



Oradell Public School District

Our children, our hope, our future

Family-Student Handbook - 2025-2026



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. Lorri Cummings, Director of Curriculum and Instruction
Dr. David Roth, Supervisor of Special Services
Mr. Edward Carrero, Supervisor of Buildings and Grounds
Ms. Michelle Hawley, Principal
Ms. Amy Brancato, Assistant Principal Grades K- 3
Mr. Nevin Werner, Assistant Principal Grades 4 - 6

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MEMBERS OF THE BOARD OF EDUCATION*

Mrs. Dorothy Watson-Nichols, President
 Mr. James Del Greco
 Mrs. Jaime Downey
 Mr. Christopher Nutland
 Mr. John Walsh

Mrs. Mary Katherine Norian, Vice President
 Mr. Gregory Derian
 Mrs. Jessica Moran
 Mrs. Rita Walker

**Please note that a Board Reorganization Meeting takes place each January. For the most up-to-date member directory, refer to the OPS website.*

HOME-SCHOOL COMMUNICATION

At Oradell Public School, we believe a strong partnership between home and school is essential to student success. Clear, ongoing communication helps us support each child's academic and social development.

Main Office and Nursing Staff

Mrs. Becky Burns, Main Office Secretary - (201)261-1160 ext 1010

Mrs. Eileen Gallagher, Main Office Secretary - (201)261-1160 ext 1011

Ms. Gina Marana, School Nurse - (201)261-1160 ext 4123

Mrs. Louise Boss, Part-time Nurse

Mrs. Joan Novak, Part-time Nurse

OPS WEBSITE

The OPS website is a key resource for families. Getting to know the site will help you stay informed about school calendars, staff websites, important notices, school news, and Board of Education information. For the most up-to-date details, we encourage families to visit the website regularly.

Health forms and other important medical information can be found on the School Nurse's page [HERE](#).

OPS APP

The free OPS mobile app provides quick access to important information, including the school calendar, lunch menus, notifications, and more. We encourage all families to download the app for convenient, on-the-go updates. The app is available for free download on both the Apple App Store and Google Play Store.

WEEKLY EMAIL BLAST

The administrative team sends a weekly email blast with important notices and upcoming events. Occasionally, grade-level-specific blasts are also shared. To ensure you receive these communications, please make sure your contact information is accurate and updated in the Parent Portal **for each of your OPS students**.

SOCIAL MEDIA

Follow OPS on Facebook, Instagram, and Twitter to see highlights from our school community, reminders, and photos of students in action.

TEACHER COMMUNICATION

Ongoing communication between families and teachers is encouraged. In addition to written messages, parents may reach staff via email or by leaving a voicemail. To do so, call the Main Office at (201) 261-1180 and follow the prompts. Faculty contact information is also available on the OPS website, www.oradellschool.org.

BUILDING SECURITY

Student safety is a top priority at Oradell Public School, and all procedures are designed to support a secure learning environment.

VISITOR ENTRY

All visitors must enter through the Main Entrance on Prospect Avenue, which leads into the secure Main Office vestibule. The inner door to the building remains locked, and visitors will be admitted into school by office staff after presenting identification and stating their purpose. All other exterior doors remain locked for the entire school day.

VISITOR IDENTIFICATION & CONDUCT

All visitors and volunteers must prominently wear a visitor sticker issued by the Main Office. Photography and videography are not permitted on school grounds without prior administrative approval, except during designated events such as concerts and field days. Visitors may not post pictures of other students on social media.

STUDENT PICK-UP BEFORE DISMISSAL

Adults picking up a student before dismissal must present a valid driver's license and sign the student out in the Main Office. If an adult does not have a valid driver's license or prefers not to present one, pickup arrangements must be made with the principal at least 24 hours in advance.

SAFETY COLLABORATION

OPS works in close partnership with the Oradell Police Department to maintain a safe and secure school environment. Officers regularly visit the school, support emergency preparedness drills, and provide guidance on safety protocols.

PETS ON SCHOOL GROUNDS

Animals, including leashed dogs, are permitted only on the public sidewalks adjacent to Prospect Avenue, Center Street, and Church Street. They may not enter school property, including grassy areas, with the exception of service animals.

SCHOOL WELLNESS/NUTRITION INFORMATION

In accordance with child nutrition regulations from the New Jersey and U.S. Departments of Agriculture, the Oradell Public School District follows specific guidelines for selling, serving, and distributing food and beverages during the school day. This wellness initiative promotes the physical, emotional, and social well-being of both students and staff.

These guidelines apply to all edible items shared during the school day, including class parties, fundraising sales, PTA lunches, and classroom rewards.

