

RIVERSIDE ELEMENTARY SCHOOL

2023-2024



Student & Parent Handbook

Michael Adams
Superintendent

Scott Shumway
Principal

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Assistant Principal

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Letter from the Principal

September 2023

Dear Parents and Students:

Welcome to the new school year. This handbook was written and assembled with the in-input of students, teachers, and parents.

This year we will continue to celebrate our past traditions and create new ones in fulfilling our mission:

“To work to ensure that all students achieve educational excellence. Through a strong sense of community, a rich curricular program, an inspiring learning atmosphere, and a commitment to character, Riverside Elementary will prepare its students to become strong participants and leaders in the world community.”

This handbook is designed to give you general information about school policies and procedures. Please review it carefully, discuss it with your child(ren), and use it as a reference throughout the school year. **Please also sign the form stating that you have read it, and return that form to your son/daughter’s classroom teacher.**

Sincerely,

Scott Shumway
Elementary Principal

Riverside Township School District

Board of Education Expectations

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parents or legal guardians, all pupils can contribute to the effectiveness of the school and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

- Prepare themselves mentally and physically for the process of learning;
- Respect the person, property, and intellectual and creative products of others;
- Take responsibility for their own behavior;
- Use time and other resources responsibly;
- Share responsibilities when working with others;
- Meet the requirements of each course of study;
- Monitor their own progress toward school objectives, and
- Communicate with parents or legal guardians and appropriate school staff members.

The following is a list of responsibilities and rights had by each student at Riverside Elementary School. Fulfilling these responsibilities will lead to guaranteed rights, which reinforce the Board of Education's expectations.

I AM RESPONSIBLE TO:

- Be attentive and cooperative
- Respect the rights and property of others
- Settle disagreements using conflict resolution and mediation
- Use courteous and appropriate language
- Be honest in all situations
- Be kind and helpful to others
- Respect others - their feelings, differences and opinions

I HAVE A RIGHT TO:

- Be respected and trusted
- Express myself without hurting others
- Have others listen to my opinions
- Learn without distractions
- Have others respect my property
- Feel safe in School and have pride in myself and in my School

SCHOOL HOURS:

Grades K-5 (Prek info will be provided separately)

Students must arrive between 8:00 and 8:10

Full Day 8:00 AM - 2:23 PM

Early Release Day 8:00 AM - 12:20PM



- **ARRIVAL:**

Children are welcome at school and may report to grade level designated areas at 7:50 AM. For safety reasons, children are not to arrive at school before that time. Students will enter into the building at 8:00 AM. The morning lineup locations are the same as the dismissal locations.

- **DISMISSAL:**

The regular school day ends at 2:23 PM. Students staying for activities, practice, extra help, or detention should report to the assigned area as soon as possible. All students should leave immediately following the regular school day, unless they are involved in a supervised activity. Teachers can keep students up to twenty minutes after school without providing parents with advance notice. In these cases, the student will attempt to call home/ a cell phone to inform the parent.

Grades K-5 are dismissed at 2:23 on a full day and 12:20 on early dismissal days from the following locations:

Kindergarten- Rear of the elementary building, from the Early Childhood section of the building

Grade 1- From the door next to the cafeteria, which opens into the courtyard area

Grade 2 - From the cafeteria side door

Grades 3, 4 and 5- From the front doors of the elementary school

Kindergarten teachers conduct a one-on-one dismissal to parents. All other grades have a generalized dismissal. If the school (decision of the teacher, CST or administrator) feels that a child needs a one-on-one dismissal to a parent because of safety or student skills, they reserve the right to mandate a parent pick-up.

PLEASE NOTE:

For students in grades 1-5, a Supervision at Dismissal From School Form is available in the main office or on the district website. This form is only needed if you do NOT want a general dismissal for your child. If interested, see the Supervision at Dismissal Form for more details.

