

General Information

School Hours

Bayberry School	Grades K - 4	8:45 a.m. - 3:25 p.m.
Valley View School	Grades 5 - 8	8:15 a.m. - 2:55 p.m.
One Session Day	Grades K - 4	8:45 a.m. - 1:00 p.m.
One Session Day	Grades 5 - 8	8:15 a.m. - 12:30 p.m.

Bayberry School - Parent Pick-up dismissal time is after bus departure.

One Session Days are held during Parent Teacher Conference Days, the day before Thanksgiving and Winter Recess, and the last two days of school.

Delayed Openings will be designated because of inclement weather. Schools will open 2 hours later and close at the usual time. Bus routes are approximately 2 hours later than normal. Delayed Opening Times:

Bayberry	Grades K - 4	10:45 a.m. - 3:25 p.m.
Valley View	Grades 5 - 8	10:15 a.m. - 2:55 p.m.

****Students are tardy after 8:15 am at Valley View and 8:45 am at Bayberry on a regular and one session day.***

Visiting the Schools

Board of Education Policy requires that all parents and visitors report to the Principal's Office to obtain approval to visit in the school. All visitors must wear stickers with their name and the date of the visit. Visitors may not interrupt the educational process. Due to safety and security reasons, any individuals requesting to visit the school, not pertaining to school business, must have prior administrative approval and adhere to board policy. The following guidelines apply:

- The principal and the teacher must agree to the visit in advance.
- This visit is a privilege.
- Frequency and duration of such visits are at the discretion of the administration.
- If the visit is the cause of any disruption, the visit will be terminated immediately.
- Visitors are not entitled to any transportation services.

Early Dismissal

Students being excused early must have a note and are to be picked up in the school office.

After School Program

After-school care for Bayberry and Valley View Schools is provided from Bayberry dismissal to 6:00 p.m. at Bayberry School by Best Time, LLC. Please call (908) 704-9455 for registration and information. This service is privately contracted.

Registration Of Students

A student who transfers from another district should register as soon as possible at the office of the Superintendent located at Valley View School. Students registering for the first time should present the following:

- Proof of Residency: Deed or Lease, Tax Bill, Utility Bill, etc.
- Birth Certificate
- Certificate of Immunization (see Health and Attendance Section)
- Transfer card from previous district
- Any school records that are available

Kindergarten

Preliminary registration of kindergarten children is made during the Spring Review preceding their entrance to school. The child's birth certificate and certificate of immunizations (as described in the Health and Attendance section) are required. To be eligible for kindergarten, a child must be five (5) years of age on or before October 1st of that school year.

Attendance, Absences, and Excuses

New Jersey law requires that all students attend school all the days that school is in session, except in the case of students' illness, death in the immediate family, legal obligation, or religious holiday. Regular attendance is essential to each student's individual progress and the consistency of his/her educational program. Parents are asked to cooperate in fulfilling the Board's responsibility to provide a thorough and efficient education for each student. The frequent absence and/or truancy of students disrupts the continuity of the instructional process. A student must be in attendance for 162 or more school days in order to be considered for promotion.

Students who are absent without an appropriate excuse will be disciplined. Habitual truancy will be investigated to determine the cause of this behavior. If a student accumulates 5-9 unexcused absences in one school year, an improvement plan must be created through parent/principal conferences. After 10 unexcused absences, the information will be sent to the County Administrative Law Judge for court action.

Late arrival and early release may be justified on an occasional basis. Parents are asked to notify the school in advance. Students who are late for school miss essential portions of the instructional program. The student should be signed in or out at the school office.

Parents are responsible for notifying the school by 8:15 am at Valley View and 8:45 am at Bayberry when a child will be absent and/or tardy.

Emergency Closing Information

This information relates to the emergency closing of schools which usually takes place during the winter months. Parents are urged to read this notice and to become familiar with the procedures to be followed in each instance. Using School Messenger, the Superintendent will send a message when schools are delayed or closed.