Please note: These regulations do not apply to lunches packed from home, but families are encouraged to support healthy habits by providing balanced meals and snacks.

The Board of Education, PTA, and faculty are united in promoting healthy choices that support lifelong wellness. We invite all families to join us in this important effort.

For questions, please contact the school nurse at (201) 261-1180 ext. 4123.

TREE NUT & PEANUT ALLERGY GUIDELINES

To protect students with food allergies and prevent the risk of anaphylaxis, all classrooms in Grades 1–6 are tree nut and peanut-free. This means snacks brought from home must not contain any peanuts or tree nuts, including: almonds, Brazil nuts, cashews, chestnuts, hazelnuts/filberts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

Healthy snack ideas include:

- Fresh fruits or vegetables
- Crackers with spreads (nut-free)
- Cheese cubes or string cheese
- Pretzels, rice cakes, popcorn

For a list of safe snack options, visit: <http://snacksafely.com/safe-snack-guide>

Lunch Guidelines:

- Grades 1–6 eat lunch in the Multi-Purpose Room (MPR), where students may bring food items that contain peanuts or tree nuts.
- A designated nut-free section is available for students with allergies. These students will sit with grade-level peers in that area unless alternate arrangements are made by a parent or guardian.
- Kindergarten students eat lunch in their classrooms and may also bring peanut/tree nut items. Students with allergies will sit in the classroom's designated nut-free area.

SNACKS DURING THE SCHOOL DAY

- All students are encouraged to eat a healthy breakfast before the start of the school day. Snack time is not a replacement for breakfast, but rather a brief opportunity to refuel.
- Students in Grades K–6 will have a daily snack break and will be given approximately 10 minutes to eat a small snack. Snacks should be portable and easy to clean up. Please avoid messy or spill-prone items.
- Students should not bring candy for snack time. Candy can be distracting in the classroom, and any candy brought as a snack will be asked to be put away until lunch or after school.
- Water is the only beverage permitted in classrooms.

- Gum is not allowed at OPS unless specified in a student's educational plan.

BEVERAGE, SNACK, AND FOOD ITEMS THAT CAN NOT BE SERVED, SOLD, OR DISTRIBUTED 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	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 DRESS CODE

To support a safe and secure school environment, maintain an academic focus, and promote an atmosphere of respect and readiness for the professional world, Oradell Public School has established the following standards for student dress and appearance. The guidelines below outline our expectations and help ensure consistency across the school community:

- **Hats** may not be worn inside the school building, except for religious or medical reasons. On occasion, hats may be permitted for pre-announced special events or themed days.
- **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** such as bellybuttons, midriffs, or undergarments is 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, and underwear.
- **Skirts, dresses, shorts, or "skorts"** must fully cover undergarments and extend at least two inches below the buttocks. Students may not wear shorts that expose the buttocks.
- **Excessively 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.**

If a student's clothing does not meet these guidelines, families will be contacted to bring a change of clothes to school.

SCHEDULES/ARRIVAL AT SCHOOL/DISMISSAL PROCEDURES

FULL DAY SCHEDULE

	Kindergarten	Grades 1-3	Grades 4-5
Students Report	8:30 AM	8:30 AM	8:30 AM
Lunch/Recess Begins	12:30 PM	11:20 AM	12:10 PM
Lunch/Recess Ends	1:15 PM	12:05 PM	12:55 PM
Dismissal	3:00 PM	3:00 PM	3:00 PM

	Preschool AM Session	Preschool PM Session
Students Report	8:35 AM	12:30 PM
Dismissal	11:00 PM	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 PM 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 and guardians via a recorded phone message, text, and/or email. To update your contact information, please log in to the [Parent Portal](#).

Additionally, when school must be closed due to adverse weather conditions, a 30-second fire siren will sound at 7:15 AM. School closing announcements will also be posted on News 12 New Jersey and the Oradell Public School website at www.oradellschool.org. www.oradellschool.org.

Early school closings occur only under extreme circumstances. In the event of an early dismissal, families will be notified through the district's phone, text, and/or email system. Information will also be posted on the school website and shared with local radio stations.

DELAYED OPENING SCHEDULE

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	12:30 PM – 1:15 PM
Dismissal	3:00 PM

	Preschool AM Session	Preschool PM Session
Students Report	10:00 AM	1:00 PM
Dismissal	12:00 PM	3:00 PM

ARRIVAL AT SCHOOL

It is important that students arrive on time each day, as instructional time is essential to academic success. Parents/guardians must notify the school if a student will be late for any reason. All late-arriving 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 not available. The only exception is for students enrolled in the YWCA's "Before Care" program.

