

# **ESSEX FELLS SCHOOL**

## ***STUDENT/PARENT HANDBOOK***



### **ESSEX FELLS SCHOOL DISTRICT MISSION STATEMENT**

The Essex Fells School is a very special public elementary school enrolling boys and girls in preschool through the sixth grades. Pupils enjoy small classes and a total school population of approximately two hundred and fifty.

The size of the school is a wonderful asset as it allows a strong sense of community and offers teachers and pupils many opportunities to form bonds of collegiality, identification and support. It also supports the concept that every adult in the school is responsible for every child.

The comparatively small faculty is also a benefit. The faculty as a whole are the decision making body on all questions of teaching and learning. Teachers find it easy to share experiences and act consistently across pupils' entire academic program. The combined efforts of the staff work to support a pupil centered approach to education.

Essex Fells teachers are encouraged to try new ideas, to work collaboratively with colleagues, and to participate fully in all aspects of schooling.

The mission of the school is etched in the mortar of the original schoolhouse with the words Studies Pass Into Character.

The primary goals of an Essex Fells education include:

1. Developing in all pupils the capacity to think critically and communicate effectively through a mastery of written and spoken English.
2. Motivating all pupils to recognize and develop their academic abilities in order to build character and to achieve their full potential.
3. Teaching children to value themselves, their peers, and their teachers.
4. Establishing a respect for and a strong sense of responsibility to the physical, social, and aesthetic world around them.
5. Nurturing a love of country and a pride in our American heritage and citizenship.
6. Communicating a love of scholarship and continued interest in life-long learning.
7. Insuring all pupils will achieve the New Jersey Student Learning Standards at all levels.

To secure these common goals, the Essex Fells staff of professional educators recognizes that the collaborative engagement of the children in the learning process is the key to intellectual development. Dedicated teachers create classrooms that are alive with cooperative learning activities and child-centered problem solving routines. Children are encouraged to explore, to question, to make decisions, and to express opinions in a supportive learning environment. Teachers also model their own commitment to learning by continuing to earn advanced degrees. On-going professional development is acknowledged as the foundation for promoting outstanding pupil achievement.

### **“STUDIES PASS INTO CHARACTER”**

We have all seen those words engraved over our school entrance. It has been the motto of our school for many years. When the addition was put on the building and the entrance was remodeled, people felt strongly that these words continue to be visible on our building as a reminder of our goal here at Essex Fells School.

Certainly, academic education is our main focus at the school. But along with education comes growth and development of the whole person as part of a larger community. How one behaves and relates to others speaks volumes about one’s character.

#### Community Values

We, the teachers, students, parents, and administration of the Essex Fells School, comprise a vibrant, interwoven community with shared goals and values. Each of us is an important contributor to the success of the entire community.

We are an established community of learners – but also a community with values that go beyond academic achievement. Our goals include the constant promotion of civility and support for one another.

#### Essex Fells School has the responsibility to:

- Ensure the safety and welfare of all children while maintaining an atmosphere conducive to the enjoyment of learning.
- Encourage students to take responsibility and to be accountable for their actions and their learning.
- Foster a climate of kindness, friendship, and inclusiveness amongst the entire student body.
- Strive to develop confident students who are able to make meaningful contributions to a diverse global society.
- Provide staff members who are trained, equipped, and prepared to intervene in the event of behavioral misconduct.

#### Students at Essex Fells School are expected at ALL times to:

- Exhibit respect for themselves by showing respect, courtesy, and support for others.
- Exhibit manners and polite behavior when interacting with others.
- Treat others with the same kindness and dignity with which they would like to be treated.
- Show respect for the property of the school, the staff, and classmates.
- Cooperate and share in group situations.