TV stations which will feature emergency closing information include: NEWS 12NJ, WNBC, WABC, WCBS, and FOX5. In addition, the Watchung Public Schools website, www.watchungschools.com, will feature closing information. **No one should call the police department for information about school closings.**

One of the procedures listed here will be followed:

- 1. SCHOOLS CLOSED OR DELAYED OPENING:** You will receive an automated phone call from the Superintendent at your home by 6:00 am. The district website will also post school closing information by 6:00 am. A delayed opening is designated when it is possible that road conditions will improve. The entire starting schedule is pushed back 2 hours, but students are dismissed at the usual time. Bayberry School opens at 10:45 am and dismisses at 3:25 pm. Valley View School opens at 10:15 am and students are dismissed at 2:55 pm. In the morning, students should report to the assigned bus stop 2 hours later than the usual reporting time. If weather conditions warrant, the delayed opening decision will be changed to schools closed. This decision will be made before 8:00 am if at all possible. Radio stations will report this change and school phones will report this change when called. All emergency contact numbers will be called by 8:00 am.
- 2. EARLY RELEASE:** You will receive an automated phone call from the Superintendent of Schools. All emergency contact numbers will be called. Students are released early. This decision is usually made before noon. Radio stations are notified. Students are allowed to call home before they leave school if they wish to do so. On days when school is dismissed early for weather or other emergencies, all students must leave the school building and grounds as soon as classes are dismissed. All after school child care programs held at the school are canceled. Parents should develop procedures for the child to follow in these instances. These arrangements should include directions to be followed if no one is at home or instructions to remain at school for parental pick up. In this case, all students must be picked up within forty minutes after the designated early dismissal time. It is possible that weather conditions may prevent the school buses from following the normal route and stopping at usual stops. Every attempt will be made to drop students off as close to the usual stop as possible.

Plans should be made by parent and child as to the procedure to be followed in such instances. School offices will call parents if stops are altered. Best Time, LLC will not meet when students have been sent home early.

Report Cards

The Watchung Borough School System uses the combination report card and parent-teacher conferences method to communicate student progress. Report cards are issued electronically throughout the school year. The actual format of the report card varies according to the grade level. Interim reports are issued midway between report cards if students are not performing satisfactorily.

Throughout the year, Valley View parents will be able to access the "PowerSchool Student Progress Website" to view their child's progress in academic subjects as well as the related arts. Updates are posted weekly by the faculty. Instructions and passwords will be distributed by the principal at the start of the school year.

Promotions

The decision for promotion or retention is made in answer to the question, "In which grade will the student receive the greatest educational benefit?" If retention is a possible recommendation, parents and students will be notified as early as possible. Notification will occur no later than the start of the third marking period for Valley View students. The final decision will not be made until the end of the year and will be based on such specific factors as: (1) the child's achievement; (2) the child's age and previous record; (3) the child's social, emotional, and physical maturity.

Care Of School Property

The Board of Education supplies textbooks, workbooks and a reasonable quantity of supplies such as paper and pencils to each student according to need. Students are expected to exercise care in the handling of textbooks and other school materials. All textbooks, which travel between home and school **MUST BE COVERED**. Students should also realize that the school building, grounds and other facilities provided for their education are to be respected, not abused. Marking or in any way destroying school property is not only inexcusable, but it is also subject to fine and punishment for those responsible.

Use Of School Facilities

Organized community groups who wish to use school facilities may apply at the office of the Board Secretary. Approval of such requests is governed by Board of Education policy.

Advertising and Promotion

School announcements or flyers for non-school organizations will only be distributed with the approval of the Superintendent.

Electronic Devices

Use of cellular phones, hand-held entertainment electronics, or electronic games by students during school hours is prohibited. Violation will result in confiscation of the items to be returned only to the parents/guardians.

Fundraising Activities

The Board recognizes the value of having students participate in fundraising activities. The principal shall approve activities by school organizations approved by the Board. The Superintendent shall approve collections by organizations outside the schools or by students on behalf of such organizations. The funds/materials collected shall be deposited in proper school accounts. The Board is not responsible for the protection or accounting of funds collected from students by organizations outside the schools. The Board prohibits fundraising activities that encourage or require door-to-door solicitation.

Gifts to School Personnel

Employees of the school district shall not accept any gifts of significant value in connection with their duties. This policy does not prohibit students from making an occasional small gift. The Board of Education shall consider as always welcome, and in most circumstances more appropriate, the writing of letters to staff members expressing gratitude or appreciation.

Search and Seizure

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Students and parents or guardians are informed of this policy annually.

Lost And Found Articles

A lost and found section is maintained in each building. Articles including clothing, books, school bags, lunch boxes and the like should be properly marked so they can be returned to their owners.

Lunchtime

Bus students are not permitted to leave the school grounds at lunchtime unless they are picked up in the principal's office by their parents, legal guardian, or an adult with written permission from the parent or legal guardian. Students who walk to school are permitted to leave the school grounds at lunchtime only if they are going home for lunch and have written permission from their parents or legal guardian.