ENTRY LOCATIONS

Please note that signs will be posted at each designated entry location to assist students and families. Note - supervision begins at 8:15 AM, and doors will open at 8:20 AM.

Grade	Location	Description
Pre-K	Church Street Playground	Students will be greeted by their teacher at 8:35 AM.
Kindergarten	Church Street - Kindergarten Door	Students enter through the Kindergarten door beginning at 8:20 AM and proceed inside. They will sit outside their classrooms under adult supervision until 8:30 AM.
Grade 1	Auditorium	Students enter through the Auditorium door beginning at 8:20 AM and proceed inside, where they will sit with their class under adult supervision until 8:30 AM.
Grade 2	Church Street West Entrance	Students enter through the 2nd Grade door beginning at 8:20 AM and proceed inside, where they will sit outside their classrooms under adult supervision until 8:30 AM.
Grade 3	Church Street East Entrance	Students enter through the 3rd Grade door beginning at 8:20 AM and proceed inside, where they will sit outside their classrooms under 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 FROM SCHOOL

Student dismissal times are listed in this handbook and follow the District Calendar. Early dismissals may occur in the event of emergencies, such as inclement weather.

All students requiring a non-visual hand-off for dismissal will be released first. Once those students have been dismissed, the remaining class will walk to their designated pick-up location (see below). After five minutes, any students not yet picked up will be brought to the front of the building. Families arriving more than five minutes late should go to the Main Office to pick up their child.

Students in grades K and 2–6 will be picked up at the same door where they are dropped off. Families will receive their first grader's dismissal location from the homeroom teacher.

ARRIVAL AND DISMISSAL SAFETY

STUDENTS AND FAMILIES 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

Regular school attendance is essential for student success. To learn and achieve their fullest potential, students must attend school consistently and engage in the learning process. Research shows that absences, even occasional ones, can impact a child's academic progress. The goal is for students to be absent **only when absolutely necessary**, such as for illness or a family emergency.

REPORTING A STUDENT ABSENT

When your child is going to be absent, please go to the Oradell Public School website and choose "Absence Reporting". You can also report an absence directly by logging in 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 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. Reporting an absence via the Parent Portal or absence line are available 24 hours a day.

LENGTH OF SCHOOL DAY

For a school day to be counted as a full day, students must be present for at least 4 hours, not including lunch/recess. Students who are in school for less than 4 hours will be marked as absent for the day.

CHRONIC ABSENTEEISM

Chronic absenteeism is defined as being absent more than 10% of the school year (18 days). District policy and state law state that a student must be in attendance for 162 or more school days to be considered to have 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. **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"
- College visits (up to 3 days per school year for **only** 11th/12th graders)
- Closure of a sending district's transportation (bussing district closure)
- 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.

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 family and work collaboratively to create an intervention plan. In accordance with the New Jersey Department of Education, students who have ten 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.

TARDIES

Students must be in their homerooms by 8:35 AM to be considered on time. Any student still in the hallway, at their locker, or entering the building at 8:35 AM will be marked tardy by their Homeroom Teacher. Students arriving at or after 8:35 AM must sign in at the Main Office and will be marked tardy.

EXCUSING STUDENTS EARLY FROM SCHOOL

Students who need to leave school early must be signed out in the Main Office by a parent, guardian, or designated adult. Adults **must** present a valid driver's license at the time of pick-up. Sign-out will take place in the enclosed lobby.

Families should email the teacher in advance with the expected dismissal time. The student will be sent to the Main Office at that time to minimize classroom interruptions.

Students in Grades 4–6 who return to school later in the day may sign back in at the Main Office on their own. Students in grades K-3 must be signed back in by an adult.

Please note: For the day to count as a full day of attendance, students must be present for at least 4 hours, not including lunch or recess. Students in school for less than 4 hours will be marked absent for the day.

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. Adults picking up students for lunch, must bring a **valid driver's license** to sign the student out. 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.

STUDENT HEALTH SERVICES

HEALTH SERVICES

Students at Oradell Public School are supported by a full-time school nurse and two part-time nurses. We encourage families to reach out to the nursing staff with any health-related concerns regarding their child. Families should notify the school nurse immediately if a child has experienced a recent injury, has stitches, is using crutches, or has had a health emergency. Prompt communication ensures that appropriate accommodations and care can be provided during the school day.

Health forms and important medical information can be found on the Nurse's Office [website](#).

RESTRICTIONS FROM PHYSICAL ACTIVITY

Any student arriving at school with stitches, crutches, a cast, or an immobilizer will automatically be excused from physical education and recess for **one school day** without a physician's note.