## EXPECTATIONS FOR STUDENT BEHAVIOR

The Essex Fells learning community acknowledges that students progress through stages of moral development over time and that differences may exist between individuals within groups. As educators, we believe it is the parent's responsibility to teach children "right" and "wrong" and it is the school's responsibility to nurture that development. We believe that clear standards and behavioral expectations are essential to social order, individual rights, and effective public schools. Our expectations for student behavior are an effort to establish a learning environment that is positive, orderly, free of distractions, that engenders tolerance, cooperation, and collaboration. It is the responsibility of the school and family to set examples in matters of honesty, fairness, courtesy, kindness, orderliness, and respect and to teach:

- *An understanding of, and respect for, the integrity, opinions, and ambitions of others*
- *Respect for constitutional, legal, and human rights of others and for preservation of American ideals*
- *An appreciation of the dignity of work and worthwhile accomplishment*

The goal of our "Expectations for Student Behavior" is to provide our children with opportunities to learn from their mistakes and to develop self-discipline. Flexibility is an important attribute that allows a range of teacher and administrative responses to misbehavior.

The following variables will be considered when attempting to determine the most appropriate consequence that will increase a child's ability to learn from his/her experiences and to make good decisions:

- a. *The age of the child*
- b. *Previous positive and negative behavior*
- c. *Seriousness of the infraction*
- d. *Influence of provocation*

Accountability in the form of progressive consequences will be directed at the misbehavior and not the child. Consequences for failing to demonstrate responsible behavior vary in range and will be administered accordingly and at the discretion of the teacher and/or administration. Included within the range of consequences and possibilities are the following:

- Warning or reprimand
- Elimination of certain school privileges
- The assignment of a written statement of apology
- Removal from activity
- Lunch and/or recess detention (s)
- Parent phone calls/conferences
- After-School detention (s)
- In-School suspension (s) (assigned by an administrator only)
- Out-of-School suspension (s) (assigned by an administrator only)

Parents will be notified of any serious breach of student behavior or continued misbehavior. Violent behavior, vandalism, and insubordination to adult authority will always result in a parent contact and may require physician's clearance to return to school. A parent conference with an administrator will be required after any in/out of school suspension, or if detentions prove incompetent.

Teachers are expected to handle classroom discipline problems in a manner which reflects a positive attitude towards students and reinforces the policies of the Board of Education. In the event a problem arises which extends beyond the control of the classroom teacher, a student will be referred to an administrator for further action.

There are certain behaviors that are inappropriate regardless of where they occur. Those behaviors require administrative intervention, as they impact on the quality of school life for students, teachers, and visitors. All students responsible for these behaviors will be directed to an administrator. It is not intended that the following list replace/supplant a teacher's expectations for classroom behavior.

All students will be informed early in the school year, with subsequent reinforcement, that their involvement in the following activities will virtually guarantee a phone call home to their parents and/or guardians and/or some form of administrative action including reflection forms or discipline reports:

1. *Inappropriate physical contact with another student*
2. *Willful/blatant disregard for an adult's authority*
3. *Destruction of school property*
4. *Offensive language*
5. *Bullying, intimidation, and/or harassment*

Each instance of student misbehavior presents an opportunity to help prevent future problems and affords students the chance to "learn" from their mistakes. Often, students will be asked to work through their problems allowing them time to reflect, analyze and prescribe procedures to prevent the action from reoccurring.

Ultimately, the end result of each discipline intervention is to have the students internalize some permanent and lasting beneficial lesson that they can use over and over again throughout their life.

A discipline report will be filled out and filed in the Principal's Office every time a student commits a major infraction or after repeated minor infractions which become patterns of negative behavior. Parents will be informed of such action.

The success of any school-imposed disciplinary action is, to a large extent, dependent upon the full cooperation between your home and our school. It is our intention to work closely with you so that together, we can maintain the best possible educational environment for all of our children to flourish within.

The Essex Fells School District adheres to all HIB policies and procedures in alignment with the NJ Anti-Bullying Bill of Rights Act.

### **PARENT/GUARDIAN SUGGESTIONS**

#### **Prevention**

Setting aside a quiet focused time to speak with your children and go over the behavior standards, rules, and disciplinary consequences will help them to understand their limits in a school setting. It will inform them that you are aware of what is expected of them in their school environment.

