

Parent/Student Handbook

2022-2023



Excellence on the Hill

113 Bayberry Lane
Watchung, NJ 07069

Main Office: 908-755-8184 * Fax: 908-755-0366
Attendance & Message Line: 908-755-8184
Website: www.watchungschools.com/watchung/Bayberry

Principal: Mrs. Denise Fichner

Bayberry Elementary School Contact Information

Bayberry Main Office	908-755-8184	Email
School Secretary, Mrs. Camille DiNardo	Ext 1101	cdinardo@watchungschools.us
School Secretary, Mrs. Marlyn Vargas (Habla Espanol)	Ext 1100	mvargas@watchungschools.us
Principal, Mrs. Denise Fichner	Ext 1100/1101	dfichner@watchungschools.us

Bayberry Important Contacts	908-755-8184	Email
Counselor, Mrs. Kara Fleming	Ext 1105	kffleming@watchungschools.us
Nurse, Mrs. Karin Doss	Ext 1103	kdoss@watchungschools.us
Child Study Team Secretary, Lisa Mahon	Ext 1114	lmahon@watchungschools.us

District Important Contacts	908-755-8536	Email
Transportation, Mrs. Nacia Jackson	Ext 1030	njackson@watchungschools.us
Superintendent's Office, Mrs. Connie Hankowski	Ext 1010	chankowski@watchungschools.us

Important Links	
Watchung Borough Schools Website	http://www.watchungschools.com/watchung/
Genesis Parent Portal	https://parents.genesisedu.com/watchungschools

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Greetings Bayberry Bears & Families!

Dear Student and Families,

Welcome to the Bayberry Elementary School family! This handbook contains useful information about the programs, policies, and procedures in place at Bayberry to help you navigate the school year with ease.

We are dedicated to supporting your child's academic and social emotional growth so that they will perform at their very best! We begin by ensuring our students feel safe, connected and happy to come to Bayberry. With this solid foundation for learning, students will be ready for engaging learning activities that will challenge them to think creatively, solve problems and collaborate with their peers.

In addition, we value the partnerships we build with our families to ensure student success and we look forward to working together this school year. Please do not hesitate to reach out to me with any questions or concerns.

Sincerely,

Denise Fichner

Principal, Bayberry Elementary School

dfichner@watchungschools.us



School Rules

- Be Safe
- Be Respectful
- Be Responsible
- Be Kind

BUILDING/ADMINISTRATIVE PROCEDURES

Attendance/Absences

The Watchung Borough Board of Education requires students enrolled in Watchung Borough schools to attend school regularly in accordance with the laws of the state. The consistent contact with students in the classroom with one another and their participation in a well-planned instructional activity under the direction of our faculty is vital to our students' success. Parents are encouraged to work in partnership with their children and school to minimize excessive or unnecessary absenteeism.

Attendance Policy

The Watchung Borough Board of Education recognizes its responsibility to provide a thorough and efficient education for every student within the district in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to attend school as scheduled, and that parents/guardians support and reinforce their child's regular attendance. To conform to state regulations, school districts define excused and unexcused absences as:

An **"excused absence"** is a student's absence from school for a full day or 4+ hours of a day for one or more of the following reasons:

- The student's illness supported by a written letter from the parent upon student's return to school at the principal's discretion
- Personal illness with health care provider documentation including date of appointment, diagnosis and duration of absences to be excused.
- Professional appointments that cannot be scheduled during non-school hours with health care provider documentation upon return.
- Court appearance with documentation of court notice to appear.
- Family illness or death.
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A: 36:14 and *Take your Child to Work Day*.
- Where appropriate, when consistent with Individualized Education Programs,
- Suspension from school.

An **unexcused absence** is a student's absence for all or part of a school day for any reason other than those listed above. Though a student may be absent with parental approval for reasons other than those listed above, the absence will be defined as verified but **"unexcused."** *It is also recognized that the parents/guardians may not always take their child to the doctor every time he/she is sick. An absence will be recorded as unexcused when it is*

*necessary for students to miss school and documentation cannot be provided. Unexcused absences are **not** considered truancy unless the student is absent without parental consent.*

Truancy

Truancy is a student's absence from all or a part of the school day without the knowledge of the student's parent/guardian.

Notice to School of Student Absence

Parents should report a student's absence using the attendance line or Parent Portal as early as possible. This does not excuse an absence but informs the school that your child is absent with your knowledge and is not truant.

The student's absence will be deemed either excused or unexcused based upon the documentation explaining the reason for the absence(s) that is presented to the Main Office by the student following their return to school. The school will make every effort to contact parents/guardians of any student who is absent for whom notification was not received.

School Response to Unexcused Absences

For up to four cumulative unexcused absences, the school district shall:

- make a reasonable attempt to notify the student's parents
- make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents
- identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance.

For between five and nine cumulative unexcused absences, the school district shall:

- make a reasonable attempt to notify the student's parents of each unexcused absence
- make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents
- evaluate the appropriateness of prior action taken
- develop an action plan to establish outcomes based upon the student's patterns of unexcused absences
- specify the interventions for supporting the student's return to school and regular attendance, which may include referral or consult with the building's intervention and referral services team

For cumulative unexcused absences of 10 or more, a student, between the ages of six and 16, is truant, pursuant to N.J.S.A. 18A:38-25, and the school district shall:

- make a determination regarding the need for a court referral for the truancy
- continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance
- cooperate with law enforcement and other authorities and agencies, as appropriate; and proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and a court referral may be made as follows: when unexcused absences are determined by school officials to be violations of the compulsory education law, pursuant to **N.J.S.A. 18A:38-25**, and the district board of education's policies, the parent may be referred to municipal court; a written report of the actions the school has taken regarding the student's attendance shall be forwarded to the municipal court; or when there is evidence of a juvenile-family crisis, pursuant to **N.J.S.A. 2A:4A-22.g**, the student may be referred to Superior Court, Chancery Division, Family Part; a written report of the actions the school has taken regarding the student's attendance shall be forwarded to the juvenile-family crisis intervention unit.

For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's individualized education program.

School Hours

School hours are 8:45 AM-3:25 PM. Early dismissal schedule: 8:45 -1:00 PM. Delayed opening schedule: 10:45 AM-3:25 PM.