To be excused beyond one day, a **physician's note is required**. The note must include:

- The diagnosis
- Specific activity limitations
- The anticipated date the student may resume participation

Please note: If a physician's note excuses a student from **physical education**, the student will also be excused from **recess**. A **separate physician's note** is required to clear the student to return to both physical education and recess activities.

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 conducted for students aged ten and above, as required by law. Families will be notified via email before the screening and may opt their child out by following the instructions provided in the email.

DISMISSAL FROM THE NURSES OFFICE

Adults picking up a child from the Nurse's Office before dismissal must present a valid driver's license to sign the student out. After signing out in the enclosed Main Office lobby, the office staff will notify the Nurse's Office. A member of the nursing staff will then bring the child to the adult waiting in the lobby.

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 coordination with the U.S. Secretary of Education and the New Jersey Department of Education, all school districts are required to incorporate health-related response protocols into their safety and security plans. A pandemic is one example of a health-related emergency.

The Oradell Public School District is committed to emergency preparedness and has expanded its planning efforts to address potential health emergencies. If the Governor's Office declares a health emergency, school will likely be closed. In such cases, information will be communicated to families, faculty, and the community through the media and the school website.

To help limit the spread of illness, students who are sick should remain at home until symptoms have resolved and they are well enough to return to school. School staff will continue to encourage good hygiene practices such as covering coughs, using tissues, and handwashing, and we appreciate families reinforcing these habits at home.

RECESS CLUBS

Students in Grades 2–6 may sign up to participate in Lunch Clubs, which meet once per A–F Day rotation during their recess period. Club offerings include:

- Library Club – Mr. Mangol
- Culture Club – Mrs. Garcia
- Art Club – Mrs. Schlessinger
- Physical Education Club – Mr. Kelly & Mrs. Maiella

Students who sign up are expected to attend consistently, as regular attendance is required for safety and supervision. Students who do not attend regularly may be removed from the club to allow space for others.

A detailed schedule will be shared by the Special Area teachers early in the school year. If you have questions about any of the clubs, please feel free to contact the corresponding staff member listed above.

MUSIC PROGRAMS

Beginning in Grade 4, students may participate in instrumental band lessons during the school day. These lessons may take place during core instructional time. Students are responsible for speaking with their teacher to make a plan for making up any missed classwork or instruction.

Several music ensembles meet during the recess period throughout the school year, including:

- Beginning Band – Grade 4 and new band students
- Wind Ensemble – Grades 5 and 6 by teacher invitation
- Concert Band – Grades 5 and 6

Students are also welcome to join Chorus beginning in Grade 4. OPS offers two chorus groups:

- 4th Grade Chorus
- Mixed Chorus – Grades 5 and 6

Handbells

- Students in Grade 5 may audition for Handbells at the start of the school year. A study sheet will be provided to help students prepare for their audition.
- Students who are selected remain in the ensemble through Grade 6.

If you have questions about any music opportunities, please reach out to the OPS music staff.

CELL PHONES, WEARABLE TECHNOLOGY, AND RECORDING DEVICES

Students may not use cell phones or similar telephonic devices on school property during school hours (8:30 AM–3:00 PM). If a student brings a cell phone to school, it must be set to silent and kept in their backpack for the duration of the day. Wearable devices such as smart watches that can send or receive calls or messages must also be turned off during school hours.

Devices that can record video or audio—including cameras, tablets, or voice recorders—are not permitted on school grounds without prior approval (e.g., for a field trip or school project). This policy is in place to protect the privacy rights of all students and staff.

Students who take photos or record others on school property, with or without permission, will be referred to the school administration and may face disciplinary consequences in accordance with the Code of Conduct.

If a student is found using a cell phone or 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.

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.

USE OF TECHNOLOGY RESOURCES

The Oradell Public School District provides all students access to technology resources to advance and promote learning. Educational technology is integrated into the curriculum to help maximize student achievement. Proper digital etiquette, both at school and at home, is the responsibility of every student using technology. It is important to understand that access to these resources is a privilege, not a right. Technology should be used in productive, educational ways under the supervision of a classroom teacher.

Students must never post or share personal information online, such as names, addresses, phone numbers, or photographs. Harassing or inappropriate messages via email or other electronic platforms are strictly prohibited. Students are not permitted to gain unauthorized access to the District's network or any external systems. This includes logging in through another person's account or accessing another user's files. Deliberately attempting to disrupt system performance or damage data, including spreading viruses, is also prohibited.

The Oradell Public School District is committed to the safe and responsible use of technology in support of student learning. We value the partnership of families in promoting safe and respectful technology use both in school and at home. Please review the Acceptable Use Policy in Appendix C. By signing into the [Parent Portal](#) and confirming that families have read this handbook, you acknowledge that both you and your student agree to adhere to the Acceptable Use Policy and the Home Technology Use Contract.