Dress and Grooming

School dress should be reflective of pride in self, family, and school. Student dress should not interfere with the learning climate or violate good safety and health practices. Those students not meeting this standard, in the administration's judgment, will have their parents or guardians contacted.

Head

- Hats may be worn indoors for religious or health reasons only. Sunglasses must be removed upon entering the building.

Shirts and Blouses

- Shirts and blouses should be continuous from neckline to waist. The midsection should not show. Tank tops and muscle shirts are not allowed.
- Clothing with vulgar language, obscene pictures, pictures of weapons, drug/alcohol or drug paraphernalia and tobacco products or other inappropriate material is prohibited.

Skirts, Dresses, and Shorts

- Skirts, dresses, and shorts should be approximately six (6) inches below the buttocks.

Pants

- Pants should be secured at waist - no sagging below waist to expose undergarments.

Shoes

- For reasons of safety, shoes or sneakers must be worn. Shoelaces must be tied properly. Flip-flops may not be worn.

Weapons and Dangerous Instruments

Weapons, whether real or imitation, including toys, are not allowed on school property. There will be appropriate consequences with any violation of this ban. The administration will immediately advise the Watchung Borough Police Department and will secure the firearm or weapon. Special permission for bringing such items to school must be obtained from the Principal. Permission will only be granted if the object is to be used for educational purposes or as a prop for a school play, etc. Toy weapons which are part of a costume on Halloween, should be used only with approval by the principal.

In the interest of the welfare of all of the students and staff of the Watchung Schools, the Board has adopted a policy of “Zero Tolerance” regarding violence or threats of violence with a weapon to anyone in our school community.

Vandalism And Violence

Students found to be involved in vandalism to school property will be reported by the principal to the Superintendent. The Board of Education will hold the student’s parents/guardians liable for the damage to school property.

The Watchung staff is obliged to consider seriously and report to the principal any form of violence or threat of violence in the schools. The Crisis Management Team will meet and determine the seriousness of the threat. The team response to behavior related to threats, bullying, and other forms of harassment will be to investigate the incident, to notify parents, and, if appropriate, to notify law enforcement officials. Offenses will result in discipline, suspension, or expulsion as considered appropriate by the school officials.

Harassment, Intimidation or Bullying

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. This type of behavior interferes with a student’s ability to learn and a school’s ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The Board prohibits acts of harassment, intimidation or bullying against any student in accordance with board policy.

“Harassment, Intimidation or Bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds in accordance with law, and that:

- A. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students;
- B. A reasonable person should know, under the circumstances, will have the effect of physically or mentally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or mental harm to his or her person or damage to his or her property;
- C. Has the effect of insulting or demeaning any student or group of students;
- D. Creates a hostile educational environment by interfering with the student’s education or by severely or pervasively causing physical or emotional harm to the student.

“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus.

Student Grievance Procedure

Each school has established procedures for the consideration of student’s problems and complaints. To summarize the procedure:

The student is encouraged to discuss his/her concerns with a teacher or guidance counselor. If unsatisfied, the student should discuss the problem with a parent who may then contact the teacher, the principal, the superintendent, and finally the Board of Education.

It is the Board’s desire to process and resolve problems/complaints as soon as possible at the first level of intervention.

Equal Educational Opportunity

Affirmative action as it impacts our instructional program is referred to in Policy 6121: "No student enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis or race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition, or non-applicable disability. The affirmative action officer shall be responsible for planning, implementing and monitoring the district's affirmative action program with respect to school and classroom practices."

The district's affirmative action program is part of each academic program regarding all students. No one, including students, staff members, vendors volunteers, or visitors, shall commit an act of harassment / discrimination of any kind against any member of the school community. The administration will inform all students that any form of harassment, including sexual harassment, is prohibited in the educational setting.

The Grievance Procedure outlined in the Handbook should be followed. If it is a case of discrimination, the Affirmative Action Officer will be present. Mrs. Mary Nunn is the Affirmative Action Officer.

Asbestos Notification

The faculty, staff, parents, guardians, contractors, residents, and applicants for facility use in our schools are hereby notified that Valley View and Bayberry School have asbestos containing materials. There is no friable asbestos in either building.

Please be assured that we are constantly on the alert to ensure a safe and healthy environment for our staff, students, and visitors in our buildings. It is on this note that our school district, in order to comply with law, is providing you with access to our Asbestos Management Plan.