- **EARLY RELEASE DAYS:**

Children are dismissed at 12:20 PM on parent conference days. Please note that students will be dismissed at 12:20 on the following days:

2023: September 5, November 17, 20, 21, 22, December 22

2024: January 12, February 16, March 8, 21, 22, April 26, May 10, June 12, 13, 14

LUNCH/RECESS:

All students in grade kindergarten through five stay in school for lunch in the cafeteria. Their 30-minute lunch period is combined with a 30-minute period for recess. Each grade level will remain together for recess and lunch. On early dismissal days, no lunches will be served in the cafeteria. Parents are invited to each lunch with their child in our cafeteria. We do, however, require twenty-four hours notice. More information will be sent home with your child on this matter. Please contact the main office to schedule a lunch appointment.



SCHOOL CLOSINGS

- **EMERGENCY CLOSING:**

In case of an emergency closing, announcements will be made on Philadelphia KYW news radio, the school answering machine and via a call to each house for which we have an updated phone number on file. The calendar will be adjusted if necessary.

- **DELAYED OPENINGS: (90 minutes)**

Starting times on delayed openings will be at 9:40 am. **In case of a delayed opening, morning Pre-School classes will be cancelled.**

Riverside Public School - Emergency Closing Code = **662**.

REQUEST FOR EARLY DISMISSAL:

If a child is to be dismissed earlier than 2:23 on a full day of school or 12:20 on a half day of school, a note from the parent/guardian stating the time of dismissal is required. Adults must pick up their child in the office, not the classroom. Any adult who picks up a child from school **MUST** present photo identification. If a parent/guardian wishes to have his/her child picked up by another adult, the office must be notified in writing. The school recognizes only four (4) reasons for early dismissal:

- Illness of a student, after arrival at school, as verified by the school nurse.
- Notice of a verified doctor or dentist appointment.
- Participation in a school-sponsored activity.
- Pre-approved religious observance.

ENTERING THE BUILDING:

*Visitors must **always** use the main entrance and are required to leave their photo ID, sign in and get a visitor's pass in the main office.*



- **VISITORS/VOLUNTEERS:**

We are happy to have visitors and volunteers in the building. Parents and guardians are encouraged to participate in the school's activities. It is important for your child's safety, however, that upon entering the building all visitors report to the office and request a visitor's pass. In order to go beyond the main office, you **MUST LEAVE A PHOTO ID AT THE FRONT DESK**. Even if you are a regular visitor to our building, we need you to sign in at the office so that we know you are in the school. If a parent chaperones a field trip, they are asked not to smoke while caring for our students. Also, chaperones must take the bus to the destination. Students should return to school from field trips and not be signed out by parents at the destination.

Items such as homework, books, lunch, messages, etc. should not be brought to the office after 8:30 am. Delivering these items to the office creates interruptions which interfere with the learning process of our students.

ATTENDANCE:

The New Jersey Administrative code on Attendance 6A:16-7.6 was amended on March 17, 2014 to reflect a number of important changes. For state pupil attendance reporting purposes the only absences that will meet the criteria as an excused absence are Religious observance and take your child to work day.

The school district reserves the right to maintain local control over absences allowed for the purposes of credit completion, graduation, promotion exercises, participation in co-curricular activities, athletics, field trips etc.



The Board of Education of the Riverside Public School District recognizes the educational significance of the student's attendance in class and as mandated by NJAC 6:8-4,2(d) legislates an attendance policy which requires student attendance on the days and during the hours in which the school is in session. The Board of Education and the Administration will not permit absences from school for any reason not specified in this policy.

The Board of Education, the administration, and staff of the Riverside Public School District believe that regular student attendance is very important in providing the level of successful learning and teaching activities that students need to compete in their world. The teaching staff is committed to providing 180 days of well-planned instruction and will enforce the conditions of the attendance policy.

1a. Attendance in School

Attendance in school is a prerequisite to successful completion of respective grade promotion requirements. In the evaluation of grades, teachers are obligated to follow the attendance policy.

Students who have legitimate absences from school will be allowed to make up the work within the same number of days as they were absent from school. However, at the end of the school year, all schoolwork, term papers, and exams must be made up by the last day of school or the student will receive failures for all missing work.