Parental acceptance and support for the Expectations for Student Behavior significantly contributes to a positive school climate that fosters self-discipline, peer acceptance, and social and academic cooperation.

#### **Reinforcement**

Children behave and learn best when they are aware that their parents/guardians are in contact with the school and supportive of their teachers and school administration. In the school environment, the teachers are in charge. If you have any concerns or questions about a school or classroom practice, please share these concerns with the appropriate school personnel.

## SCHOOL CONTACT AND COMMUNICATON

- Students will only be allowed to call home for items relating to their learning or health, such as leaving glasses or lunch at home. (This does not include homework.)
- Parents are encouraged to call or write to teachers a few days in advance for appointments when they wish to discuss their child's school performance.
- Teachers will make every effort to respond within one day of receiving parent communications.
- Teachers will communicate mid-marking period progress to parents as well as report card grades via Genesis Parent Portal at the mid trimester mark and conclusion of each term.
- Parents will receive notification of student behavioral infractions, via Reflections Forms and a Discipline Report, as outlined in the previous section about "Expectations for Student Behavior."
- Two sets of Parent/Teacher Conferences are scheduled in the Fall and Spring.
- Parent Visitation occurs during American Education Week.

## ATTENDANCE

Students are expected to attend school and arrive on time every day. School attendance and participation are the most important components of academic and social progress. School attendance reinforces an ethic of hard work and dedication that we hope to instill in all of our students. It is essential for future success that students maintain a consistent attendance record.

The State of New Jersey defines a student as chronically absent when they have missed 10% (18) or more school days within one school year.

The exceptions to regular attendance are the following excused absences – confirmed illness, religious holiday, medical or legal appointments, and death in the family. In these instances, students will have the same amount of days missed to make up work.

Absence for vacations when school is in session is strongly discouraged.

The student bears the responsibility of making up missed work upon his/her return.

Except for losses incurred as a result of absence from class or failure to make up missed work, the school will not impose any penalty on the child as a consequence of the absence.

Students must be present in school to attend after school events or activities.

Prompt arrival to school on a daily basis plays an important role in education and sets a lifelong pattern of responsibility and punctuality. It is the shared responsibility of the parent and student regarding on time arrival to school. Please note that every 10 tardy days equates to 1 absence.

Students must be present in school to attend after school events or activities.

Together, we can cultivate a learning environment where academic and character development are priorities to the over overall school experience at EFS.

To ensure the safety of all of our students and to keep the school running efficiently, please note the following guidelines regarding your child's attendance.

- ✓ Please report any student absence to the school office before 8:30 AM. The office opens at 8:00, but you may call at any time prior and leave a message at 973-226-0505, x208 or option #1. Please also call if your child will be arriving late.
- ✓ The day begins at 8:30 AM. Students may be dropped off beginning at 8:25 AM when supervision is present. At the 8:30 AM bell, students may enter the buildings and report to

homeroom. Any student arriving after the 8:35 AM late bell will be marked late. All late arriving students must report to the main office, be signed in by a parent, and receive a pass.

- ✓ Absence calls are made by the automated verification system. It is important that you call the school to inform us of your child's absence by 8:30 AM. If we have not heard from you by 9:15 AM, you will receive an automated call reminding you to verify the absence. After 10:00 AM emergency numbers will be called until we can confirm the safety of your child.
- ✓ If it is necessary for you to have your child dismissed prior to 3:05 PM, you must sign your child out in the book on the shelf to the right as you enter through the office door. After the student is signed out, he/she will be called out of class. No student will be dismissed from a classroom or lunch/recess without a phone call from the main office. If your child will be returning to school, please remember to sign them back in so we are aware that he/she has returned and will not be considered absent for the remainder of the day.
- ✓ So there is no misunderstanding, please put all prior known attendance matters (late arrivals & early dismissals due to appointments, vacations, religious absences, etc.) in writing.
- ✓ If there is a last-minute change in the pick-up arrangements for that day, please call your child's homeroom teacher's extension and leave a message, in addition to calling the main office, as email may not be received in a timely manner. Again, whenever possible, please send in a note.

