| <p>Level 1 Behaviors</p> <ul style="list-style-type: none"> <li>● Teasing</li> <li>● Name calling</li> <li>● Using inappropriate language</li> <li>● Disrespect of personal space</li> <li>● Disrupting others through excessive talking, calling out, or attention-seeking behavior</li> <li>● Inappropriate conduct in on school grounds</li> </ul>   | <ul style="list-style-type: none"> <li>● Conversation with staff member/ warning</li> </ul>   | <ul style="list-style-type: none"> <li>● Parent contacted</li> <li>● Teacher-directed consequence (i.e., reflection, apology, taking a break, creation of behavior plan, etc.)</li> </ul>      | <ul style="list-style-type: none"> <li>● Reflection Room Session*</li> <li>● Assistant Principal notified</li> <li>● Parent contacted</li> </ul>                                    |
| <p>Level 2 Behaviors</p> <ul style="list-style-type: none"> <li>● Antagonizing that leads to the situation escalating</li> <li>● Rumors/gossiping</li> <li>● Inappropriate gestures</li> <li>● Deliberate disrespect towards others, including members of the staff</li> <li>● Misuse of school property</li> <li>● Theft</li> <li>● Violation of Acceptable Use Policy (technology)</li> </ul> | <ul style="list-style-type: none"> <li>● Teacher-directed consequence (i.e., Written Reflection, Apology, etc.)</li> </ul>                                  | <ul style="list-style-type: none"> <li>● Reflection Room Session*</li> <li>● Assistant Principal notified</li> <li>● Parent contacted</li> </ul>   | <ul style="list-style-type: none"> <li>● Three days of Reflection Room Sessions, not to exceed two recess Reflection Room Sessions per week*</li> <li>● Parent contacted</li> </ul> |
| <p>Level 3 Behaviors</p> <ul style="list-style-type: none"> <li>● Deliberate unsafe behavior (i.e., intentional removal of mask or invading a community member's personal space).</li> <li>● Inappropriate, deliberate physical contact (hitting, spitting, kicking, pushing, grabbing)</li> <li>● Threatening another student</li> <li>● Using items to intentionally hurt others</li> </ul>   | <ul style="list-style-type: none"> <li>● One day of Reflection Room Session*</li> <li>● Parent contacted</li> <li>● Assistant Principal notified</li> </ul> | <ul style="list-style-type: none"> <li>● Three days of Reflection Room Sessions, not to exceed two recess Reflection Room Sessions per week*</li> <li>● Parent contacted</li> </ul>            | <ul style="list-style-type: none"> <li>● Suspension</li> <li>● Parent contacted</li> </ul>  |

\*All disciplinary decisions are up to the discretion of the administration with consideration given to P.L.2018, c.73 (Recess Law). \*Students shall be provided restorative justice activities during the Reflection Room Session

**APPENDIX B - ANTI-BULLYING BILL OF RIGHTS/HARASSMENT,  
INTIMIDATION, AND BULLYING (HIB)**

Embedded within the Code of Conduct, the district has implemented specific protocols and procedures supporting the Anti-Bullying Bill of Rights. It is important to note that, [per Board of Education Policy #5131](#), harassment, intimidation, and bullying (HIB) are prohibited on school property or at any school-sponsored function. Such acts are to be reported immediately to the Oradell Public School Administration to investigate and address situations in a prompt manner. Reports can be made via written and/or verbal communication.

“Harassment, Intimidation and 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, that such acts will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to their person or damage to their 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.

The aforementioned Board Policy #5131 can be found under the Board of Education tab on the Oradell Public School website.

## **APPENDIX C - TECHNOLOGY ACCEPTABLE USE POLICY**

### **Oradell Computer Technology Acceptable Use Policy**

The Oradell Public School District provides its students with age-appropriate technology resources to pursue various curriculum goals. Such access is a privilege and requires that students act responsibly and agree in writing to the terms and conditions for acceptable technology use.

The District's Acceptable Use Policy (#6142.10) governing hardware, software, network, and Internet resources has been developed to define acceptable and unacceptable use of technology resources, promote understanding of responsible use, and protect and conserve such resources. Students should be aware that to maintain appropriate security measures for the technology system, they are subject to monitoring their use of the school's computers, software, network, and Internet at any time. Violation of the Acceptable Use Policy may result in suspension or termination of the user's computer privileges and may be subject to other disciplinary actions as well.

**The District requests that parents review the policy in its entirety by visiting [www.oradellschool.org](http://www.oradellschool.org). Simply hit the BOE button on the homepage, look for BOE Policies and click on "6000 Instruction".** There you will see policy # 6142.10. Please discuss the student use guidelines with your child as summarized below.

I understand that using the Chromebook /laptop/computer/ iPad appropriately and responsibly is very important. I understand that these rules are the same at school and home.

I promise to follow these rules:

- 1. I will only use the school laptop, computer, or iPad for school assignments.**
- 2. I will only work on applications and web pages that my teacher tells me to use.**
- 3. I will take care of the laptop, computer, or iPad that I use, never place it on the floor, and close it when I walk around.**
- 4. I will tell my teacher if I read or see images that are inappropriate or make me feel uncomfortable.**
- 5. I will be a good digital citizen and never send hurtful messages to others.**
- 6. I will follow copyright laws when using images**
- 7. I will always use my own words when writing and not plagiarize (copy) others' work.**
- 8. I will respect other students' work. I will not open or delete it.**
- 9. I will keep my password private.**
- 10. I will ask permission before taking photos or video of any student, teacher or administrator.**
- 11. I will not download any applications on the computers.**
- 12. I understand that if I break any of my promises, I might not be able to use the computers / laptops and may face disciplinary action.**

I have read the Oradell Public School's Computer Acceptable Use Policy and understand its contents. I have discussed the guidelines with my child. I understand that although the District uses an effective filtering program to block inappropriate Internet content, it cannot guarantee that web-filtering software will be 100% foolproof. Further, I accept full responsibility for supervision when my child's Internet use is not within the school setting.

## **APPENDIX D - TECHNOLOGY USE CONTRACT**



**Oradell Public School District  
Parent-Student Technology Contract  
2023-2024**

Oradell Public School students in grades 1-6 are one-to-one with devices during the school day. By acknowledging that you have read the Student Parent Handbook, you agree that both you and your student will follow the next contract.

Both student and parent agree to the following:

- I will take good care of my assigned device
- I will never leave my device unattended
- I will not give or lend it to anyone except to return it to the School
- I will keep food and beverage away from my device
- I will not place decorations (such as stickers, markers, etc.) on the device
- I understand it is my responsibility to keep this computing device from being damaged through accident or through the actions of others.
- I will not disassemble any part of my device or attempt any repairs.
- I will use my device in appropriate and educational ways, as stated in the Acceptable Usage Policy.
- I will not deface the serial number or asset tag on any device.
- I understand that my device is subject to inspection at any time without notice and remains the property of the Oradell Public School District.
- Following are costs associated with loss of or damage to the device:
- If the device is lost or stolen, the parent will pay \$300.00. Lost or stolen power cord - \$45.00
- Any damage judged to be the result of reckless, abusive, willful, or intentional conduct will be repaired at cost to the parent.
- I understand any repairs to fix manufacturer's defects **will not** result in a cost.
- I understand that the School will fully cooperate with all relevant authorities in investigating or prosecuting any unlawful use.
- I understand all Internet traffic passes through the district's content filter in school as well as off-premises. All traffic can be reviewed for inappropriate use, and students are responsible for websites visited as well as Internet searches performed.