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, and parents or guardians will be notified. A replacement cost, along with a \$3 processing fee, will be charged. Payment may 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 reinstated once payment or replacement has been 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 are encouraged to contact the librarian to discuss alternative arrangements.

CLASS PARTIES

Class parties are held approximately three times per year. Classroom teachers will coordinate with class parents to plan these events. Teachers will share any student allergy information relevant to class parties with the class parents to ensure that all food and activities are safe for everyone.

Please note that treats are not permitted for birthday celebrations. It is at the classroom teacher's discretion how birthdays are recognized in class.

For privacy reasons, staff are not permitted to share class lists for birthday invitations or private events. Additionally, birthday invitations may only be distributed at school if the entire class is invited.

SPECIAL PROGRAMS

SPECIAL SERVICES

A variety of special programs are available at Oradell Public School to support the individual needs of students. Some are mandated by state or federal guidelines, while others have been developed by our staff to provide targeted academic support or enrichment.

These programs offer assistance across all subject areas and include options for students who may benefit from additional challenges beyond the classroom curriculum. Classroom teachers work closely with the Department of Special Services to ensure that every child has the opportunity to succeed. For questions about these programs, please contact the Department of Special Services.

HOME INSTRUCTION

Home instruction is available for students who are unable to attend school for more than 10 school days due to illness or injury. If you believe your child may require this service, please contact the school nurse.

CHILD STUDY TEAM SERVICES

The State of New Jersey requires that all public schools provide access to a Child Study Team (CST) for students. At Oradell Public School, the team includes a school psychologist, social worker, and learning disabilities teacher consultant (LDTC).

Students who experience significant learning or behavioral difficulties may be referred to the CST to determine whether special education and/or related services are needed. Families with concerns may submit a **written referral** to the Supervisor of Special Services. **Electronic referrals will not be accepted**; all requests must be submitted in hard copy.

Once a written referral is received, it is date-stamped by the Department of Special Services and a case manager is assigned. **Within 20 calendar days** (excluding school holidays, but including weekends and summer), a meeting will be scheduled. This meeting will include the Child Study Team, the family, and a general education teacher familiar with the

district's programs. The team will review existing data and determine whether an evaluation is warranted. If so, the nature and scope of the evaluation will also be defined. For more information, please contact the Department of Special Services at (201) 261-1180 ext. 1005.

PROJECT CHILD FIND

The Oradell Public School District sponsors a Child Find public awareness campaign to identify and provide services to unserved or underserved children—including migrant and homeless youth—with developmental delays or disabilities from birth through age 21. Children may demonstrate challenges in physical, cognitive, language, emotional, or social development. If a child is eligible, the District's Child Study Team will offer screening, evaluation, guidance, and, if appropriate, educational services—at no cost to the family.

If you are concerned that your child, age 3 to 21, may be developing differently, please contact the Child Study Team Office at (201) 261-1180 ext. 1005. For children under the age of 3, information about early intervention services is available by calling (800) 322-8174.

INSTRUCTION SUPPORT INTERVENTION PROGRAM

Students who need additional support in reading, writing, or mathematics may receive services through OPS's Intervention Program (formerly known as Basic Skills). Intervention support is provided by teacher specialists and may take place either within the classroom or in a small-group pull-out setting.

Entrance into and exit from the program are based on multiple assessments to ensure appropriate placement. Intervention instruction is scheduled so that students do not miss new classroom instruction.

ENGLISH LANGUAGE SERVICES FOR MULTILINGUAL LEARNERS

In compliance with State law, Oradell Public School provides a program for students who qualify for additional English language instruction. These Multilingual Learners (MLs) receive targeted support to develop the functional English skills needed for academic success. Instruction is provided both in small-group settings and within the regular classroom to help students access grade-level content. Placement in and exit from the program are determined through formal assessment.

THE TALENTED AND GIFTED (TAG) PROGRAM

The TAG program promotes challenging learning opportunities for all students in diverse school settings. It is designed to enhance existing instructional practices and expand enrichment experiences to help improve student performance and engagement.

Various assessment tools, including standardized test scores and teacher recommendations, are used to identify students who are eligible for TAG services. More information about the TAG program can be found on the Oradell Public School website.

INTERVENTION AND REFERRAL SERVICES (I&RS)

The Intervention and Referral Services (I&RS) Committee is a support resource for classroom teachers working with students who are experiencing challenges related to learning, behavior, attendance, or health.

If a student is being referred to the I&RS Committee, families will be contacted prior to the meeting date to ensure open communication and collaboration.