School Schedule

Homeroom/Arrival	8:30 - 8:45
Period 1	8:50 - 9:30
Period 2	9:30 - 10:10
Period 3	10:10 - 10:50
Period 4	10:50 - 11:30
Period 5	11:30 - 12:10
Period 6	12:10 - 12:50
Period 7	12:50 - 1:30
Period 8	1:30 - 2:10
Period 9	2:10 - 2:50
Period 10	2:50-3:20
Homeroom/Dismissal	3:20 - 3:25

Early Dismissal Schedule

- 8:45 AM-1:00 PM
- Abbreviated schedule - no lunch

Delayed Opening Schedule

- 10:45-3:25
- Abbreviated schedule with lunch

Arriving to School

Students arriving at school **after 8:45 am** are to report to the Main Office to get a late pass before reporting to class. This will prevent the student from being marked absent. Parents will be notified by a teacher, school counselor, or school administrator when students are excessively late to class or school.

Dismissal Plans – Pickup Patrol

All dismissal plans are managed through the online platform, [Pickup Patrol](#). At the beginning of each school year, new families will receive an account setup email. Parents who already have an account will receive an email to confirm their child's default dismissal plan. Every child's default plan is set to "bus" at the start of a new school year and parents have the option to change this at any time. Same day changes, called a "plan change", must be made by 2:00 PM on a regular dismissal day and 12:00 PM on an early dismissal day. Your child's teacher will automatically receive notification of any plan changes.

Before & After School Program

The Watchung Borough School District is proud to offer a Before and After School Program to our students. The Programs will run daily at Bayberry School on days when school is in session.

During the regular school year, Before Care is available from 7:00 am to 8:30 am. After Care is available from dismissal until 6:30 pm.

During the summer programs, Before Care will be open from 7:15 am to the start of the summer program and from the end of the summer program until 5:30 pm.

All Board Policies and Procedures are in effect during Before and After Care. This may include social distancing, wearing face coverings, hand washing and sanitizing, frequent cleaning, and individual materials to avoid the sharing of items.

During Before and After Care Programs, children will be engaged in a variety of activities, including games, arts and crafts, indoor and outdoor activities, homework time, and snack time.

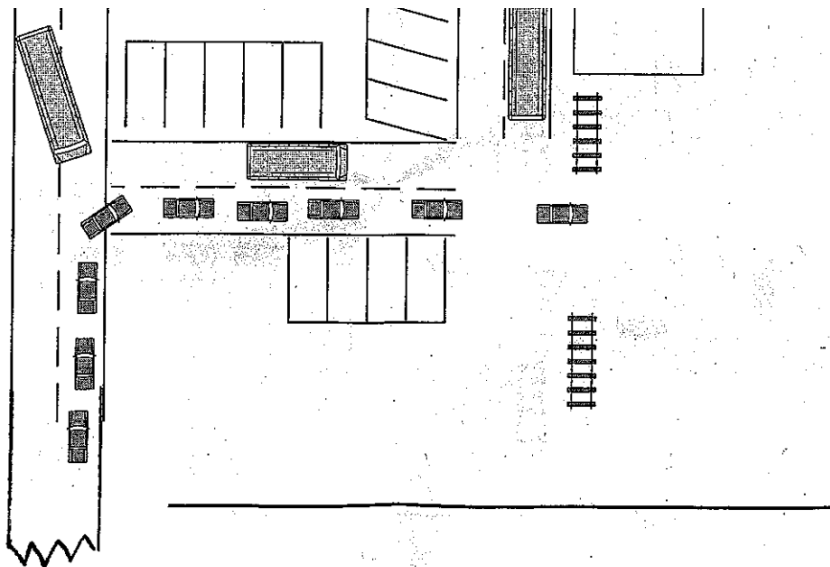
[Click here](#) for the Program Registration Form. Please reach out to the program coordinator, Nicole DiTota, at nditota@watchungschools.us with any questions. Additional information, including 2021-2022 rates, can be found on our website under “Quick Links”.

Parent Drop Off & Pick Up

Parent Drop Off: Grades K-4 Begins at 8:30 AM

If you will be driving your child to school in the morning, please follow these directions to ensure a smooth and safe drop off.

1. Enter in the upper entrance and proceed through the gates past the All Purpose Room.
2. If you are unable to immediately enter the upper driveway to the school, please proceed past the school, up the hill and turn around at the cul-de-sac at the top of Bayberry Lane.
3. Proceed north down Bayberry Lane, making a right into the school driveway. As a result, cars will be lined up on the northbound side of Bayberry Lane, avoiding bus traffic.



4. For safety reasons, please do not pull in the front of the school or pass a school bus.
5. Follow the cones to turn around past the APR doors.
6. Staff will be ushering a group of 3-4 cars to the curb at a time starting at 8:30 AM.
7. Staff will assist in opening car doors but students will be expected to unbuckle and exit the vehicle on their own. If they require assistance, you may be asked to pull forward in order to help them.
8. Wait for the car ahead of you to exit. For safety reasons, **no passing is allowed in the drop off line.**
9. Exit through the gates and out through the same way you entered (upper entrance).

**Parent Drop Off: Pre-K
Begins at 8:30 AM**

1. Enter in the lower entrance by the solar panels.
2. Proceed straight toward the cones and pull up to the curb on the right-hand side.
3. A staff member will be there to assist your child out of the car starting at 8:30 AM.
Parents may exit the vehicle to unbuckle their child if necessary.
4. Wait for the car ahead of you to exit. No passing is allowed in the drop off line.
5. Follow the cones to turn around.
6. Exit out the same way you entered (lower entrance).

Parent Pick Up: Grades K-4

If you will be picking your child up from school, please follow these directions to ensure a smooth and safe pick up.

Half Day: Starts at 1:00 PM

Full Day: Starts at 3:25 PM

Prior to coming to the school:

1. Please send in a note with your child stating their name, teacher and date(s) of pickup or email Camille DiNardo with your pickup plan at cdinardo@watchungschools.us.
2. Place a sign in your passenger window displaying your child(ren)'s first and last name(s). This will expedite the process.

When you arrive at school (same process as drop off):

1. Enter in the upper entrance and proceed through the gates past the All Purpose Room.
2. If you are unable to immediately enter the upper driveway to the school, please proceed past the school, up the hill and turn around at the cul-de-sac at the top of Bayberry Lane.
3. Proceed north down Bayberry Lane, making a right into the school driveway. As a result, cars will be lined up on the northbound side of Bayberry Lane, avoiding bus traffic.
4. For safety reasons, please do not pull in the front of the school or pass a school bus.
5. Follow the cones to turn around past the APR doors.
6. Staff will be ushering a group of 3-4 cars to the curb at a time starting at 1:00 PM for an early dismissal and 3:25 PM for a full day.
7. Staff will assist in opening car doors but students will be expected to buckle up on their own. If they require assistance, you may be asked to pull forward in order to help them.
8. Wait for the car ahead of you to exit. For safety reasons, no passing is allowed in the drop off line.
9. Exit through the gates and out through the same way you entered (upper entrance).

