



Oradell Public School District

*Our children, our hope, our future*

## 6th Grade Student Handbook 2025-2026



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## **Arrival at School**

You should arrive at the Center Street doors between 8:15 and 8:30 AM. You will line up at 8:30 and enter through the 6th Grade doors by the basketball court. If you arrive after 8:35 AM, you must enter through the main doors and sign in at the office.

## **Assemblies**

Your attendance will be required at several assemblies throughout the year. You are to sit quietly with your homeroom teacher and class. Your behavior represents OPS, so be mindful of your actions and words. Be polite, respectful, and engage appropriately with the speaker. If you are seated with a younger student, please be a model for their behavior.

## **Attendance**

Punctuality and attendance are crucial aspects of your academic journey. They play a significant role in shaping your overall educational experience and future success. Our school day starts at 8:30 AM. You should be on time and prepared for learning at the start of every school day and the beginning of every class period.

A student is considered tardy if they are not in their homeroom by 8:35 AM. This means students will be marked tardy if they are still in the hallway, at their lockers, or walking into the building at 8:35 AM. Students who enter at/after 8:35 AM must sign in through the Main Office.

We understand that there will be periods of illness during the school year and that time may be needed to rest and recover. If you are going to be out due to illness, please use email or Google Classroom to communicate with **ALL OF YOUR** teachers. You are responsible for communicating with your teachers and developing a plan to make up for missed work.

If you are consistently late, **absent**, and/or unprepared for class, you will be asked to meet with your teacher(s) to determine why you are late to class and to develop a plan to improve your punctuality in the future. Consistent lateness or excessive absences may result in a referral to the assistant principal and/or the Intervention & Referral Services (I&RS) team to develop an Attendance Plan with you and your family.

## **Chronic Absenteeism**

Chronic absenteeism is defined as being absent for more than 10% of the school year (approximately 18 days). District policy and state law stipulate that a student must be in attendance for 162 or more school days to be considered as having completed the instructional program requirements of the grade to which they are assigned. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee. Every two to three months, families will receive notification if their child is chronically absent.

Under N.J.A.C. 6A:32-8.4(e), the following are official state-excused absences, meaning they are not counted in days enrolled nor as absences for chronic absenteeism:

- Religious observance
- Attendance at a Veterans Day Event
- Participation in district board of election membership activities
- "Take Our Children to Work Day"
- One civic event per year (grades 6–12; event must be service-learning oriented and approved)

Therefore, in accordance with the New Jersey Department of Education, all other absences—including those due to illness—are considered absences and counted towards chronic absenteeism.

### **Reporting a Student Absence**

Parents can report a student absence by going to the Oradell Public School website and selecting “Absence Reporting”. You can also report an absence directly by logging in directly to the RealTime Parent Portal. [Click here](#) for directions. Families 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 expedite the receipt of this information and enables us to 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.

### **Detention**

Detention may be necessary to uphold discipline, promote accountability, and foster a conducive learning environment. While detention is not the preferred consequence, it serves as a valuable tool to address behavioral issues, tardiness, or incomplete assignments. Detention will be scheduled after school or during recess. Students will be given an opportunity to reflect on their actions and take responsibility for any misbehavior. Having detention at this time ensures minimal disruption to the regular class schedule. Detention may be assigned by any staff member, in collaboration with the administration team, to ensure consistency and follow-through.

### **Chromebooks**

You will be given a school-issued Chromebook, protective case, and a charging cable. This device is intended for use in research, schoolwork, and activities on district-approved websites, as directed by your teachers. You are not to use your device for activities unrelated to school (Playing games, using personal email, or messaging friends from your OPS email are examples of choices that take away from learning time). Please refer to the “Technology Acceptable Use Policy” and the “Technology Use Contract” in the Family-Student Handbook for more details on the appropriate use of a school-issued device. **You are responsible for bringing the laptop home at the end of each school day, charging it, and bringing it back to school the next day.** There will be spare chargers in each classroom if needed. If your device isn’t charged, you’ll be considered unprepared for class.