FIELD TRIP FEES AND STUDENT ACTIVITIES ACCOUNTS

Families may incur fees to cover the cost when a field trip is planned. Occasionally, there may be leftover funds after expenses are paid. Any remaining funds are kept in a Student Activities Account, which will follow the grade level as they progress through school. If funds remain in the account as the students advance, the administration will determine how best to apply the money toward future student activities, such as additional field trips or 6th-grade events.

HOMEWORK POLICY

The Board of Education recognizes the value of homework as a tool to broaden, deepen, and reinforce student knowledge

and understanding. Homework may include unit projects, written assignments, creative art projects, and other tasks that extend learning beyond the classroom. Homework will never be assigned as a form of punishment. Students are expected to complete all homework assignments.

DISTRICT HOMEWORK PHILOSOPHY

- Teachers and families recognize that homework is tied to school success. Homework extends classwork and provides reinforcement. It helps students synthesize and integrate what they have learned in the classroom and, in some cases, allows a student to work at their own pace.
- Homework also permits more productive use of class time and provides a link between school and home, allowing families to stay informed about their child's progress. It encourages self-discipline and responsibility, and supports the development of time management, positive study habits, and concentration skills that will benefit students throughout life.
- Families can expect approximately 10 minutes of homework per grade level, not including nightly reading. For example, students in Kindergarten and Grade 1 may have up to 10 minutes of homework, Grade 2 may have up to 20 minutes, and so on.
- Homework is typically assigned Monday through Thursday. While there is no regular homework on weekends, students are expected to read regularly over the weekend. Teachers may also assign long-term projects or encourage students to study for upcoming assessments, which may require some work over the weekend.

MAKE-UP ASSIGNMENTS DUE TO ILLNESS

Students are encouraged to make up assignments when absent to support the continuity of instruction. Families may contact the homeroom teacher via email by 9:00 AM on the date of the absence to request homework.

HOMEWORK DURING VACATION ABSENCES

While the Oradell Public School District understands that family schedules may occasionally result in student absences due to vacation, we strongly encourage regular attendance due to its impact on learning and development. Teachers are not expected to prepare or assign lessons in advance for students who will be absent for vacation. However, general reading and journaling activities may be provided to help reinforce previously learned skills. It is the responsibility of the student and family to coordinate with the teacher upon return to complete any missed work. In most cases, the amount of time given to make up work will equal the number of school days missed. In special cases of pre-scheduled absences (not including vacations), the principal may approve the assignment of schoolwork to be completed during the absence.

NONDISCRIMINATION/AFFIRMATIVE ACTION

No student enrolled in the Oradell Public School District shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity based on race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence within the district, social or economic status, or nonapplicable disability. The Superintendent serves as the District's Affirmative Action Officer and may be contacted at (201) 261-1180 ext. 3004.

SCHOOL RECORDS

Oradell Public School maintains educational records for each student in accordance with federal and state regulations. Parents and legal guardians have the right to inspect and review their child's academic records. To begin the process, a written request must be submitted to the school principal identifying the specific record(s) the family wishes to review. Access will be arranged, and the family will be notified when the records are available. Reviews must take place within 45 days of the request.

After reviewing a child's records, families may request that the District amend any portion they believe is inaccurate or misleading. Requests must be made in writing to the Superintendent, clearly identifying the part of the record in question and explaining why it is believed to be incorrect. If the District decides not to amend the record, families will be notified and informed of their right to a hearing. Information about the hearing process will be provided at that time.

Please note that Oradell Public School may disclose a student's educational records to officials of another school district in which the student seeks or intends to enroll, upon request.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA)

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, all educational facilities must be inspected for asbestos-containing materials and maintain a management plan. At Oradell Public School, all identified asbestos-containing materials are reassessed every six months and undergo a full reinspection every three years, as required by law. The District remains committed to AHERA compliance and will keep families informed of any updates. For more information, please contact the Business Administrator/Board Secretary.