Parent Pick Up: Pre-K

If you will be picking your child up from school, please follow these directions to ensure a smooth pick up.

Half Day: Starts at 1:00 PM

Full Day: Starts at 3:25 PM

Prior to coming to the school:

1. Please send in a note with your child stating their name, teacher and date(s) of pickup or email Camille DiNardo with your pickup plan at cdinardo@watchungschools.us.
2. Place a sign in your passenger window displaying your child(ren)'s first and last name(s). This will expedite the process.

When you arrive at school (same as drop off):

1. Enter in the lower entrance by the solar panels.
2. Proceed straight toward the cones and pull up to the curb on the right-hand side.
3. A staff member will be there to assist your child out of the car starting at 1:00 PM for an early dismissal and 3:25 PM for a full day. Parents may exit the vehicle to unbuckle their child if necessary.
4. Wait for the car ahead of you to exit. No passing is allowed in the drop off line.
5. Follow the cones to turn around.
6. Exit out the same way you entered (lower entrance).

Drop Off of Materials

To maintain building security and student safety, parents must drop off materials for students in the designated areas in the school foyer. Items should be clearly labeled with the student's name, grade & teacher. Students will be called to retrieve items when there is a break in instructional time.

Early Dismissal/Release Requests

Parents must log in to Pickup Patrol to indicate that you will be picking your child up early. Parents will need to report to the office to sign students out of school, and back into school if the student will return before the end of the school day. Parents must provide a picture ID when signing students out.

Cut Off Times for Early Release:

3:25 Dismissal - pick up by 2:15

1:00 Dismissal - pick up by 12:00

Emergency Closing

In the event that the school must close early, students will take their usual routes home. Any closings due to inclement weather will be communicated as early as possible to allow parents time to make arrangements to receive their child at the bus stop or pick them up.

Emergency Contact Information

Watchung Borough School District uses the online parent portal, Genesis, for new student registration and to update Emergency Contact Information. Prior to the beginning of the school year, parents will receive an email instructing them to log in to the parent portal to update important information and sign off on required forms. Parent portal access will be limited until all required forms are completed.

Please provide Emergency Contact alternatives that can be reached and are available during normal school hours (8:30-3:25) and update the parent portal if your home, work or cell phone numbers change during the year.

New parents will receive instructions on setting up their Genesis parent portal account in late August or upon registering during the school year. More information and the direct link to the parent portal can be found on our website under Parents, Genesis.

<http://www.watchungschools.com/watchung/Parents/Genesis/>

Security/Fire Drills and Procedures

New Jersey State law requires that every school conduct at least one security drill and fire drill per month. They are to be held at various times and under various conditions to help children learn to leave the building quickly, orderly, and safely.

Field Trips

A field trip is an optional activity that is planned to enhance or expand the educational programs at Bayberry by providing an experience not available in the regular classroom. Parental permission must be obtained prior to the date of the event for the student to participate.

Transportation Services

Bus assignments are managed by the transportation department of the Business Office and may be changed at any time during the school year. Parents will be notified in extreme cases as determined by the school and transportation personnel. Students are not authorized to

ride any bus other than their assigned buses, and must board and get off the bus at their assigned stops. ALL school rules apply while riding the school bus.

Bus Regulations and Safety Procedures

1. The bus driver is in full charge of the bus. Any situation that needs attention should be reported to the bus driver. Please be mindful that the drivers are focused on the safety of every rider, and should not be distracted while driving unless an emergency is being reported.
2. Be at your designated “pick-up” stop 5 to 10 minutes prior to the scheduled arrival time.
3. Wait for the bus to come to a FULL STOP before trying to board or get off the bus.
4. Be respectful of neighborhood lawns and property. Student behavior reflects upon the reputation of family and school.
5. For personal safety, do not put hands, arms, and/or heads out of bus windows.
6. Keep the bus neat and clear of all trash. Avoid damaging bus seats and other equipment.
7. Never throw anything out of the bus windows or door.
8. Once you are seated on the bus immediately put your seatbelt on.
9. Profanity, bullying, harassment, and the use of substances will not be permitted on the bus.
10. Never run into a street or parking lot when buses are in motion.
11. Remember that riding a school bus is a privilege. State law supports that: *Pupils may be excluded from the bus for disciplinary reasons by the school administrators or other designee, and parents shall provide for transportation to and from school during the period of such exclusion.*
12. The Transportation Department has installed video cameras on some of the buses in order to assist the drivers and the Administration with the management of student behavior.

Allergies

To protect the health of all students, all classrooms are Peanut Free Zones and no peanut products are permitted for student snack or classroom parties. Students are permitted to bring nut products for lunch because there are designated Nut Free tables in the APR for lunch. If your child has an allergy, please contact our school nurse to discuss your preference for your child to eat with his/her class or at an allergy free table.

Classroom Parents & Volunteers

At the beginning of the school year, parents will be contacted by the school PTO to be asked

to volunteer to be homeroom parents & volunteers for a variety of special events. Parent volunteers will work closely with school staff and administration to make these programs successful. Only homeroom parents are permitted to attend classroom parties. Additional opportunities to get involved include volunteering in the lunchroom, library and during special events such as Field Day. We welcome our parents to Bayberry and appreciate any time you can devote to our school.

Class Parties

To create an educational balance, a reasonable amount of time will be spent on celebrations. We recognize that although class parties reduce instructional time, they are an integral part of the school culture, building community and enhancing social/emotional learning.

Each Class is permitted 5 Classroom/School Wide Parties:

- Halloween
- Holiday Party
- Valentine's Day
- End of the Year
- One additional celebration per grade
 - Any additional food related celebrations must receive prior approval from the principal.

Healthy eating and an active lifestyle are important for students to reach their full potential. At Bayberry we strive to model these healthy choices, which includes consuming treats in moderation. In addition, we need to maintain a safe environment for our students with life threatening food allergies. In order to prioritize the health and safety of our students, we will follow these guidelines for celebrations:

During EACH Party Celebration Homeroom Parents can ONLY bring in the following items:

1. To drink: ONLY WATER
2. ONE Sweet Treat off the list below.
3. ONE Savory Treat off the list below.
4. ONE Fresh Fruit or Fresh Veggie (Platter or individual portion)

Approved Sweet Treats:

Please, NO home baked items. All store-bought items sent in must contain ingredient listing on the package or box.