*Thank you for your cooperation in helping us to maintain a safe and organized environment for our students!*

### SCHOOL SAFETY

- A Class III Officer is present to monitor campus safety and respond to any events that may disrupt the educational environment.
- EFS is under video surveillance; however, "character is who you are when no one is looking."
- Entrances and Exits are locked at all times. Students should not open doors for anyone.
- Keep the school grounds free of litter.
- Respect the environment and school grounds by walking/riding on paved pathways and refrain from riding on grassy areas.
- Never run in the parking areas or through hallways.
- Transition between classes in a quiet and orderly fashion.
- Never enter a classroom if there is no teacher present.
- Treat all school property with respect.
- Be courteous to everyone in our school community, and if you "see something, say something."

### CLASSROOM RULES

We believe that positive attitudes work. We like to recognize children who have learned to make positive choices to control their actions and words in the classroom. Teachers will encourage and praise children. Everyone, including staff, administration, the school board, the PTA, and Foundation will recognize and admire the children who are learning self-discipline and good citizenship. Positive character traits will be introduced, reinforced, and recognized school wide on an ongoing basis. *Project Wisdom* will support positive choices throughout Essex Fells School. Respect, Responsibility, and Kindness will be expected in and out of our classrooms.

Children must listen carefully to their teachers to learn. Rules are needed to keep order. The basic rules for every class are:

- Be prepared daily for school.
- Show respect for people and property.
- Be responsible for your own behavior and work.
- Use time wisely.
- Listen and carefully follow teacher instructions the first time given.

At the beginning of the school year, students and teachers will discuss these rules. They may also decide together on additional rules needed for an effective learning environment. Examples of other class rules would be:

- Listen, and not speak, while the teacher or other classmates are addressing the class.
- Keep your hands to yourself.
- Ask before touching things which belong to others.

Children who unreasonably break class rules will be disciplined accordingly. Parents will be notified through a written Reflection Form/Discipline Report from the teacher and/or Principal, which will need to be signed by a parent/guardian and returned to the teacher the next day.

### **HOMEWORK POLICY GUIDELINES**

The teachers and administration of The Essex Fells School believe that homework is one bridge that connects parents, children, and their teachers. The overarching goal of homework is to enhance school-based education experiences and promote student growth. Homework is assigned in accordance with the needs and abilities of individual students and in support of specific curricular areas. Homework reinforces and strengthens the home/school connection while reinforcing the skills and concepts learned at school. Through homework, parents learn about the curriculum and can talk to their children in a meaningful way about what they are learning. Homework also teaches children responsibility and good work habits. Homework is designed to be an age-appropriate, successful experience.

Our school strongly promotes the love of books and reading at home. Parental support is key to the success of our reading program. To continue to build a community of learners, it is critical that children spend time reading. Independent reading provides children an opportunity to apply reading strategies independently and sustain reading behavior. It challenges our children to solve words on their own while reading age-appropriate texts. Independent reading promotes fluency and builds confidence. It also strengthens children’s vocabulary and writing skills.

Essex Fells teachers assign homework on a regular basis and expect all students to complete assigned work in a timely manner. Parent excusals will not be accepted for missing assignments unless under extenuating circumstances.

Below, please find general guidelines and time minimums that teachers and parents should follow when assigning homework and reading with their child.

<b>GRADE LEVEL</b>	<b>DAILY ASSIGNED HOMEWORK</b>	<b>ADDITIONAL SKILLS PRACTICE (i.e., Reading, Math Fact Practice, Journal Writing &amp; Keyboarding)</b>
Pre-Kindergarten	10 Minutes	(Pre-reading activities)
Kindergarten	10 Minutes	10 Minutes
Grade One	15 Minutes	15 Minutes
Grade Two	20 Minutes	20 Minutes
Grade Three	30-40 Minutes	20 Minutes

Grade Four	45 Minutes	30 Minutes
Grade Five	60 Minutes	30 Minutes
Grade Six	60-75 Minutes	30 Minutes