### **Community Service**

At OPS, we are committed to fostering a sense of community and responsibility among our students. As part of this commitment, you will be offered various opportunities for community service throughout the year. Engaging in acts of service not only contributes positively to the community but also helps students develop empathy and a deeper understanding of their role in society. Additionally, our 6th-grade giveback initiatives provide students with meaningful ways to make a difference, promoting teamwork, leadership, and a strong sense of citizenship as they actively contribute to projects that benefit others. Community service can also serve as a restorative activity.

### **Dismissal**

You will be dismissed by your last-period teacher at 3:00 PM. You are to be dismissed out the doors by the 6th-grade entrance (near the basketball court). If you have extra help or a meeting after school, please go

directly to that meeting. You should not linger in the hallway or other unsupervised areas after dismissal.

### **Extra Help**

Empowering you to advocate for yourself is an important part of the 6th-grade experience. You are encouraged to seek help when needed and attend extra help sessions offered by teachers after school or during lunch and recess. By taking the lead in your learning journey, you will develop a sense of ownership and resilience that will serve you well in the future.

### **Events**

Being in Sixth Grade is a milestone year. Not only are you preparing to graduate and transition to Middle School, but you are also concluding your journey at OPS. To celebrate this special time and make the most of your remaining months, several memorable events are planned throughout the year. Below are the tentative months for key Sixth Grade milestones to keep in mind:

Halloween Party (October)	Holiday Party (December)	Spring Fling (April)	Field Day (May)
STEAM Tank Celebration (June)	Commencement (June)	Field Trip (TBD)	

*\*These are Sixth Grade specific events. Please refer to the School Calendar for additional school events.*

### **Fire and Safety Drills**

During fire and safety drills, you are expected to demonstrate responsible and focused behavior. These drills are crucial for preparing for emergencies and ensuring everyone's safety. You should follow the instructions of all teachers and school staff promptly and calmly. Maintaining silence and orderly movement during evacuation helps create a controlled environment. By taking fire and safety drills seriously, you contribute to a safer school community and are better equipped to respond effectively in the event of a real emergency.

### **Goal Setting Conferences**

Teachers will meet with your families in the fall to set goals for the school year. You will have the opportunity to talk to your teacher before this meeting about an area that you have identified as a personal or academic goal for yourself.

### **Grading**

In Sixth Grade, you will receive a numerical grade. Grades will be posted on the Parent Portal within a reasonable timeframe following assignment completion. Parents and guardians are strongly encouraged to check the Parent Portal regularly, ideally every week. If you have questions about specific assignments or grades, please contact your child's teacher in the relevant subject area. Open communication helps support student success. In the event that a question arises regarding a grade, families and students are encouraged to check the portal and contact their teachers accordingly. Teachers will communicate with one another and ensure that assessments are balanced. STEAM grades will be incorporated within all subject areas. Additionally, Interim Progress Checks will be posted on Realtime Parent Portal at the halfway point in the Marking Period. These are issued if a student is performing below grade level in any content areas. This allows

families and students to stay informed about areas needing improvement and to take proactive steps to address any academic concerns before the end of the Marking Period.

Grading Legend			
<b>A+</b>	98-100	<b>B-</b>	80-82
<b>A</b>	93-97	<b>C+</b>	77-79
<b>A-</b>	90-92	<b>C</b>	73-76
<b>B+</b>	87-89	<b>C-</b>	70-72
<b>B</b>	83-86	<b>D+</b>	67-69
		<b>D</b>	63-66
		<b>D-</b>	60-62
		<b>F</b>	Below 60
		<b>P</b>	60-100
		<b>NG</b>	No Grade

To help prepare students for Middle School, Sixth Grade begins using weighted grading. This means that different assignments and assessments will carry different levels of importance when calculating the overall grade. The following weights will be used in Realtime to determine final grades:

Category	Weight	Suggested Minimum Amount
Tests	30%	3
Quizzes	25%	3
Classwork	25%	5
Homework*	10%	5
Class Participation	10%	2

\*Grading will be based on completion and student effort

\*\*Weights are subject to change based on content area

## Gum

Unless it is a part of a specific educational plan, students are not permitted to chew gum at OPS. If you are chewing gum, you will be asked to remove your gum and dispose of it properly. If you continue to chew gum after being spoken to, your family will be contacted, and you may face disciplinary consequences, including lunch and/or after-school detention.