- Entenmann's - Little Bites and small donuts: glazed, chocolate, powdered. (NO Dunkin Donuts allowed)
- Chips Ahoy - Chocolate Chip
- Oreos
- Animal Crackers
- Pudding Snacks (Jell-O Brand)

- Ice Pops
- Kellogg's brand Rice Krispie Treats (original)
- Ice Cream: Dolly Madison Ice Cream Sandwiches or Vanilla or Chocolate

Approved Savory Treats

- Utz pretzels and Shoprite Brand Pretzels
- Skinny Pop and Smart Pop Popcorn
- Goldfish Crackers
- Pirate Booty & other Pirate Brand Snacks
- Pizza (from Marino's in Watchung)
- Philly Pretzels

Parents of students with special diets, food intolerances or food allergies may bring in a separate supply of Peanut & Nut Free snacks for their child as needed or classroom celebrations. Please communicate with the school nurse and your child's teacher.

****Please continue to check ingredients on all labels as they are subject to change.****

Celebrating Student Birthdays

Recognizing and celebrating the birthday of our students is important to us. For the safety of all of our students, we will **not** celebrate birthdays with food of any kind. ***However, Bayberry Staff will recognize this special day by:***

- Announcing your child's birthday on our morning announcements
- Providing non-food alternatives such as:
 - Birthday Crowns
 - Stickers
 - Birthday Pencils
 - Special Privileges
 - Small prizes or books

Parents are asked to refrain from sending in goody bags or other items related to birthdays for the class. Parents MAY donate a book to the class in honor of their child's birthday and be a guest reader!

Lunch

Watchung Borough School District does not sell student lunch. Students must bring their own lunch. The PTO also provides parents the opportunity to purchase lunch from a variety of vendors in the surrounding area. Additional information will be provided by the PTO at the beginning of the school year or refer to their website at <https://watchungpto.com/Whg/index.cfm>.

Lunch Rules:

BE SAFE

- Walk always
- Use a quiet inside voice. No yelling, shouting or laughing loudly.
- Pay attention to signals from adults.
- Sit with your class
- Remain in your seat unless you are given permission to leave.

BE RESPECTFUL

- Treat each other with respect
- Use manners while eating
- Respect what others are eating
- Use appropriate language

BE KIND

- Use kind words
- Include everyone in conversations

BE RESPONSIBLE

- Clean up after yourself

Playground

The Bayberry Playground is open to the public when school is not in session, after 3:30 PM during the week and dawn to dusk on weekends. On days that students are dismissed early (1:15 PM), the gates by the APR will be left open, signaling it is permissible to use the playground.

Playground Rules

BE SAFE

- Children are to use the playground only when supervised by parent/guardian or authorized school personnel.
- No running on WHITE (walkways).
- Only run on GREEN - soft surface by the playground and the GREEN grass.
- Down slides only
- Do not climb on top of the equipment or jump off the top of equipment
- Rough play is not permitted
- Staff may designate certain areas of the playground for certain classes or activities

BE KIND

- Include everyone in games and activities
- Use *Second Step* Fair Ways to Play - Sharing, Trading, Taking Turns

BE RESPECTFUL

- Treat each other with respect & use appropriate language
- Take care of equipment
- Stop & listen when a signal is given

BE RESPONSIBLE

- Always get permission before leaving the playground area
- Clean up equipment

PARENT COMMUNICATION

Reporting on Student Progress: Report Cards

The purpose of grades and Report Cards is to inform parents of academic progress towards grade level skills and standards.

Pre-Kindergarten, Kindergarten, 1st & 2nd Grade report on individual skills for each subject using the following scale:

Performance Key (Academic Grade Level and Related Arts Expectations)		
1	Exceeds grade level expectations	
2	Meets grade level expectations	
3	Progressing toward grade level expectations	INC Incomplete
4	Needs improvement in this area	NG No Grade
NA	Expectation not assessed at this time	

3rd & 4th Grade report progress on skills and also report an overall achievement grade in core subjects using the following scales:

Academic Evaluation Key (Reading, Writing, Mathematics, Science and Social Studies)		
A	90 – 100	Consistently goes beyond grade level expectations
B	80 – 89	Frequently goes beyond grade level expectations
C	70 – 79	Meets grade level expectations
D	65 – 69	Partially meets grade level expectations
U	Below 65	Does not meet grade level expectations at this time
INC Incomplete		NG No Grade

Performance Key (Major Content Area Subcategories, Related Arts and Health)	
1	Exceeds grade level expectations
2	Meets grade level expectations
3	Progressing toward grade level expectations
4	Needs improvement in this area
NA	Expectation not assessed at this time

Trimester report cards will be available to view online through Genesis. Hard copies may be requested through the main office. Please [click here](#) for sample report cards at each grade level that will provide you with grade level expectations, aligned to the New Jersey Student Learning standards.

Trimester Dates

	Start Date	End Date	Report Cards Available
Tri 1	9/1/22	12/2/2	12/09/22
Tri 2	12/3/22	3/17/23	3/24/23
Tri 3	3/18/23	6/16/23	6/16/23

Parent Conferences

Conferences are held in the fall to provide parents the opportunity to meet with the teacher to discuss student progress. There will be three early dismissal days established for parent teacher conferences. Teachers will collaborate with parents and guardians to schedule conferences during the afternoon or evening.

Parent Organizations

We are proud to have so much support from our Watchung parents. Contact the organizations below to get involved!

- Watchung PTO - Watchung Parent Teacher Organization.
<https://www.watchungpto.com/Whg/index.cfm?>
- WEF - Watchung Education Foundation. <http://wefund.org/>
- [SEPAG](#) -Special Education Parent Advisory Group

District, School & Community News

District and school informational emails will be sent from SchoolMessenger and posted on our website to maintain consistent communication with parents and guardians. Important dates are also posted on District & School Calendars at <http://www.watchungschools.com/watchung/Calendars/>.

Community announcements and flyers from our parent organizations (PTO, WEF & SEPAG) will be sent out from the Board Office on a regular basis. Please contact the Superintendent's secretary, Connie Hankowski at chankowski@watchungschools.us for more information.

STUDENT POLICIES & PROCEDURES

Harassment/Intimidation/Bullying (HIB): Policy #5512

“Harassment, intimidation or bullying: means 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, sexual orientation, gender identity and expression, or a mental, physical or sensory (handicap) disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds... that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]

- a. Has the effect of insulting or demeaning any student or group of students, in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school; [or]
- b. Creates a hostile educational environment at school for the student; [or]
- c. Infringes on the rights of the student at school by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.”

Consequences for bullying are determined by the acts committed, not whether the incident is labeled as bullying or not.