Under the Asbestos Hazardous Emergency Response Act (AHERA) on October 22, 1986, we are hereby notifying the public that there are asbestos containing materials in the schools. The management plan is available for review by contacting the Board Office, One Dr. Parenty Way, Watchung.

The only asbestos containing materials found in Bayberry School is in the floor tile in some parts of the school. At Valley View School the floor tiles are asbestos free. No asbestos materials are found where children or others can touch them.

Drugs, Tobacco And Alcohol

The Watchung Board of Education will make every effort to educate its students regarding the misuse of drugs, tobacco, and alcohol. Further, the Board is obliged to provide help for the young person who is having a problem concerning the abuse of these substances.

School Pest Management

In accordance with the new Jersey Integrated Pest Management Act of 2002, the Watchung Public School District is required to implement a school-integrated pest management program.

As part of a school pest management plan, the school district may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants, and children, should avoid unnecessary pesticide exposure.

Copies of the district's pest management plan and a list of any pesticides in use or used within the last twelve months are available in the district office.

For further information, contact the Supervisor of Buildings and Grounds, Integrated Pest Management Coordinator at 908-755-8536.

Student Safety

The safety of students is a consideration of utmost importance. The Superintendent has developed a district wide safety program with an emphasis on accident prevention and has informed the staff of this policy. Parents may obtain details of this policy by contacting the school office.

Emergency Drills

The School Laws of New Jersey require that each school hold two drills every month. These drills are held at various times and under varying conditions. Sometimes exits are purposely blocked to test student reaction. The children of Watchung are taught to leave the building quickly and quietly. As part of our District Crisis Response Plan, one fire drill and one school security drill will be held in both Bayberry and Valley View Schools monthly. Children will be instructed by staff concerning proper procedures. Bus evacuation drills are conducted twice per year at both schools.

Health

Your child is expected to be in school every day school is in session unless excused for a legitimate reason. HOWEVER, A STUDENT WHO HAS ANY SIGN OF FEVER, CHILLS, SORE THROAT, VERY RUNNY NOSE, RED EYES, SEVERE COUGHING, SKIN ERUPTIONS, VOMITING, EARACHE, PINK EYE OR DIARRHEA SHOULD NOT BE SENT TO SCHOOL. Such symptoms may indicate the beginning of a contagious disease. It frequently means that the student has to be sent home from school. Under conditions where these symptoms exist, it is neither fair to the individual student nor the students with whom he/she comes in contact, for him/her to attend school. To insure proper care for your child, it is essential that the emergency card, issued at the beginning of the year, name an alternate contact should you not be available when needed.

PARENTS ARE ASKED TO CALL SCHOOL FIRST THING EACH MORNING TO REPORT THEIR CHILD'S ABSENCE.

The school will call the home daily to verify absence unless the parent calls the school. Frequent absence and tardiness hinders students from maintaining their highest possible standard of achievement. Chronic absence and/or tardiness will be investigated by our attendance officer. Legal absences are for: personal illness, death in the immediate family, religious holiday, and other family emergencies. When a student returns to school after an absence or tardiness, a note to the teacher stating the reason is required.

Immunization requirements for students to be enrolled in a New Jersey Public School are set by New Jersey State Law to include the following:

- DPT (Diphtheria, Pertussis, Tetanus)
- Poliomyelitis Vaccine
- MMR (Measles, Mumps, Rubella)
- Hepatitis B vaccine series is required for those entering kindergarten and Grade 6
- Meningococcal vaccine for Grade 6
- A Mantoux Tuberculin test may be required.

A physical exam is required for students entering the school district. Although the 3rd and 7th grade exams are no longer required, it is recommended that children be examined by their health care practitioner at least once during each developmental stage; early childhood (preschool - grade 3), preadolescence (grades 4 - 6) and adolescence (grades 7 - 12).

A sport physical and health history is required for those students wishing to participate in the Interscholastic Sport Program. The school physician will be available to perform this exam. If it is done by your family physician, it must be documented on the appropriate form.

Administering Medication

If a child needs medication during the school day, please follow these guidelines:

1. Medication includes prescription and all over the counter medication (Advil, Tylenol, Tums, cough drops, etc.).
2. Obtain a written request from your child's physician. At the time of the visit, you may wish to request that the physician note the child's needs on his prescription pad. Prior to the visit, secure the medication permission form from the school nurse and have the physician complete it.
3. Medication can only be administered by the nurse or the parent. Self-administration for asthmatic children and those requiring an Epi-Pen is allowed providing the proper forms are completed and the student has been trained in self-administration. Please consult with the school nurse.
4. Physician orders for medication are only valid for the present school year and must be renewed annually. All medication must be picked up at the end of the school year by the parent.