## Hallway

As sixth graders, you serve as role models for younger students. We expect you to model appropriate behavior in the hallway. Behaving well in the hallways demonstrates respect for other students, staff, and visitors. You should:

- Walk through the halls in a straight line, on the right side of the hallway and the staircases. Running, pushing, or engaging in unsafe behavior in the hallways is not allowed and can lead to accidents and injuries.
- Be courteous, quiet, and considerate of others' space as you move through the building.
- Use appropriate language & keep the 6th-grade hallway neat and free of clutter (i.e., no backpacks on the floor).

Teachers will supervise the hallways during transitions between classes and will walk you from class to lunch,

specials, and assemblies.

### **Hats/Hoods**

According to the OPS Family Student Handbook, students are not permitted to wear hats or hooded sweatshirts (also known as hoodies) during the school day. Teachers will ask that you remove your hat or take your hood down when you enter the classroom. Head coverings are permitted for religious reasons.

### **Harassment, Intimidation, and Bullying (HIB)**

Embedded within the Code of Conduct (see Code of Conduct below), 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, which will investigate and address the situation promptly. Reports can be made via written and/or verbal communication.

It is important to recognize that individuals may interpret terms or label incidents as “bullying,” “intimidation,” and “harassment” differently. However, public school districts are legally required to adhere to the definitions established by the New Jersey Department of Education. The official definition is provided below:

“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.

### **Homework Policy**

Homework is given to reinforce classroom learning, practice new skills, promote independent study habits, and prepare students for upcoming lessons. Teachers will assign homework in subject areas for approximately 60 minutes each evening, excluding independent reading time. Homework will be assigned regularly, Monday through Thursday nights. We usually do not assign homework over weekends or holiday breaks; however, some projects or assignments required in the upper grades may have a long-term due date. In these cases, you may need to take this extra time to complete the required work. We will always try to give at least three days' notice for upcoming assessments so you may learn to organize and prioritize your study time accordingly.

In the event of an excused absence, you will be afforded the same number of days absent to make up the missing work.

**Please note that family travel, performance of household or babysitting duties, and/or daytime activities unrelated to the school program are not considered excused absences.**



## **Home-School Communication**

Students are encouraged to communicate directly with their teachers through email or in person. We also understand that consistent communication between home and school is important. When your family needs to speak with a classroom teacher about a specific academic concern, please contact that teacher directly. If you have a concern regarding overall performance or social issues, please email [grade6@oradellschool.org](mailto:grade6@oradellschool.org) to contact the entire teaching team. Students are shared equally amongst the 6th grade instructional staff, and the homeroom teacher should not be the primary point of contact for overall concerns. If families have a concern, the first point of contact should be your child's homeroom teacher or the specific content area teacher, depending on whether the concern is academic in nature.

Student school email is intended for daily communication with staff members only, unless otherwise approved by a staff member. If a student needs to contact a family member during the school day, they must first obtain permission from a staff member before doing so.

## **Leadership Opportunities**

We are proud to offer our Sixth Grade students the opportunity to serve as school leaders through programs such as Safety Patrol, Student Government, and more. As the oldest students in the building, younger students look up to you and view you as role models. We expect you to continue supporting our school community by demonstrating positive behaviors, such as keeping our hallways clean, using respectful language, and offering help to others, by following the "Way of the Panther."

This year, we are excited to introduce an additional leadership opportunity called Peer Leadership. Open to students in Grades 5 and 6, this program allows selected students to mentor and support students in Kindergarten through Second Grade. Students who apply and are accepted into the Peer Leadership program will be required to attend five mandatory training sessions during recess. These sessions will be held only once, at the beginning of the school year.