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

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 K-1

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
<u>Level 1 - Disruptive Behaviors</u> <ul style="list-style-type: none"> Classroom distractions (Disrupting others through excessive talking, calling out, or attention-seeking behavior) Disrespectful behavior toward other students (Teasing, name-calling, using inappropriate language or gestures) Student non-compliance with directions, rules, and requests by teacher or staff member Hallway misconduct Misuse of technology Inappropriate conduct on school grounds, such as recess or playground 	<u>Classroom Teacher Response</u> <ul style="list-style-type: none"> Restate expectations Increase teacher proximity Verbal prompt and redirection Re-teaching and rehearsal of skill or procedure 	<u>Classroom Teacher Response</u> <ul style="list-style-type: none"> Restate classroom expectations and check student understanding OPS Circle Lesson Daily progress sheets on behavior Reflection sheet with teacher/student conference Collaboration with family on plan Collaborate with school counselor 	Assistant Principal Notified <ul style="list-style-type: none"> Recess Reflection Family contacted and a meeting scheduled with guardians/parents, school counselor, assistant principal, and teacher(s)
<u>Level 2 - Disrespectful Behaviors</u> <ul style="list-style-type: none"> Continuation of Level 1 behaviors despite implementation of several Level 1 interventions Disrespectful behaviors (including but not limited to talking back, ignoring, or disregarding rules and boundaries, and using rude or inappropriate language) toward adults and students Throwing materials 	<u>Classroom Teacher Response</u> <ul style="list-style-type: none"> Restate classroom expectations and check student understanding Daily progress sheets on behavior Reflection sheet with teacher/student conference Collaboration with family on plan Collaborate with school counselor OPS Circle Lesson 	Assistant Principal Notified <ul style="list-style-type: none"> Recess Reflection Referral to school counselor Family contacted Individual behavior plan Check-in with school staff Check-in with student Conflict mediation (if with another student) 	<ul style="list-style-type: none"> Three days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention Family contacted and a meeting scheduled with guardians/parents, school counselor, assistant principal, and teacher(s)
<u>Level 3 Behaviors - Unsafe Behaviors</u> <ul style="list-style-type: none"> Continuation of Level 2 behaviors with documented interventions Physical aggression (pushing, shoving, hitting) Deliberate Inappropriate language (such as profanity directed at another student or staff member) Deliberate unsafe behavior (such as touching someone inappropriately) 	<ul style="list-style-type: none"> Recess Reflection Family contacted Assistant principal notified 	<ul style="list-style-type: none"> Two days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention Family contacted and a 	<ul style="list-style-type: none"> School Suspension Meeting scheduled with Intervention & Referral Services Team

<ul style="list-style-type: none"> • Inappropriate unintentional physical contact (hitting, spitting, kicking, pushing, grabbing, etc) * • Vandalism (property damage, misuse of school property) • Threatening another student • Intentionally using items to hurt others <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"> • meeting scheduled with guardians/parents, school counselor, assistant principal, and teacher(s) • Referral to school counselor 	
<p><u>Level 4 - Targeted Harmful Behaviors</u></p> <ul style="list-style-type: none"> • Fighting • Unprovoked physical aggression toward another student or staff (hitting, spitting, kicking, pushing, grabbing, etc) ** • Deliberate inappropriate language that targets a student's race, ethnicity, religion, or other characteristic* (After having conversations with student and family) • Deliberate use of items to intentionally hurt others <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"> • Immediate removal from the classroom. • Family contacted and a meeting scheduled with guardians/parents, school counselor, assistant Principal, and teacher(s) • Referral to school counselor 	<ul style="list-style-type: none"> • Single day suspension • Meeting scheduled with Intervention & Referral Services Team 	<ul style="list-style-type: none"> • Multi-day Suspension • Follow up meeting scheduled with Intervention & Referral Services Team

- 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.

Grades 2-4

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
Level 1 - Disruptive Behaviors <ul style="list-style-type: none"> Teasing Name calling Using inappropriate language Disrespect of personal space Disrupting others through excessive talking, calling out, or attention-seeking behavior Inappropriate conduct in/on school grounds 	<ul style="list-style-type: none"> Conversation with staff member/ warning 	<ul style="list-style-type: none"> Family contacted Teacher-directed consequence (i.e., reflection, apology, taking a break, creation of behavior plan, etc.) Referral to School Counselor 	<ul style="list-style-type: none"> Assistant Principal notified Recess Reflection Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s)
Level 2 - Disrespectful Behaviors <ul style="list-style-type: none"> Antagonizing that leads to the situation escalating Rumors/gossiping Inappropriate gestures Deliberate disrespect towards others, including members of the staff Misuse of school property Theft Violation of Acceptable Use Policy (technology) Academic Dishonesty (copying another's work, using notes on a test, unauthorized use of AI, plagiarism) * <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"> Teacher-directed consequence (i.e., Written Reflection, Apology, etc.) 	<ul style="list-style-type: none"> Assistant Principal notified Recess Reflection Referral to School Counselor Family contacted 	<ul style="list-style-type: none"> Three days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s)
Level 3 Behaviors - Unsafe Behaviors <ul style="list-style-type: none"> Deliberate Inappropriate language (such as profanity directed at another student or staff member) Deliberate unsafe behavior (such as touching someone inappropriately) Inappropriate unintentional physical contact (hitting, spitting, kicking, pushing, grabbing, etc) * Vandalism (property damage, misuse of school property) Threatening another student 	<ul style="list-style-type: none"> Recess Reflection Family contacted Assistant Principal notified 	<ul style="list-style-type: none"> Two days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s) 	<ul style="list-style-type: none"> In-School Suspension Meeting scheduled with Intervention & Referral Services Team