Student Group Accident Insurance

The Board of Education will grant permission to insurance companies to offer Student Group Accident Insurance. Interested parents may obtain applications from the Board Secretary. There are certain limitations in each plan. Be sure to read the provisions of your policy.

Accidents should be reported immediately to the principal of the school, who will prepare a written report. If the child is insured, the report will be forwarded to the insurance agent and the doctors. The Board of Education assumes no responsibilities for settlement of claims.

Developing Appropriate Study Skills

Learning is an adventure participated in by adults and children alike. Learning experiences which a family can enjoy include activities such as reading together, taking trips, shopping, and cooking. These experiences, though informal, add to the child's total development.

On a more formal level, study skills, THE EFFECTIVE TECHNIQUE FOR COMPLETING A LEARNING TASK, are specifically taught in Watchung as an integrated part of the entire curricular program. In school, the usual learning tasks are as follows:

1. Managing Time
2. Managing Materials
3. Listening
4. Reading
5. Writing
6. Following Directions
7. Preparing for and Taking Tests
8. Taking Notes
9. Using the Library-Media Center
10. Using Graphic Aids
11. Solving Problems and Thinking

The development of a student's study skills is a shared effort between the school and the home. This document will detail some of the eleven areas of study skills listed above and will provide some concrete suggestions for developing and improving those skills. Although the learning tasks are initiated in school, the tasks are extended, reinforced, and maintained through work at home.

The effective and efficient use of study skills will produce an independent learner. To achieve this end, a partnership between the home and the school is imperative. Maintaining close communication with your child's teachers will create a positive learning environment. We look forward to working with you to make the learning experience meaningful.

Homework Guidelines

Homework is an integral part of the educational program in the Watchung Borough Public Schools. Students who attend our schools can expect to receive homework assignments. Homework serves as a link between home and school and has proven to have a positive effect upon achievement and character development. The homework assigned will have a purpose, may be written, reading or study assignments, will be checked and/or corrected by the teacher.

The amount of time required to complete homework each school day is:

<u>Grades</u>	<u>Approximate Duration</u>
K, 1, 2.....	15 – 30 Minutes
3 – 4.....	45 – 60 Minutes
5 – 6.....	60 Minutes
7 – 8.....	60 Minutes Minimum

Students Absent One Day

Parents who would like homework for such a student should call the office by 9:30 a.m. The assignments will be collected from the individual teachers and they will be ready for pick up at the end of the school day. Parents can pick up the assignments or designate a student to do so. If homework is not requested, students will follow the teachers' guidelines regarding homework.

Students With Extended Illness (More Than One Day)

Usually the same procedure as for one day absence is followed. However, if possible, the teacher will provide the assignments for the duration of the illness. At Bayberry School, work completed by the student at home should be returned to school, if possible, so that the teacher is able to monitor the student's progress. At Valley View School, completed work should be sent with the student when the child returns to school.

Extended Absence (Vacations)

Under a recent ruling by the New Jersey State Board of Education, parents are advised that vacations **do not** qualify as excused absences under the attendance policy.

A.D.A. Program Adjustment Procedures

Introduction

The Watchung Borough School District is committed to the premise that all citizens shall have access to educational experiences and activities. To this end, this document describes the procedures in place for accommodating all students and citizens.

Procedures

Students: Parents of students with a physical disability should notify the Superintendent as to the need to have programs accessible for the student. The Superintendent will confer with the parent and student and describe the modifications to be made to accommodate the needs of the student. Elevator access to the second floor of Valley View is provided.

Adults or Other Visitors: If necessary, people other than students who visit or have reason to be involved with the school and who are disabled, will report to the Superintendent's office located on the first floor. Personnel in that office will make the necessary arrangements to accommodate handicapped persons or direct them to the elevator at Valley View. This could include: contacting and summoning the person or persons necessary to provide the required services; arrangements to have the group or program to be observed relocated to a place on the first floor. Observance of programs or athletic activities normally take place on the first floor of the building. In all cases, individuals with disabilities may contact the personnel in the Superintendent's office and appropriate action will be taken to provide the necessary services.