Once trained, Peer Leaders will be assigned two days per A–F rotation during one marking period. During these designated times, Peer Leaders will work with younger students either during recess or, for sixth graders, during their Advisory period.

 [Click here](#) for more information regarding the Peer Leadership Program

## **Leaving Class (Bathroom, Lockers, Nurse, Etc.)**

Students are expected to remain in class at all times to maximize learning and stay current with instructional content. Excessive time spent out of the classroom can negatively impact academic progress. If you need to use the bathroom, you must sign out using the designated classroom log. Only one student may leave the room for the bathroom at a time. Visits to the Nurse's Office require teacher approval. For any reason other than the ones mentioned above, please speak directly with your teacher. If a student frequently leaves class to use the bathroom or visit the nurse without a documented medical reason, a meeting will be scheduled with the student, parents/guardians, and teachers to develop a plan that ensures the student receives appropriate support while minimizing missed instructional time. If it is determined that a student is misusing the bathroom, lockers, or nurse's services, appropriate disciplinary action will be taken.

## **Lockers**

6th-grade students will have an assigned locker to share with another student in the 6th-grade hallway. You

cannot change your locker assignment without permission from your homeroom teacher. Open lockers are unsafe. Locker doors should be closed after each use to prevent injuries and crowding in the hall. You are responsible for keeping your locker and school materials neat and orderly so that the locker door can be closed. Any issues with cleanliness, disorganization, or failure to follow these guidelines will result in a warning. Further incidents may result in disciplinary consequences. *At no time during the school year (including the last days of the year) may any student write on or in a locker.*

**In order to minimize noise and class interruptions, you should go to your locker first thing in the morning, before lunch, after returning from special, and at the end of the day. Students may benefit from having a drawstring bag to carry materials needed in all classes. Oversized backpacks are not permitted in classrooms due to the risk of fire hazards. Determinations regarding size and storage will be made at the discretion of the classroom teacher.**

### **Lunch**

As a 6th-grade student, you are allowed to sit with any classmates on the 6th-grade side of the MPR during lunch. You do not need to sit with your homeroom. This flexibility is a privilege and may be revoked by staff members, including Lunch Aides, if behavior expectations are not met.

Please follow these expectations during lunch:

- Be kind and respectful in your words and actions.
- Include others and avoid excluding anyone.
- Clean up your area before leaving, including the table and floor.

Choosing your seat is a privilege that may be revoked from individual students, homerooms, or the entire grade level if behavioral issues arise or lunchroom expectations are not being met. This will be decided by the staff, including the Lunch Aides.

### **Lunchtime Clubs**

Students in Grades 2–6 may sign up to participate in Lunch Clubs, which meet twice per A–F Day rotation. Club options include Physical Education Club, Culture Club, Library Club, and Art Club. Lunch Clubs take place during the lunch period. Students may bring their lunch to the Club or pick it up from the cafeteria (e.g., pizza). Students who sign up are expected to attend consistently. Regular attendance is required for safety and supervision purposes. Students who do not attend regularly may be removed from the Club.

### **Parent/Guardian Expectations**

Parents/guardians play a crucial role in supporting your academic success. Communicating openly with teachers, monitoring progress, and actively engaging in your learning process are essential aspects of effective parental support. Parents/Guardians' responsibilities include:

1. Encouraging and supporting you
2. Getting you to school on time each day and ensuring that your lunch meets your nutritional needs
3. Make sure you are prepared with the necessary materials for each class and dressed appropriately
4. Teaching you, by work and example, respect for the law, for school rules and regulations, and for the rights and property of others
5. Providing you with a time and place for homework and helping you when appropriate
6. Reading the notices sent home from the 6th Grade Team and/or the administration
7. Keeping the lines of communication open with your teachers and with the school
- 8.