Student Conflict: All other negative interactions between students (ranges from mild to severe). Although the school may need to take action concerning student conflict or unintentional harm of one student towards another, not all acts are considered bullying. In any case, all such matters will be investigated, and based upon what the investigation reveals, appropriate action will be taken.

If you would like to file a formal complaint regarding Harassment Intimidation and Bullying, please contact Mrs. Fichner at dfichner@watchungschools.us. The principal will review all incidents before forwarding to the Anti-Bullying Specialist, Mrs. Fleming.

Homework

The purpose of homework is to extend learning, reinforce learning or prepare students for learning. Homework will never serve a punitive or disciplinary function. Homework will only be assigned if it serves a valid purpose, is connected to the curriculum and can be completed independently by the Bayberry student. However, there may be times where the purpose of the homework is to involve family members such as reading to a parent or playing a game. Parents are not expected to “teach” a child content in order to complete homework. If your child is struggling with an assignment, please reach out to your child’s teacher.

If a student is absent for more than two days due to an extended illness, a parent may request his/her child’s homework assignments by contacting the teacher or the main office. Once the request for work is made, please allow up to 24 hours for the work to be provided by the teacher. Requested work may be picked up in the Main Office if not available online.

Personal Electronic Devices and Cell Phone use

The use of personal electronic devices (cell phone, smart watch, camera, I-Pod, I-Pad, MP3 player, Kindle, laptop, etc.) is not permitted during the school day unless approved by a teacher or administrator for a specific purpose and time frame. Any staff member may confiscate a device if a student is using it without permission. Once a device is taken, a parent may be required to pick it up.

The administration reserves the right to hold a device of repeat offenders for an extended time period.

Student Dress and Appearance

Students are strongly encouraged to make appropriate choices with regard to clothing. The selection of appropriate clothing and footwear is essential to maintaining a serious learning environment. Clothing and items that are distracting, suggestive, contribute to a hostile environment or marginalizes any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size are prohibited. *Examples* of inappropriate attire would include, but are not limited to:

In the event a student arrives at school dressed inappropriately, a parent will be notified, and asked to replace the garments in question. Hats and other head coverings worn by students without administrative approval will be confiscated by a staff member unless approval has been granted. Requests to wear hats due to a medical condition or religious custom must be presented to a school administrator.

Flip flops are strongly discouraged– the school will not be held liable for accidents/injuries

incurred as a result of the wearing of this type of footwear.

**It will be at the discretion of administration whether or not clothing may be deemed inappropriate.*

STUDENT SUPPORT SERVICES

Academic & Behavioral Support: Intervention and Referral Services (I&RS)

The I&RS Committee is a group of professionals who meet and collaborate to assist students who are experiencing learning, behavioral or health difficulties. A teacher routinely differentiates instruction to meet each child's unique needs in the classroom. The teacher requests services of the I&RS Committee when a particular child continues to have difficulties despite these efforts.

Students may be eligible under Section 504 for accommodations for a physical or mental impairment which substantially limits major life activity including learning. If you feel your child may benefit from these services, please contact our guidance counselor and 504 Coordinator, Mrs. Fleming.

ASAP (Accelerating Student Academic Progress)

ASAP is a program that works closely with our I&RS Committee and the RTI process to identify and support general education students who may need additional time or a different approach to achieving grade level standards in Language Arts and/or Math. Students are initially identified for support through multiple measures at the beginning of the year (iReady, Running Records, teacher observations, etc.) and monitored for progress on an ongoing basis. The ASAP teacher will work collaboratively with classroom teachers to provide students with small group instruction in a pull-out or push-in setting.

Health Services/School Nurse

Bayberry Elementary School nurse is responsible for promoting the general health of our students. The nurse's duties include treating injuries that occurred at school, tending to students who are ill and conducting vision and hearing screening/tests. The nurse also reviews and maintains all health documentation including required physical forms, immunizations and notes from doctors. Students who are ill should be kept home and use the family doctor as needed. They should not be sent to school for diagnosis of health problems. If a child does get ill while at school, the school nurse will contact parents to pick the child up.

The administration of medication to students shall be done only in exceptional circumstances, such as when the student's health may be jeopardized without the medicine. If a student's doctor has prescribed medication to be given during school hours, the medication must be brought to the school nurse at the start of the school day – this also includes over-the-counter medications.

All medication **MUST** be in the original, labeled container or package. Written permission from the parent for the school nurse to administer the medication is also required. Students may not carry medications with the exception of Epi-pens and/or inhalers, provided that a signed permission slip from the physician has been forwarded to the nurse at the start of the school year. It is not the obligation of the nurse or the school to provide medication.

Counseling Services

Our guidance counselor, Mrs. Fleming, assists students with academic, behavioral and social emotional needs. She is available to meet with students individually and in small groups to support them and work through conflicts in productive ways. Mrs. Fleming also works collaboratively with parents to better support students at school and provide strategies for home support. Please feel free to reach out to her with any questions or concerns at kfleming@watchungschools.us.

Extra-Curricular Activities for Students

Bayberry Elementary School offers clubs and academic support programs (Pursuit of Excellence) that may take place before or after school. Our parent groups (PTO, WEF, SEPAG) and other community groups sponsor many assemblies and programs in conjunction with school administration and teachers that are not only aligned with the curriculum but are also helpful in building social and emotional intelligence. A number of clubs and activities will be offered to students throughout the year. We encourage every student to find at least one to be a part of. We strive to include all students that would like to participate. Parents will be notified of extra-curricular offerings as they become available.

Student Code of Conduct

Guiding Principles

Misbehavior is often a result of a lack of skill or an unmet need. Our goal at Bayberry is to discover what is causing a child's misbehavior and establish supports to meet the need or teach the skill. We do this in a variety of ways designed to teach and change the behavior, with the first level of support taking place in the classroom.

Proactive approaches to behavior management:

- Proactive teaching - presenting and helping children practice appropriate attitudes and behaviors instead of reacting to inappropriate ones.
- Positive relationship building with teachers, classmates and all Bayberry staff
- Engaging Instruction with appropriate challenge (Hands-on & Minds-on)
- Positive learning environment
 - Connection & rapport with the teacher
 - Connections with classmates
- Proactive teacher language - reminding and reinforcing
- Clear, consistent rules and procedures established and reinforced
- Teacher modeling of expected behaviors
- Direct instruction of *Second Step* Social Emotional Learning competencies (Empathy, Calm Down Strategies, Problem Solving, Fair Ways to Play) & Skills for Learning (Focus Attention, Listen, Be Assertive, Use Self-Talk)
- Intervene early before escalation
- Effective supervision during unstructured times (Recess, lunch, etc.)