Guidance Services

The primary responsibility of the guidance counselor is to promote a positive environment in the school with students, staff, parents and the community at large. The counselor will:

- Identify children at risk
- Work with underachieving students
- Provide individual counseling sessions with students
- Collaborate with teachers on strategies which are useful for individuals and groups
- Assist in interpreting standardized test results
- Counsel students who have disciplinary problems

Parents who wish to discuss individual student concerns should contact Mrs. MacLeod-Kervel at Valley View (908-755-4422) or Mrs. Fleming (908-755-8184) at Bayberry.

Child Study Team Services

The Watchung Child Study Team consists of a Director of Special Services, a learning consultant, psychologist, social worker, and speech/language specialist. One of the primary responsibilities of the Team is to identify, diagnostically evaluate, and prescribe individualized educational programs for students (grades Pre K - 8) with learning difficulties.

The Child Study Team is also involved in several other school related activities. Individual and group counseling services are offered by the psychologist and social worker. Counseling topics have included behavior management, peer relationships, bereavement, children in single parent homes, adjustment of new and transfer students, self-esteem, and motivation for academic improvement.

Additionally, the Team has established a referral system with community agencies and private practitioners. The Team also articulates with neighboring schools from the preschool through secondary level.

Finally, the Team is involved in curriculum areas which include Kindergarten Screening, in-service programs for teachers, language services for bilingual students, and supplemental programming. Contacts from parents regarding team services are welcome throughout the year.

Special Education

In order to meet the needs of all students, the Board of Education has made provision to provide instruction for mentally, physically and emotionally handicapped children. A specialized educational curriculum provided for those children who cannot benefit by education within the regular classroom or who need supplemental instruction.

Role of Parents and Guardians

When possible all instructions should be given to your child prior to school. It is better to send a note than to interrupt the school by telephone. Parents are requested to keep the school apprised of changes in factors in the home which may affect student conduct or performance. The school personnel recognize the vital role of parents in the welfare and education of their children.

Home Instruction

Students who are unable to attend school because of a physical condition may receive home instruction provided extended absence (more than 10 school days) is indicated in writing by a physician. Application can be made through the school principal.

Transportation

The Watchung Board of Education has adopted the statement of SCHOOL BUS SAFETY published by the N.J. State Department of Education as part of its transportation policy. Students must ride to and from school on their assigned bus.

No transfer will be permitted throughout the course of the year except in extreme emergencies where no other solution to a problem is available. Permission must then be received from the administration.

Parochial and Private school students who wish to be transported to their school must apply to: Business Administrator/ Board Secretary, Board of Education, Watchung Hills Regional High School, 108 Stirling Road, Warren, NJ 07059.

Transportation Routes

Questions or problems regarding bus route, schedules, etc., should be addressed to the Maryanne Sutphen, transportation coordinator, at (908) 755-8536. Please review the Bus Code of Behavior with your child.

Parents will receive bus passes for students riding the bus. A master list of bus routes is available on each school page of the district website.

Bus Code of Behavior – School Bus Students

1. Students are to understand that the bus driver is in complete charge of the bus and that the driver is under orders to report all acts of misconduct to the principal of the student's school. Students will obey all orders given by the bus driver. A student may be excluded from the bus by the principal for disciplinary reasons.
2. Students are prohibited from smoking on the bus.
3. Students must refrain from making excessive noise. Normal conversation is permissible.
4. Windows must not be raised or lowered without permission of the driver.
5. Students will not throw anything from the windows of the bus nor anything on the floor of the bus.
6. No students will ever put their arms or head out the bus windows whether the bus is moving or parked.
7. It is of utmost importance that students must respect private property rights while waiting for the bus. Keep off the road and private property while waiting for the bus.

8. Aisles of the bus are to be kept free of all items.
9. No glass containers are permitted on the bus.
10. Students are prohibited from eating or drinking on the bus.
11. No student is to touch the emergency door unless an emergency arises.
12. Good conduct is expected while boarding the bus, while on the bus, when leaving the bus, and while walking home.
13. If students must cross in front of the bus, wait for direction to do so from the driver. Walk approximately ten (10) feet in front of the bus.
14. Students must remain seated whenever the bus is in motion.
15. Students must stay seated until the bus stops and the driver gives the signal to get off.

Transfer of Students to Other Districts

Parents of a student leaving the Watchung Schools should give the building principal information concerning their new address so that the transfer card can be taken or forwarded to the new school. Students must return all books and school materials before records will be mailed to the receiving district. A signed release form is required before any records can be sent to the receiving district. Students must be enrolled in another school within ten days after withdrawal from Watchung Schools.