## **Homework Roles and Responsibilities**

### **Administrators will:**

- *Implement the provisions of the homework policy guidelines as appropriate to the school and ensure that the school's policy is published and distributed to all students and parents.*
- *Plan for the periodic evaluation of homework policies and guidelines.*

### **Teachers will:**

- *Identify the degree to which homework affects the determination of a student's grade.*
- *Provide clear, concise directions for homework assignments.*
- *Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment.*
- *Assess, review, and return homework in a timely manner.*
- *Periodically discuss with students and their parents/guardians the student's academic progress, including performance on homework assignments.*
- *Clearly post homework assignments in each room and on the website.*
- *Notify a parent/guardian if a student shows a pattern of failing to complete homework assignments over the span of each marking period.*

### **Parents/Guardians will:**

- *Set a regular time for homework, one that works for your child and family.*
- *Act as a facilitator of homework.*
- *Select a fairly quiet study area with lots of light and adequate academic supplies.*
- *Remove household distractions (e.g., television, phone calls, etc.)*
- *Review and discuss teacher comments on the homework with your child.*
- *Communicate with the teacher when your child consistently experiences difficulty with homework assignments.*
- *Encourage children in doubt about an assignment to seek help from and to ask questions of their teacher.*
- *Encourage and support children's efforts, being available to answer questions, but insisting that children assume personal responsibility for their homework assignments.*

### **Students will:**

- *Take increasing responsibility for regularly completing and returning homework assignments.*
- *Accurately record all homework assignments in an assignment pad.*
- *Clearly label work with their name, date, and teacher when age-appropriate.*
- *Neatly complete assignments.*
- *Before leaving class, clarify any doubts about an assignment, when it is due, and how it should be completed.*
- *Take home the appropriate materials needed to fully complete the homework assignment.*
- *Learn to budget time, especially toward the completion of long-term assignments.*
- *Return all work to the teacher by the date requested.*

- *Make up work missed during an illness or excused absence in a timely manner.*

### **Homework Procedures During Absence**

Children who are recorded absent will be given ample time when they return to class to make up their home and classwork. All assignments will be compiled while the child is out, provided upon return, and should be completed and submitted to the teacher by the designated date. They will have the same number of days to make up their work as they had missed. The teachers will provide the necessary academic support to students upon return from illness for reteaching of missed content.

Absence for vacation is strongly discouraged. Students must complete missed assignments within the same number of days that were missed. Assignments will not be complied in advance of travel.

### **LUNCHTIME**

Each child needs the opportunity to unwind and move around during his/her lunch break. The students will play outside during their lunch break, weather permitting. If inclement weather prevents outside play, recess will be held in the All Purpose Room. If a student does not act respectfully and responsibly, he/she will lose his/her privilege to participate in recess.

Students have 25 minutes to eat a nutritious lunch before cleaning up after themselves in preparation for recess or class. Each child is encouraged to eat their entire lunch and bring home any unfinished portions so not to waste food by throwing it away. Children are also encouraged to use respectful table manners while in the lunchroom. Quiet talking is permitted; however, if behavior becomes unruly, recess privileges will be modified.

#### 1. Outdoor Recess:

- Students must remain on parts of the playground which are visible to adults.
- Each class will have assigned lunch aides.
- Play areas include playground, blacktop, and field, weather permitting.
- Students must get permission from a lunch monitor to re-enter the building.
- Tag and team games such as flag football and soccer may be played on the field only.
- If play becomes too aggressive, it will be discontinued by the lunch monitors.
- Tripping, kicking, pushing, punching, or slapping is strictly forbidden. Students should report to an adult anyone who has been rough or unkind to them.
- Name calling and bad language will not be tolerated.
- Lunchtime equipment must be put away at the blow of the whistle.
- Students may not throw objects such as: rocks, dirt, sticks, snow, etc.
- Students may not indulge in any play which might be considered dangerous to themselves or others. Students should report to an adult immediately if they are hurt.
- Include anyone who wishes to participate in a game or activity.
- Students must assemble quickly and quietly to enter the building.
- Conflicts must be resolved with lunch monitors and nor carry over into the classroom.