Responding to off-task behavior and misbehavior:

Handled respectfully in a manner to help the student get back on track, repair any damage caused and develop self-discipline so as to prevent similar problems in the future.

- Teacher proximity
- Visual cues
- Reactive reminding and redirecting language
- Logical consequences:
 - Loss of privilege
 - Break It, fix it
 - Time-out/Space and Time, "Calm Down Corner"
- Positive Discipline Conversations (*Second Step*) with teacher, guidance counselor or principal
 - Structured Reflection
 - Identify *Second Step* skills that can be used next time
 - Goal Setting
 - Modeling
 - Role Playing
- Conflict resolution conference with all parties involved facilitated by teacher, guidance counselor or Principal.

- Parent contact, conference.
- Follow up - regular check-ins with the student if appropriate (by teacher, counselor, principal).

Chronic and/or Severe Behavior Problems

- Handled respectfully on an individual basis. The above strategies will be modified or individualized to get the student back on track for developing self-regulation and help the student learn strategies for returning to positive behavior that work for them. The practices will be used with more frequency and systematically, with the involvement of parents and often other adults, such as behavior interventionists and guidance counselors.
- Parents will be notified when there has been a physical interaction between students with the intent to harm.
- In compliance with BOE Policy 5160, in the cases of a severe nature, the student may be suspended from school following due process.

Threats of Violence or Violent Acts

All reported threats of violence will be investigated. All threats will be taken seriously and the proper authorities will be notified. Students found making threats or engaging in violent behavior may be subject to suspension/expulsion, evaluation by a psychiatrist, and police intervention.

Weapons

In accordance with Board Policy and in agreement with Watchung Borough Law Enforcement, students who are found possessing a weapon in school, on school grounds, or on school transportation will be subject to suspension or expulsion. In addition, criminal charges may be filed with the Watchung Police Department.

Examples include, but are not limited to:

Guns - Loaded or unloaded revolvers, BB guns, pellet guns, stun guns, air guns, dart guns, rifles, or shotguns, any device capable of firing a solid projectile, flammable or explosive substance, including pepper spray and mace.

Knives - Pocket Knives, hunting knives, switchblades, box cutters, etc.

Other – Pipes, tire irons, brass knuckles, slingshots, whips, bands studded with metal, or any flame producing device.

Progressive Discipline and Behavior Support Matrix

The matrix on the following pages will be used as a guide for teachers, administrators and school staff in their response to various levels of misbehavior. Each incident is dealt with on an individual basis, so not every infraction or response will be listed. The teachers and administrators have discretion when responding to misbehavior, with the common goal of

helping a student change his/her behavior and providing the necessary supports to make this happen.

Bayberry Elementary School Progressive Discipline and Behavior Support Matrix

Level 1 Student Behaviors (Classroom Managed)	Level 1 Teacher Response
<ul style="list-style-type: none"> • Interrupts teaching and learning <ul style="list-style-type: none"> ○ Off task behavior ○ Creating distraction ○ Using prohibited items during class time (tablet, toy, etc.) ○ Other minor interruptions • Failure to follow teacher directions • Minor unsafe behaviors - running, tipping chair, walking up slide • Misuse of restroom time • Minor refusal to comply with rules • Minor disrespect of others (rude comments) or disrespectful interactions between classmates 	<ul style="list-style-type: none"> • Private conversation with student about behavior • Verbal or non-verbal redirection or verbal warning • Reminder of classroom rules/expectations that are posted • Use reminding language in positive, neutral tone ("walking feet," "try again in a safe way") • Research and implement strategies/interventions • Build positive relationships with students and families • Notify parent/guardian • Re-teaching and/or modeling of desired behavior • Practice appropriate behavior • Seat change • Recognize/reward appropriate behavior • Temporary loss of privilege • Temporary "time-out" from activity/"Cool Down Corner"/Think Time • Confiscation of item or device causing disruption • Restitution, make amends, fix mistake

Bayberry Elementary School

Progressive Discipline and Behavior Support Matrix

Level 2 Student Behaviors (Classroom Managed)	Level 2 Teacher Response
<ul style="list-style-type: none"> • Repetition of Level 1 Behaviors • Stops teaching and learning • Inappropriate language/gestures (not aggressive or directed at staff) • Misuse of restrooms, school property or equipment • Minor technology/Acceptable Use Policy violations • Other behaviors that impede academic progress or school operations • Leaving assigned area (within the school) without permission 	<p><i>Any Appropriate Level 1 Responses +</i></p> <ul style="list-style-type: none"> • Problem solving with the student(s) • Facilitate a student meeting to understand the reasons for the behavior • Hold a class meeting • Review or re-teach classroom expectations • Parent phone call/conference • Classroom consequences (logical & directly connected to misbehavior) • Problem solving conference with Admin/Teacher/Parent/Guardian • Restitution • Confiscation of item by teacher or administrator • Detention (before/after school, lunch or recess*) requires admin action • Temporary loss of privilege (including bus) • Referral to <i>Intervention & Referral Services Committee</i> • Referral for counseling • Written reflection ("Better Choices" reflection sheet or "My Story My Plan") • Conflict resolution (Problem Solving Worksheet filled out by all parties)

Bayberry Elementary School

Progressive Discipline and Behavior Support Matrix

Level 3 Student Behavior (Classroom Managed and/or Administrative Involvement)	Level 3 Teacher/Admin Response
<ul style="list-style-type: none"> • Repetition of Level 1-2 behaviors • “Roasting”, unwanted teasing or insults • Minor, non-aggressive, physical behavior (pushing/shoving/rough housing) • Inappropriate/unwanted physical contact • Academic dishonesty/cheating • Continued inappropriate language/gestures (not aggressive or directed at staff) • Stealing • Leaving assigned area (outside of school) without permission • Other behaviors of a safety concern • Other behaviors creating a negative relationship between two or more people • Minor bus conduct violations (being loud, not sitting in assigned seat, etc.) 	<p><i>Any Appropriate Level 2 Responses +</i></p> <ul style="list-style-type: none"> • Problem solving with student(s) by teacher, counselor and/or administrator • Principal office referral • Guidance counselor referral • Continue classroom consequences • Problem solving conference with Admin/Teacher/Parent/Guardian • Revocation of privileges (including bus) • Detention (before/after school, lunch or recess*) requires admin action • Restitution • Referral to <i>Intervention & Referral Services Committee</i> • Behavior Contract/Plan developed and signed by student, parent/guardian, and school officials • In-School Suspension with restorative justice activities** (1-3 days) • Increased proximity to teacher or bus driver • Permanent seat change (bus)