Milk Program

Milk and orange juice are ordered in the beginning of the year. Cash or check may be used. A notice describing the details and procedures for the year is sent to the home.

Sending Money to School

You will find it necessary to send money to your child's teacher for various reasons. These include PTO lunch sales, insurance, individual pictures, field trips, etc. Please send the exact amount in an envelope properly marked with the child's name, teacher, room number, and school. Parents are asked to monitor the amount of money a child brings to school.

Field Trips

The Board of Education shall bear all expenses of field trips included in the curriculum guides. Other field trips are considered co-curricular and are on a volunteer basis. Parents are assessed the cost of these trips. If a child chooses not to go on a field trip, a suitable program will be provided for him in school.

Family Life Education

Recognizing the responsibility which the school district has toward its children as outlined in the goals of the Watchung Borough Public Schools, a program of health and family education is currently provided. Classroom teachers teach the approved curriculum in grades K-6, the school nurse and physical education teacher teach the approved Health curriculum in grades 7-8. All levels have age appropriate instruction in disease prevention (including HIV) and chemical health (drugs and alcohol).

Curriculum revision, textbooks and supplemental material approval follows regular Board of Education procedures. Parents, who for reasons of conscience, object to certain portions of the program, may have their children excused from those program portions, upon receipt of written request to the principal.

Selection of Materials

All basic materials for health education, including films, filmstrips, and other audiovisual materials, textbooks, and curricula are approved by the Board of Education and are available to parents for review. The basic content of the health education curriculum, as approved by the Board of Education, includes units of family living education. The following topics in this area are included in grades K-8:

KINDERGARTEN and GRADE 1: Appreciation of family members, learning basic needs of the body's emotions and showing emotions; rules of social group; physical abuse.

GRADE 2: Responsibilities of parents and children as cooperative members of a group; general growth, including internal organs; understanding emotions and feelings in ourselves and others; interpersonal relationships; abuses, physical and verbal, communicable diseases, HIV.

GRADE 3: Understanding family relationships; recognizing family variations; signs of growing up, including independence-dependence; the body systems; learning how to make decisions based on emotions, feelings and interpersonal relations, HIV.

GRADE 4: The family unit; contribution of the family to good health; home duties and responsibilities; growth and development, including cell structure and function; heredity; physical characteristics, genes; differences in growth rates between boys and girls; systems of the body; emotions; interpersonal relations; abusive behavior, HIV, refusal skills.

GRADE 5: Responsibility to family and peers; physical, emotional, and social aspects of adolescence; reproductive system, interpersonal relationships with all age groups and types of abusive behavior, drug, alcohol, tobacco education; communicable diseases, AIDS; safety and first aid.

GRADE 6: Understanding self, abusive behavior, interpersonal relationships, emotions, stress, influence of heredity, growth patterns and characteristics, functions of reproductive system and associated glandular changes, fetal development, the birth process, continued study of the family, drugs (including steroids), tobacco, alcohol education, AIDS, abstinence, safety and first aid.

GRADE 7: Physical, mental, and social aspects necessary for healthful living; social development; personal hygiene, nutrition, family relationships, human growth and development; body systems, heredity, growing up socially, human sexuality, stressing abstinence; abusive behavior, AIDS, drugs (including steroids), and alcohol education and safety and first aid.

GRADE 8: Nutrition, eating disorders, health careers; marriage, the family, healthy relationships, human growth and development; anatomy, physiology, human sexuality, abstinence, contraception, sexually transmitted diseases, AIDS, drugs, smoking, alcohol education, decision-making and refusal skills, mental health.

Instrumental Music

Students are offered lessons on all band instruments during the school day beginning in fourth grade and continuing through eighth grade. Further information about these co-curricular services may be obtained from the instrumental music teachers.

Physical Education

Coeducational physical education classes are held for all students. A physician's note is required if your child is to be excused from physical education classes for longer than one week. It is mandatory that the students change into sneakers before taking part. This is a safety measure. Boys and girls in grades five, six, seven and eight must dress for physical education as well. As a safety precaution, students will not be allowed to participate in physical education and/or sports programs wearing jewelry.