#### 2. Lunchroom Rules:

- Follow the directions of the lunch monitors.
- All eating and drinking must be done at the lunch tables.
- No glass, candy, soda, or “fast food” is permitted.
- Students will be called by class to receive lunches.
- Inside voices must be used in the lunchroom.
- Students must get permission from a lunch monitor to leave the area.
- When finished, all trash must be placed in the garbage and recycling containers.

- Students should remain in their seats until dismissed.
- There is no need to rush; students have 25 minutes to finish their lunches.
- The lunch monitors will give instructions for dismissal to class or recess.

### 3. Indoor Recess:

- When possible, students will be told prior to lunchtime if they will remain indoors.
- Students must follow the directions given by lunch monitors while playing.
- Board games, drawing, reading, building, etc. are acceptable activities.
- Students must get permission from a lunch monitor to leave the lunchroom.
- Running, yelling, throwing objects, etc. will not be permitted in the lunchroom.

## **STUDENT RECORDS**

The State and Board of Education have developed regulations, policies, and procedures for identifying what student records will be kept and who is to have access to these records. There are two types of records, state mandated and permitted. Mandated records include the pupil's name, address, birth date, parents' names, progress reports, grade level, disciplinary, and health information. Permitted records include test data and examples of student work.

Access to records may be granted to parents, as well as certain individuals, organizations, and agencies, but strict procedures govern this disclosure. Copies of the complete student records policy are available at the school office. Additional records may be kept in the Health, Child Study Team and/or Superintendent's Office.

## **PARENT CONCERNS**

Despite the genuine effort of all school personnel to maintain positive rapport with parents, there are times when concerns arise. It is the policy of the Board of Education that concerns should be resolved informally, if possible, and through prescribed channels.

Parents should direct a concern first to the teacher. If the concern is not satisfactorily addressed, the Superintendent/Principal should be contacted.

## **SCHOOL VISITS**

Visits to the school by parents and other adult residents of the community are welcomed upon invitation. Classroom visits and/or teacher meetings must be scheduled in advance. Please contact the teacher to schedule an appointment. All visitors are asked to sign in at the office. Do not proceed to a classroom unannounced. Grade level and district wide events open to families will be advertised through channels such as the WAAG, website and emails.

## **LOST AND FOUND**

All articles of value that are found will be turned in to the main office. Clothing and other articles will be placed outside the main office. We suggest that all articles of clothing be marked with the owner's name. All items unclaimed will be donated to charity at the conclusion of the school year.

## **FINES FOR DAMAGE OR LOSS**

In the event of the loss or of damage to school property (including books and electronics), parents are advised that the school reserves the right to assess partial or total cost of the material in question (depending upon its condition) against the parent.

## **DRESS CODE**

The student dress code stresses neatness and cleanliness more than any standard of conformity; therefore, any student reporting to school or any school function in what is considered inappropriate dress will be reported to the administrator or designee. A phone call home will be made to inform parents of any violation of the Dress Code. Inappropriate dress is defined by Board of Education Policy 5511 as *“any practices which present a hazard to the health or safety of the pupil himself/herself or to others in the school, and materially interfere with schoolwork, create disorder, or disrupt the educational program.”*

Responsibility for the development of good grooming habits and dress must be shared by home, school, and community. Good taste in dress calls for neatness, moderation, and appropriateness. Extremes in style and fit are not in good taste. A style may be discouraged if it is found to disturb normal, successful school progress or safety of an individual or group. In keeping with good manners and respect for our flag that is displayed throughout the school, please, no hats are to be worn in the building.

We recognize that the parents/guardians have the prime responsibility for the manner in which a child is dressed. Styles change quickly and drastically, and good taste standards are sometimes difficult to establish and maintain.