Bayberry Elementary School Progressive Discipline and Behavior Support Matrix

Level 4 Student Behavior (Administrative Involvement)	Level 4 Admin Response
<ul style="list-style-type: none"> • Repetition of Level 1-3 behaviors • Repeated “roasting” or teasing intended to cause emotional harm • Major disruptive behavior • Major Acceptable Use Policy violation • Severe use of inappropriate language or gestures • Self-harm • Severe bus conduct violations • Continued refusal to comply with rules • Interfering with the learning environment • Directing intentional harm toward another student or staff member - fighting, punching, kicking, throwing objects • Use of slurs, hate speech, or gestures meant to intimidate • Other behaviors of a safety concern • Other behaviors creating a negative relationship between two or more people 	<p><i>Any Appropriate Level 3 Responses +</i></p> <ul style="list-style-type: none"> • Behavioral referral to counselor and/or administrator • Threat assessment as indicated by the behavior • Long-term revocation of privileges (i.e., bus) • Referral for community-based services • Parent-Administrator-Teacher-Student behavior conference and/or contract • Schedule change/short term alternate setting • Short term Out of School Suspension with conference upon return in accordance with board policy 5610. • Recommendation for a long-term suspension as determined by board policy 5610. • Referral to law enforcement as required.

Bayberry Elementary School Progressive Discipline and Behavior Support Matrix

Level 5 Student Behaviors (Administrative Involvement)	Level 5 Admin Response
<ul style="list-style-type: none"> • Repetition of Level 1-4 behaviors • Aggressive profanity directed toward another student or staff member • Major interruptions or defiance • Intimidating/threatening actions • Pervasive or severe unwanted physical contact • Vandalism • Repeated behaviors that are not improving with teacher/counselor interventions • Threatens safety of others • Threatens safety of self • Repeated fighting 	<p><i>Any Appropriate Level 4 Responses +</i></p> <ul style="list-style-type: none"> • Problem solving with student(s) • Parent notification and involvement by administration • Student sent home for remainder of the school day/picked up by parent • Restriction of activities/privileges • Threat assessment as indicated by the behavior • Long term suspension or Expulsion as defined in board policy 5610 • Referral to law enforcement as required

*Recess detention must comply with [NJ Recess Law P.L. 2018, c.73](#)

** "Restorative justice activities" are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate, less punitive interventions thereby establishing a more supportive and inclusive school culture.

Watchung Board of Education Acceptable Use Policy for Using the Watchung Borough School District Network

It is the goal of the Watchung Borough School District (WBSD) Network to promote educational excellence by facilitating resource sharing, information access, and communications. Access to and educational use of the information available from the Internet and other electronic communication sources are consistent with the goals and objectives of the district.

The Watchung Borough Board of Education firmly believes that the information available through access to such sources as the Internet is invaluable to our students and far outweighs the potential for our students to be exposed to controversial material. It is the student's responsibility to access information specifically related to curriculum goals and objectives and to use that information appropriately. This information includes all electronic and Internet based sources including, but not limited to websites, electronic mail, information and news, software, wikis, blogs, discussion groups and other social media.

WBSD educators will provide guidance and instruction to the students in the appropriate use of such resources. The board of education expects that students will use appropriate and responsible behavior on the school network and in the accessing of all electronic information as independent researchers. Student conduct while using the WBSD network is to be in keeping with board of education policy for general school behavior (Policy 5500 and 5600).

To this end, the Watchung Borough School District retains the following rights and recognizes the following obligations:

- To monitor the use of online activities.
This may include real-time monitoring of network activity, file storage and/or maintaining a log of all activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to WBSD-owned equipment and, specifically, to exclude those who do not abide by the WBSD's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
- WBSD reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the WBSD.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
- Every effort is made to provide staff with the resources necessary for classroom instruction. Posting school related content to external resources beyond the scope of the district, without direct district authorization, is not permitted.

All use of the WBSD network must be in support of educational and research objectives consistent with the

mission and objectives of the WBSD. Proper codes of conduct in all electronic communication must be used.

The smooth operation of the WBSD network relies upon responsible use of the network and requires the adherence to ethical and legal use of this resource. Access to the WBSD network is a privilege, not a right; therefore, students will be permitted to use these resources upon the submission of an agreement form signed by the student and by the minor student's parent/guardian at grade K (no student signature), grade 5, and upon entry to the school district. The signed Acceptable Use Policy form will be kept on file as a legal binding document. Failure to comply with the agreement for acceptable use may result in the student's loss of access to the WBSD network as well as other disciplinary and legal actions.

Staff will be required at time of employment to sign an Acceptable Use Policy as well. These signed Acceptable Use Policy forms will be kept on file as a legal binding document

AGREEMENT FOR ACCEPTABLE USE OF THE WBPS NETWORK AND EQUIPMENT

District electronic devices a student uses may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If school district equipment is issued to a student for use outside the district, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per. N.J.S.A.18A:36-39 (P.L. 2013, c. 44).

STUDENT

I acknowledge that the Watchung Borough Board of Education grants permission to me for academic, non-commercial use of district computer facilities, district software, and electronic information resources referred to as the WBSD network (Watchung Borough School District Network). I also acknowledge that policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but the Watchung Borough School District cannot monitor users at all times and thus cannot guarantee that students will not gain access to educationally inappropriate material. **Therefore, I will not hold the Watchung Borough School District responsible for any inappropriate material acquired from this network.** In addition, I understand that the Watchung Borough School District does not assume responsibility for the accuracy or reliability of information obtained through access to remote sites.