## **Student Schedule**

Full Day Schedule	
8:30 - 8:40	HOMEROOM & ADVISORY
8:40-9:20	SPECIAL
9:22-10:07 AM	Class 1
10:07-10:52	Class 2
10:52-11:37	Class 3
11:37-12:10	WIN
12:10-12:55	LUNCH
1:00-1:45	Class 4
1:45-2:30	Class 5
2:30-3:00	ADVISORY

Half-Day Schedule	
8:30 - 8:40	HOMEROOM & ADVISORY
8:40 - 9:17	SPECIAL
9:17 - 9:54	Class 1
9:54 - 10:31	Class 2
10:31 - 11:08	Class 3
11:10 - 11:35	Class 4
11:35 - 12:12	WIN
12:12 - 12:30	Class 5

Delayed Opening Schedule	
10:00 - 10:10	HOMEROOM & ADVISORY
10:10 - 10:45	SPECIAL
10:45 - 11:20	Class 1
11:20 - 11:55	WIN
11:55 - 12:10	Class 2
12:10 - 12:55	LUNCH
12:55 - 1:35	PERIOD 3
1:35 - 2:15	Period 4
2:15 - 2:55	Period 5

## **School Wellness/Nutrition/Snack Information**

Following the child nutrition regulations set forth by the New Jersey and United States Departments of Agriculture, the Oradell Public School District has enacted specific guidelines that govern the sale, serving, and distribution of beverages, snacks, and food items at school. This critical “wellness” initiative supports the physical, emotional, and social well-being of children and adults alike, promoting 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, as the Board of Education, PTA, and faculty have collaborated 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 for your child, visit <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 with grade-level peers in the “Nut Free” section unless parent/guardian 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 in the classroom's “Nut Free” area.

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

- Students in Grade 6 will be permitted a brief, healthy snack during the school day. Snack time will be limited to five minutes and will take place during non-instructional time.
- In Sixth Grade, Snack is at the beginning of Period 2 (at/around 9:20 AM) after your Special. Students are not

able to eat snack outside of this time, unless provided accommodation in an I&RS Plan, 504 Plan, or IEP.

- Snack Expectations:
  - All snacks must be nut-free, easy to transport, and easy to clean up.
  - Students are responsible for maintaining a neat workspace.
  - Failure to clean up promptly may result in the loss of snack privileges.
  - Snacks should avoid foods with minimal nutritional value (FMNVs). (See below for more information on FMNVs.)
  - Water bottles are allowed on or near desks throughout the day.
  - Juice and energy drinks are permitted only during lunch.
  - Water is the only beverage allowed during class time.
  - Gum Policy: Chewing gum is not permitted at OPS unless specifically outlined in an individual educational plan.
  - All students are encouraged to eat a healthy breakfast before coming to school to be prepared for the day ahead.

**BEVERAGE, SNACK, AND FOOD ITEMS THAT CANNOT 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 DISTRIBUTION 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 Expectations**

To maintain a safe and orderly school environment, students are expected to follow school and classroom guidelines, including, but not limited to, the following:

1. Put forth your best effort and try your best on all your assignments.
2. Use materials (i.e., scissors, rulers, fidgets, pencils) appropriately.
3. Be respectful. Do not intentionally disturb the class, and follow the rules put forth by each classroom teacher.
4. Take care of your building and take pride in your surroundings. Do your part to keep it clean. Respect property and keep it free of damage.
5. Be on time for school and class. Always stay prepared and focused throughout the day. Assignments should be completed on time.
6. Advocate for yourself. If you have questions, need support, or require help, please reach out to your teacher via email or stay after class to discuss further.
7. Be polite to others. Abusive language will not be tolerated. Accept responsibility for your words.
8. Cell phones, earbuds, and all other mobile devices, except the student's school-issued laptop, must be turned

off. This includes smartwatches.

9. Accept disciplinary consequences and work to improve one's performance and conduct.

If a student is found using a cell phone or a smart watch during the school day, they will receive an initial warning. Repeated violations will result in disciplinary consequences, including confiscation of the device until the end of the school day. This behavior is considered a violation of both the Acceptable Use Policy and the Code of Conduct. If a device is confiscated, the student will be required to power it off, and it must remain off until it is returned at dismissal.

If you do not meet student expectations, the Grade 6 Code of Conduct will be used to address and remediate disrespectful, disruptive, and/or distracting behaviors.