Please adhere to the following guidelines:

- Shorts/skirts must allow for a hand-width of fabric below the buttocks.
- Provided no undergarments are visible, tank tops, spaghetti straps, halters, and one shoulder tops are permissible.
- Jerseys/pinnies may only be worn with t-shirts.
- Crop tops, strapless, flip-flops, more than 2-inch-high heels/wedges and clothing with vulgar language are not permitted at any time.

## **AFFIRMATIVE ACTION POLICY**

It is the policy of the Essex Fells School District to provide an equal opportunity for all students to participate in its educational programs. Students will not be denied this opportunity because of their race, color, beliefs, religion, sex, ancestry, national origin or social or economic status. If at any time a person thinks he/she has not been treated fairly, he/she should discuss this with the building principal or the district's Affirmative Action Officer.

## **USE OF TECHNOLOGY AGREEMENT**

With technology assuming an integral role in education and lifelong learning, it brings with it new levels of responsibilities for all members of the educational community. The Essex Fells Board of Education is responsible for securing its network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making it accessible for authorized use by students and faculty. This responsibility includes informing students and faculty of expected standards of conduct and the disciplinary consequences for not adhering to

them. Any attempt to violate the provisions of this policy will result in disciplinary action, including but not limited to temporary or permanent revocation of user privileges, regardless of the success or failure of the attempt.

The Essex Fells **School network and computing systems are expected to be used exclusively for education-related functions and applications.** The trust given to each student and teacher is based on his or her developing the skills necessary to be an active and contributing citizen of the electronic community. These skills include an awareness and knowledge about information technology, the uses of information, and an understanding of the roles in the electronic community of learners.

Accordingly, the following guidelines have been established to help maintain a constructive learning environment:

1. Students will utilize Essex Fells School devices **for school assignments only.**
2. Students will use the computers in ways that demonstrate consideration and respect for both other students and school property.
3. Students will refrain from acts that waste resources or prevent others from using them.
4. Students will comply with legal restrictions regarding the use of software and hardware resources. Duplicating copyrighted materials is not permitted.
5. Damage, misuse, or vandalism to computers, electronic devices, assistive technology, and/or software programs will result in disciplinary action including loss of device usage. **Parents or guardians will be financially responsible for device misuse, neglect, or willful acts of vandalism by their children.** Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones.
6. The use of appropriate language on the computer is expected.
7. Students shall treat all files of other students and teachers as confidential, examining the contents only when authorized by the owner of the file or a teacher.
8. The intentional or inadvertent spread of computer viruses is strictly forbidden. Deliberate attempts to disrupt system performance of any computer system will not be tolerated.
9. Students are instructed not to reveal personal information including name, address, phone number, etc., when information will be disseminated online.
10. Technology and Internet access are designed for educational purposes. The Essex Fells School has taken precautions to eliminate controversial materials. However, it is impossible to restrict access to all controversial materials. Therefore, students will be expected not to access any material that would be deemed inappropriate. If there is a doubt regarding an issue or item, the student must first seek teacher approval before accessing the materials. The district cannot be held responsible for any materials accessed through school technology.
11. Personal student devices such as cell phones may not be used during school hours or school sponsored events. These devices should be kept off and in students' backpacks while school is in session.
12. In accordance with the New Jersey Anti-Big Brother Law, the Essex Fells School District shall not use any feature capable of recording information on the student's activity or use of the device that would violate the privacy rights of the student or any individual residing with the student.

The Essex Fells School District will monitor student content through the use of Gaggle to ensure safe and developmentally appropriate language and images are used during school related assignments. Students will participate in Digital Citizenship courses annually through Neptune Navigate. Please reinforce the home lesson components with your children.

**\*\* Please sign and return this page to your child's homeroom teacher. \*\***

**ESSEX FELLS SCHOOL**  
**WHERE**  
**"STUDIES PASS INTO CHARACTER"**

We, The \_\_\_\_\_ Family have read and understand the Student/Parent Handbook and Expectations for Student Behavior.

Parent Name \_\_\_\_\_ Signature \_\_\_\_\_  
Please Print

Student Name \_\_\_\_\_ Signature \_\_\_\_\_  
Please Print

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_