- I agree not to use the WBSD network, including any of its communication facilities, in any way, which deliberately diminishes or interferes with the use of the network of others.
This includes, but is not limited to:
 - Unauthorized access to restricted files, directories or information
 - Attempts to gain access to restricted files, directories or information
 - Deliberate attempts to crash or obstruct another's use of a system or network
 - Theft of hardware, software, and computer related supplies
 - Intentional activities around the computer that result in damage to computers, software or information
 - Wasting finite resources
- I understand that only software authorized by the Board of Education will be used on the WBSD network; therefore, I will not install or copy any unauthorized software on any district computer. Furthermore, I acknowledge the right of the Board of Education's staff to immediately remove any files or programs placed upon the network not intended for educational use.
- I agree to use the WBSD network and all devices on it in accordance with acceptable conduct as defined in Board of Education policy. Unacceptable conduct includes, but is not limited to:
 - Using the WBSD network to acquire, copy, transmit, display, receive or print lewd, indecent, vulgar, offensive or inappropriate text, pictures, audio or video
 - Using the WBSD network to acquire, copy, transmit, display, receive or print harassing, demeaning, or offensive speech or materials.
 - Transmitting or posting any material in violation of local, state, or federal law including copyrighted materials, and threatening or obscene materials

- Using another's account and/or password
 - Sharing of one's account and/or password
 - Commercial or illegal use of the WBSD network for financial gain or fraud
 - Accessing materials which the administration considers inappropriate
 - Attempting to bypass system filters and monitors to gain access to content normally not allowed
 - Attempting to the privacy of others by using the WBSD network to obtain private information about others, post private information about another person, or re-post a message that was sent to them privately without permission of the person who sent the message;
 - Revealing or displaying my personally identifiable information, including the name, address, photographs, social security number, or other personal characteristics that would make me easily identifiable, unless supervised by appropriate school personnel and with the consent of my parent/guardian
 - Revealing or displaying any personally identifiable information about another student, including the name, address, photographs, social security number, or other personal characteristics that would make the student easily identifiable.
 - **Engage in other activities that do not advance the educational purposes for which the computer network/computers are provided**
- I understand that the use of the WBSD network is a privilege, not a right, and that inappropriate use may result in my suspension of those privileges in varying degrees and my suspension from school by the building administrator. The Board of Education may deny me future computer privileges at all board facilities and I may be subject to further disciplinary, as well as legal actions for violation of copyright and/or licensing laws.
 - Users will be personally charged for any unauthorized costs incurred in their use of the WBPS network and held responsible for any damages caused by their misuse of the WBSD network equipment.
 - I agree to report any knowledge of policy violations that I am aware of to the building's staff and/or administration.

Disciplinary action as a result of any violation of the regulations set forth in the Watchung Borough School District Acceptable Use Policy may include one or all of the following:

- Revoking of my access privileges to the WBSD network
- School disciplinary actions including detention, suspension and/or expulsion
- Legal action, including criminal prosecution
- Reimbursement of expenses

Device Usage Form & Guidelines for Student Responsibility

1. **Acceptable Use Policy.** Use of this computing device is subject to the Watchung Board of Education Acceptable Use Policy and related policies.
2. **Device Maintenance.** The Student shall not tamper with or deface the device, serial number or the protective case in any way. No form of tampering is acceptable and the protective case must remain on the device at all times.
3. **Daily Use of Device (Grades 3 & 4).** Unless otherwise instructed, the device is intended for use at school every day and should be brought to school fully charged.
4. **Student Accounts.** The Student shall only access their own device or any district technology resources with their own school account, which has certain privileges and rights on the network. The Student should never use a personal account or another student's account, or attempt in any way to access resources on the network to which no explicit rights have been granted.
5. **Network Filtering.** This computing device is filtered by the school district at all times. Even with these intended safeguards, it is the responsibility of the parent(s) or guardian(s) to monitor appropriate student use of the computing device and the Internet outside of school.
6. **No Unauthorized Software/Content.** The Student may not download copyrighted software, multimedia, or any other material in violation of district guidelines, state laws, or federal laws. If the Student requires special software/applications for School use, the installation must be approved by the school district beforehand.
7. **No Financial Gain.** This device may not be used for any form of personal financial gain.
8. **District Property.** This device and its contents are the property of the school district. No data stored on this computing device is personal or private and the Student has no reasonable expectation of privacy in such data. Any application or data (including, but not limited to photos, videos, music, etc.) remains the property of the school district upon completion of the program.
9. **Required Notice.** This electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If school district equipment is issued to a student for use outside the district, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per. N.J.S.A.18A:36-39 (P.L. 2013, c. 44).

In order to maintain the privilege of using this device, I agree to the following:

- I will follow all school district policies related to device usage and network use at all times.
- I will carry my device in a secure manner to minimize the chances that it will be damaged.
- I will keep the device in my possession or in a secured location at all times.

- I will bring my device to school with an adequate charge every day.
- I will keep the protective case on my device at all times (if one is provided by the district).
- I will not place decorations on the device or protective case (stickers, markers, etc.).
- I will keep food/beverages away from the device.
- I will only use my device in ways that are educational, appropriate, and meet Watchung Borough Public Schools standards.
- I will not attempt to access any websites or content that I am not authorized to access.
- I will notify a staff member immediately in cases of device damage, defect, or malfunction.
- I will not disassemble any part of my device or attempt any repairs.
- I will return the device, protective case, and charger upon request by the district, or earlier if I leave the district.
- I will notify a staff member immediately in cases of theft, vandalism, or loss.
- I understand that I will be responsible for any damage or loss caused by neglect, misuse, or abuse.
- I understand that my device is the property of Watchung Borough Public Schools and is subject to inspection at any time without prior notice.
- I understand that failure to comply with any of these rules or policies may result in the suspension of my use of the device and/or other disciplinary consequences.

Watchung Board of Education Policies

The Watchung Borough School District policies and regulations can be located on our district website:

- P 2260 Affirmative Action Program for School and Classroom Practices
- P 2361 Acceptable Use of Computer Networks/Computers and Resources
- P 2460 Special Education
- P 5200 Attendance
- R 5330 Administration of Medication
- P 5331 Management of Life-Threatening Allergies in Schools
- P 5338 Diabetes Management
- P 5511 Dress and Grooming
- P 5512 Harassment, Intimidation and Bullying
- P 5516 Use of Electronic Communication and Recording Devices
- P 5530 Substance Abuse
- P 5600 Student Discipline/Code of Conduct
- P 5751 Sexual Harassment
- P 7441 Electronic Surveillance in School Buildings
- P 8601 Student Supervision After School Dismissal
- P 9713 Recruitment by Special Interest Groups

Policies can be located by selecting the “Board of Education” tab and selecting policies on the drop-down menu. Policies are listed numerically on the left side of the page.

NOTE: The information in this handbook is subject to change due to changes or revisions to district policies and/or state code that may occur during the school year. The most current version of this handbook can be found online.

Affirmative Action Statement

The Board of Education does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, mental or physical handicap, socio-economic status, age, or gender in any of its policies or regulations related to admissions, employment, financial aid, educational service, programs, or activities. If you have a problem in this regard, make an appointment to see the school counselor. Appeals may be made to the school administrators or affirmative action officers as appropriate. Further appeals may be made to the superintendent, board of education, and the New Jersey Commissioner of Education. The district affirmative action officer for any program or facilities’ issue relating to the other forms of discrimination listed above is the Valley View Principal, Mrs. Kidd.