### **Special Area Expectations**

- Physical Education with Mr. Kelly and Mrs. Maiella - You will have gym two days of the 6-day special cycle.
  - Required Materials
    - Sneakers
    - Deodorant (recommended)
  - Students are expected to:
    - Follow directions
    - Demonstrate good sportsmanship
    - Respect their teachers and other adults, classmates, and equipment
- Music with Mrs. Riesebieter- You will have music one day of the 6-day special cycle. You are expected to follow these rules:
  - Make responsible choices
  - Use instruments properly
  - Show respect to others as well as yourself
  - Involve yourself in all activities
  - Come prepared and ready to try your best. Some weeks you will need your computer; Mrs. Riesebieter will give you advance notice.
- Art - Ms. Schlessinger is excited to have you in her art class this year. You are asked to adhere to the following:
  - Respect all of the materials, the supplies, the room, the sink, and the furniture
  - Try your hardest on every art project
  - Be kind to yourself, your classmates, and your teacher in the art room
  - Clean the workspace properly (as directed) at the end of every class period
- Library - Mr. Mangol and Mrs. Santangelo look forward to seeing you in the library.
  - In the library, you are expected to:
    - Be prepared for class, bring your library books and laptops
    - Wait quietly as a class in the hall until you are invited into the library
    - Enter the library in an orderly fashion and take your assigned seat
    - Respect library materials (i.e., books, computers, tables, etc.)
    - Be respectful and kind to your classmates and teachers
    - Sit properly on your chair (i.e., don't lean back) and push your chair in when not using it
  - Library Materials: Lost or Damaged Items
    - Students are responsible for the care and timely return of all library materials.
    - If an item is lost or damaged beyond repair:
      - Borrowing privileges will be suspended.
      - Parents/guardians will be notified.
      - A replacement cost plus a \$3 processing fee will be charged.
      - Payment can be made by check to the Oradell Board of Education or, with librarian approval, by providing a suitable replacement from a reputable book provider.

- Borrowing privileges will be restored once payment or replacement is received.
- Minor, repairable damage will not incur a fee.
- If a lost item is later found in usable condition, no refund will be issued, and the student may keep or donate the item.
- Unpaid fees will result in continued suspension of borrowing privileges and may be reported to families for follow-up.
- Families experiencing financial hardship may request a meeting with the librarian to discuss alternative arrangements.
- World Language - Señora Garcia welcomes you to Spanish class. When in World Language, please follow these rules:
  - Be prepared for class and bring your laptop and Spanish Notebook
  - Be respectful of the materials provided to you by your teacher (i.e., pencils, crayons, glue, etc.)
  - Leave the room as you found it, put tables and chairs back to their original position before leaving
  - Complete assignments on time

### **STEAM Class**

In 6th grade, you will visit the STEAM Lab weekly during the science and/or social studies period. Mrs. Cataldo has planned a variety of hands-on, creative, problem-based experiences for you. The class is fun, challenging, and student conversation is crucial. To make the most of your time in the STEAM lab, please do the following:

- Give your undivided attention to the teacher or student speaker
- When working with partners, listen to each other and be respectful of each other's ideas and suggestions
- Be willing to make mistakes and learn from them, be willing to compromise
- Use caution when working with the materials and supplies in the lab
- Move around the room carefully and be considerate of other students' work in the space
- Always clean up the lab at the end of class; it should look just as it did when you arrived

### **Teacher Expectations**

Teachers play a pivotal role in shaping the success of students by imparting knowledge, cultivating critical thinking skills, and providing guidance to navigate challenges. Their mentorship and dedication create a foundation for academic achievement and personal growth, preparing students for a bright and promising future. Teachers are expected to:

1. Act as role models, guiding students in developing essential life skills such as communication, critical thinking, and responsible citizenship.
2. Work cooperatively with your families and OPS staff members to ensure the well-being of all students
3. Developing a supportive, positive classroom culture and using classroom management strategies that support you in taking responsibility for yourself
4. Actively monitoring students during instructional and non-instructional time (i.e., moving between classes, going to lunch, etc.)
5. Offer timely and constructive feedback to help students understand their progress and areas for improvement.
6. Provide individualized support to address varying learning needs and ensure every student's success.