<ul style="list-style-type: none"> Unintentionally using items to intentionally hurt others <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"> Referral to School Counselor 	
<p>Level 4 - Targeted Harmful Behaviors</p> <ul style="list-style-type: none"> Deliberate inappropriate language that targets a student's race, ethnicity, religion, or other characteristic* Deliberate use of items to intentionally hurt others Deliberate Inappropriate physical contact (hitting, spitting, kicking, pushing, grabbing, etc) ** <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 participate in "Power of Words" educational reflection sessions to help them understand the impact of their language and promote respectful communication.</i></p>	<ul style="list-style-type: none"> Two days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s) Referral to School Counselor 	<ul style="list-style-type: none"> Single Day Suspension Meeting scheduled with Intervention & Referral Services Team 	<ul style="list-style-type: none"> Multi-Day Suspension Follow up meeting scheduled with Intervention & Referral Services Team

- 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.

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
<u>Level 1 - Disruptive Behaviors</u> <ul style="list-style-type: none"> • Teasing • Name calling • Using inappropriate language • Disrespect of personal space • Disrupting others through excessive talking, calling out, or attention-seeking behavior • Inappropriate conduct in on school grounds 	<ul style="list-style-type: none"> • Conversation with staff member/ warning 	<ul style="list-style-type: none"> • Family contacted • Teacher-directed consequence (i.e., reflection, apology, taking a break, creation of behavior plan, etc.) • Referral to School Counselor 	<ul style="list-style-type: none"> • Assistant Principal notified • Recess Reflection • Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s) • Loss of privilege
<u>Level 2 - Disrespectful Behaviors</u> <ul style="list-style-type: none"> • Antagonizing that leads to the situation escalating • Rumors/gossiping • Inappropriate gestures • Deliberate disrespect towards others, including members of the staff • Misuse of school property • Theft • Violation of Acceptable Use Policy (technology) • Academic Dishonesty (copying another's work, using notes on a test, unauthorized use of AI, plagiarism) * <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"> • Teacher-directed consequence (i.e., Written Reflection, Apology, etc.) 	<ul style="list-style-type: none"> • Assistant Principal notified • Recess Reflection • Referral to School Counselor • Family contacted 	<ul style="list-style-type: none"> • Three days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention • Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s) • Loss of privilege
<u>Level 3 - Unsafe Behaviors</u> <ul style="list-style-type: none"> • Deliberate Inappropriate language (such as profanity directed at another student or staff member) • Deliberate unsafe behavior (such as touching someone inappropriately) • Inappropriate unintentional physical contact (hitting, spitting, kicking, pushing, grabbing, etc) * • Vandalism (property damage, misuse of school property) • Threatening another student 	<ul style="list-style-type: none"> • Recess Reflection • Family contacted • Assistant Principal notified 	<ul style="list-style-type: none"> • Two days of Recess Reflection, not to exceed two Recess Reflections per week or Afterschool Detention • Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s) 	<ul style="list-style-type: none"> • In-School Suspension • Meeting scheduled with Intervention & Referral Services Team • Loss of privilege

<ul style="list-style-type: none"> Unintentionally using items to intentionally hurt others <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"> Referral to School Counselor 	
<p>Level 4 - Targeted Harmful Behaviors</p> <ul style="list-style-type: none"> Deliberate inappropriate language that targets a student's race, ethnicity, religion, or other characteristic* Deliberate use of items to intentionally hurt others Deliberate Inappropriate physical contact (hitting, spitting, kicking, pushing, grabbing, etc) ** <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"> Afterschool Detention or Single Day Suspension Family contacted and a meeting scheduled with guardians/parents, School Counselor, Assistant Principal, and teacher(s) Referral to School Counselor 	<ul style="list-style-type: none"> Single Day Suspension Meeting scheduled with Intervention & Referral Services Team Loss of privilege 	<ul style="list-style-type: none"> Multi-Day Suspension Follow up meeting scheduled with Intervention & Referral Services Team

- 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.

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.

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 follow the definitions set forth 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.

APPENDIX C - 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 families review the policy in its entirety by visiting www.oradellschool.org. Go [HERE](#) to review the policy. 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 Family - Student Technology Contract 2024-2025

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 Family Student Handbook, you agree that both you and your student will follow the next contract.

Both student and family 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 family 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 family.
- 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.