Acceptable Use Policy - Computers

Internet Policy

All users of technology in the Watchung Borough Public School District are required to abide by the Appropriate Use of Technology Policy and Guidelines as set forth below:

Policy – Technological Resources for Students

Introduction: The following policy outlines the acceptable uses of technological resources in the Watchung Borough School District. This policy applies, but is not limited, to the following categories of technology: school-based computer networks, district-wide computer networks, stand alone computers, peripheral devices (DVE, videocassette recorders, television, telephones, scanners, printers, USBs, on-line services, licensed software, videocassettes, confidential district databases and use of the Internet.

Local area networks (a particular school) and wide area networks (the entire district) connect computers in a way that facilitates the use of software programs and the storage of information. The Internet is a worldwide system of computers linked together electronically. Each of these systems provides the users with the ability to send and receive mail (email) and access enormous and diverse databases of information. The Internet is used to facilitate communication in support of research and education. Because of these capabilities, these services can be a valuable educational resource for the students and staff in the district. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing, innovation, collaboration and communication. The district reserves the right to prioritize and limit access to and use of its technological resources.

Use of the Internet: Because anyone in the world has access to the Internet, the system also contains material, which is inappropriate for the elementary and secondary students or does not possess educational value in the context of our school curriculum. One of the goals of this policy is to outline acceptable use of the Internet by students. This policy seeks to balance issues of intellectual inquiry, freedom of speech and privacy with the responsibility of the district to ensure that student do not access or produce inappropriate or illegal material.

Acceptable Use of Technological Resources: Acceptable use in the framework of the Watchung Borough School District can be defined as employing technology as an educational tool, using guidelines that the computing community at large and/or legal opinion have generally agreed

are permissible. Examples of action that violate this accepted standard are listed on the next page under the topic of prohibited uses.

Network Etiquette and Child Safety: Students are expected to adhere to generally accepted rules of network behavior. These include:

- Be respectful. Do not use abusive language.
- Electronic email is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
- Logging on the Internet is taking an electronic field trip into cyberspace. Students are going out into the world and need to protect themselves. Students must not give out their names, home addresses or telephone numbers to people they “meet” on the Internet.

Authorization to Use District Technology

Any student in grades K-8 or community member who seeks to use the technological resources of the district must sign a Technology Use Agreement, which will be kept on file with the district. This agreement will authorize the signer to use the district’s resources. In addition, all students must have a signed parent/guardian consent form.

Network Etiquette and Child Safety

All users must conform to etiquette and safety guidelines generally accepted by the computer community at large. This includes the use of polite language when communicating electronically. Users must also be aware that electronic mail is not private and may be subject to screening by system operators.

Users must never reveal personal information about themselves or others. This includes age, home addresses, and home telephone numbers. Users must never agree to meet people in person that they have communicated with electronically. Users must report to a teacher or other district representative any information they access that appears dangerous or makes the user feel uncomfortable.

Policy Violations

All users who violate the policy of the Watchung Borough Public Schools whether or not they have signed the Technology Use Agreement, will be subject to disciplinary action and legal action. This includes warning, suspension of user privileges, criminal prosecution, and monetary restitution

for damages that may have occurred.

Access to, and use of, the Internet, like other educational tools, is provided by the school district to foster those learning experiences which are part of the district educational program or the approved extracurricular activities of the schools

Personal use of this school district provided service is specifically prohibited, unless approved in writing by the administration, and material accessed by students must be related to the educational program or to the approved extracurricular activities of the schools.

Privilege to Use the Technology: While in school, student access to technological resources will be under the direct supervision of teaching staff and will be monitored by the staff member in the same manner as any other classroom activity. Using technology in the context of a school setting is not a right, but a privilege. Any infraction will suspend user privileges and may result in further disciplinary action.

Prohibited Uses: The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment and therefore are prohibited. The list is not all-inclusive, but includes the major categories of misuse of technology.

- Using the network for illegal activity (e.g. copyright infringement).
- Disrupting or damaging equipment software or the operation of the system.
- Vandalizing the account or data of another user.
- Gaining unauthorized access to another account, confidential school records or to the system operation.
- Using another person's account or name without permission.
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphics or photographs
- Sending or receiving material that is racist, sexist or offensive to the religious or cultural beliefs of people.
- Creating or installing a computer virus.
- Using technology for personal, financial or business gain, or political use
- Installing or using personal software on any computer in the district.
- Changing the configuration of an individual computer or network
- Downloading software, shareware, or freeware
- Logging on the Internet or sending email using a fictitious name

P.T.O. Information

Please visit www.watchungpto.com.

WEF Information

Please visit www.wefund.org.