\*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

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

Important Code of Conduct Information:

- **Behavior Expectations:** Clear expectations for student behavior are established and communicated to all students, promoting a safe, respectful, and positive learning environment for everyone.
- **Progressive Discipline:** The Code of Conduct employs a progressive discipline approach, meaning consequences for inappropriate behavior may become more

severe with repeated infractions. Our focus is on educating students about the impact of their actions and encouraging positive behavior change.

- **Restorative Practices:** In addition to traditional consequences, our school may use restorative practices to address conflicts and behavioral issues. This approach focuses on repairing harm, rebuilding relationships, and helping students understand the effects of their behavior on others.
- **Parental Involvement:** If your child is involved in a significant behavioral incident or repeated minor incidents, families will be notified. We encourage open communication between the school and families to support positive behavior and address any concerns.
- **Confidentiality:** Administration and teachers are committed to maintaining the privacy of all students. We will not discuss the behavior or disciplinary actions involving another student with any family other than the student's own.
- **Communication and Assurance:** If an incident involving another student impacts your child, please be assured that the Code of Conduct has been followed. We will inform families that appropriate actions have been taken, and that the families of the involved student(s) have been notified. However, specific details about the other student or the consequences they received will remain confidential.
- **Recess as a Consequence:** Recess may be taken away as a consequence for inappropriate behavior. During this time, students may be required to reflect on their actions, either through a verbal discussion or by writing about their behavior. This reflection may take place outside, in an administrative office, or in another designated area.
- **Support Systems:** Our school provides various support systems for students who may struggle with behavior, including counseling services, behavior intervention plans, and other resources designed to help students develop the skills they need to succeed in school.
- **Positive Reinforcement:** We not only address negative behavior but also focus on recognizing and rewarding positive behavior. This may include praise, privileges, or other incentives to encourage students to make good choices.
- **Detention vs. Suspension:** When a student causes physical harm to another student or staff member, repeatedly displaying unacceptable conduct, or uses targeted inappropriate language towards another (i.e. racism, sexism, ableism, etc), more serious consequences may be necessary to ensure the student understands the severity of their actions, regardless of intent.
  - A **detention** is typically assigned when a student needs more time to reflect on their behavior and better understand the consequences of their actions. This may include incidents involving minor physical harm or ongoing disruptive behavior.
  - A **suspension** is reserved for more serious cases where the behavior is extremely unsafe, harmful, and/or targeted, raising concerns about the safety and well-being of others. Examples include, but are not limited to: fighting, assault, major vandalism, possession or use of prohibited items that could cause harm to oneself or others, and severe or repeated violations of the Code of Conduct.
  - All disciplinary decisions are made in consultation with the School Principal and are at the discretion of the Administration, based on the nature and severity of the incident.
- **Applicability Beyond the School Day:** The Code of Conduct and behavioral expectations apply not only during the school day and on school property, but also extend to all school-sponsored events and activities regardless of time or location. This includes, but is not limited to, field trips, afterschool programs such as SHARPE, concerts, musicals, and evening events that are school sponsored. Students are expected to uphold the same standards of behavior at these events as they do during the regular school day.

The Oradell Public School Code of Conduct is structured into three developmental bands—grades K through 1, 2 through 4, and 5 through 6—to align expectations and interventions with students' age-appropriate needs. This progression ensures that behavioral expectations, responses, and supports grow with students as they move through the school.



## Grades 5 & 6

This plan will be used when dealing with conflicts that may or may not rise to the level of Harassment, Intimidation, and Bullying (HIB). Remedial measures are designed to correct the problematic behavior, prevent another occurrence of the problem, and 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 family	Referral to the school counselor
Written reflection	Apology	Take a break (moment of mindfulness, stop and think, reflect, walk)
Temporary removal from the classroom	Recess reflection/detention session	I&RS Meeting
Creation of Behavior Improvement Plan	Before or after school detention	School suspension
OPS Circle lesson		

BEHAVIOR	First offense	Second offense	Third offense
<b>Level 1 - Disruptive Behaviors</b> <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>Family contacted</li> <li>Teacher-directed consequence (i.e., reflection, apology, taking a break, creation of behavior plan, etc.)</li> <li>Referral to School Counselor</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Principal notified</li> <li>Recess Reflection</li> <li>Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s)</li> <li>Loss of privilege</li> </ul>
<b>Level 2 - Disrespectful Behaviors</b> <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> <li>Academic Dishonesty (copying another's work, using notes on a test, unauthorized use of AI, plagiarism) *</li> </ul> <p><i>*The level of Academic Dishonesty will determine whether the student will receive a retake and/or zero on the assignment, assessment, project, etc.</i></p>	<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>Assistant Principal notified</li> <li>Recess Reflection</li> <li>Referral to School Counselor</li> <li>Family contacted</li> </ul>	<ul style="list-style-type: none"> <li>Three days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention</li> <li>Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s)</li> <li>Loss of privilege</li> </ul>
<b>Level 3 Behaviors - Unsafe Behaviors</b> <ul style="list-style-type: none"> <li>Deliberate Inappropriate language (such as profanity directed at another student or staff member)</li> <li>Deliberate unsafe behavior (such as touching someone inappropriately)</li> <li>Inappropriate unintentional physical contact (hitting, spitting, kicking, pushing, grabbing, etc) *</li> <li>Vandalism (property damage, misuse of school property)</li> </ul>	<ul style="list-style-type: none"> <li>Recess Reflection</li> <li>Family contacted</li> <li>Assistant Principal notified</li> </ul>	<ul style="list-style-type: none"> <li>Two days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention</li> <li>Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal,</li> </ul>	<ul style="list-style-type: none"> <li>In-School Suspension</li> <li>Meeting scheduled with Intervention &amp; Referral Services Team</li> <li>Loss of privilege</li> </ul>

<ul style="list-style-type: none"> <li>Threatening another student</li> <li>Unintentionally using items to intentionally hurt others</li> </ul> <p><i>*The severity of physical harm inflicted on another student or staff member will determine the level of offense assigned.</i></p>		<ul style="list-style-type: none"> <li>and teacher(s)</li> <li>Referral to School Counselor</li> </ul>	
<p><b>Level 4 - Targeted Harmful Behaviors</b></p> <ul style="list-style-type: none"> <li>Deliberate inappropriate language that targets a student's race, ethnicity, religion, or other characteristic*</li> <li>Deliberate use of items to intentionally hurt others</li> <li>Deliberate Inappropriate physical contact (hitting, spitting, kicking, pushing, grabbing, etc) **</li> </ul> <p><i>*The severity of physical harm inflicted on another student or staff member will determine the level of offense assigned.</i></p> <p><i>**Students who use racially charged language will be required to participate in a "Power of Words" educational reflection session designed to help them understand the impact of their words and encourage respectful communication. Students who have previously completed this reflection will receive a suspension for any subsequent offense.</i></p>	<ul style="list-style-type: none"> <li>Afterschool Detention or Single Day Suspension</li> <li>Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s)</li> <li>Referral to School Counselor</li> </ul>	<ul style="list-style-type: none"> <li>Single Day Suspension</li> <li>Meeting scheduled with Intervention &amp; Referral Services Team</li> <li>Loss of privilege</li> </ul>	<ul style="list-style-type: none"> <li>Multi-Day Suspension</li> <li>Follow up meeting scheduled with Intervention &amp; Referral Services Team</li> </ul>

- All disciplinary decisions are up to the discretion of the administration with consideration given to P.L.2018, c.73 (Recess Law).
- If multiple incidents of a similar nature occur in a classroom, staff will address the behavior through targeted lessons during the OPS Circle Period, focusing on the specific misbehavior and promoting positive behavior strategies.
- Students shall be provided restorative justice activities during Recess Reflection & Detention sessions.