1b. Absences:

Since there is a tolerance for 12 absences in the attendance policy, students will bring in some form of

documentation following an absence to verify that the student was not truant. This documentation does not classify the absence as excused. **Parents/guardians are to call the school in the morning to report their child absent from school.**

2. Attendance and extra-curricular participation:

When students are absent from school for any reason, they are excluded from all school activities, including rehearsals, practices, and athletic events on the day of the absence. Students are ineligible for extra-curricular participation until they are in attendance at school for one complete day. Friday absences will also negate participation in Saturday and Sunday activities. **All students must be in school for a minimum of four hours. A student must complete the school day to be eligible to participate in extracurricular activities.**

Therefore, any student leaving school prior to attending school for four (4) hours will not receive credit for a full day. Students sent home sick prior to attending school for four (4) hours will be recorded as absent unexcused, unless the student returns to school with a doctor's note.

3. Frequency of student absences and court ordered mediation/charges pressed

Since the earning of course credits is based on 180 instructional days, frequent absences of students from the regular classroom learning experience disrupts the student's educational process. Therefore, when a student reaches an excess of 12 unexcused days absent the issue attendance issue will be referred to the Riverside Courts for mediation or charges pressed.

4. Excused absences

A note from a parent or guardian must be submitted to the Main Office upon returning to school. **Excused absences are limited to religious observances recognized by the State of NJ pursuant to 6A:16-7.6 Doctor excused absences will be considered in the decision to refer the attendance issue to Riverside Court.**

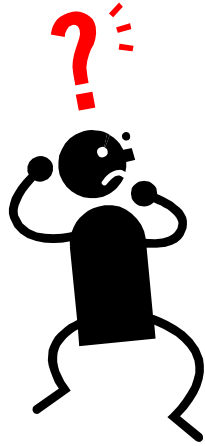
5. All other absences are categorized into **the justified but unexcused classification**. Examples of unexcused absences include, but are not limited to the following:

- illness verified by a doctor
- death in the family
- behind the wheel driver's test with verification of the appointment (only one appointment/school year will be excused)
- two documented college visitations for Juniors or Seniors

Documents to verify an unexcused absence must be turned into the main office within two weeks of the absence.

Riverside Elementary School is proud to honor our students who have perfect attendance. A student is considered to have perfect attendance if they are present each day of the school year (for at least four hours) and were never late. Even one excused or unexcused absence or tardy precludes the student from receiving the perfect attendance award.

When a student is absent from school, for any reason, the student is excluded from all school activities that day. The activities include: rehearsals, practices, athletic events, concerts, and play performances. Friday absences negate participation in activities on Saturday and Sunday. Students must attend school for a minimum of four hours to be considered present for the day.



Remember: Any absence results in you missing critical learning!!



ABSENCES:

If a child will be absent from school or will be tardy, it is very important to telephone the main office (856-461-1255, press 1, then press 2). Any student arriving after 10 a.m. will be marked absent for the day. If a parent has not called, phone calls have to be made to find out if the child is safe. Parents should contact the main office should any emergency, extended absence or unusual situation arise. Each year, the main office receives a list of religious holidays for which students may be excused. If your child will be out of school for any extended period of time, requests should be made in writing to the principal with a copy to the classroom teacher. We discourage absences as a result of doctor's appointments and travel, which occur during school time. **The school does not give permission for any school absences other than for medical or religious reasons.**

LATENESS:

Punctuality is of the utmost importance. Students should arrive between 7:50 and 8:00 AM. A student who is late to school must report to the Elementary Office to obtain a late pass to present to the classroom teacher. Unless a late note is brought from home, the student will make up the time during recess or after school. Excessive lateness for the marking period will result in a parent conference and after school or recess detentions. A student who arrives after 8:00, the beginning of their day, will be listed as tardy. **REMEMBER:** Please call the school office before 9:00 AM. By making this call, we will know that your child is safe.

IMPORTANT PAPERWORK



- **REGISTRATION:**

Parents of transfer students should report to the Elementary Office to register their children. Parents need to bring records of transfer from the previous school district. Parents need to provide the school with the child's original birth certificate, immunization records and 3 proofs of residency in Riverside Township. Acceptable items are: bank statement, phone bill, credit card, tax bill, PSE&G bill, rental lease agreement/mortgage.

- **REGISTRATION OF PRE-KINDERGARTEN STUDENT:**

Student must be three or four years old on or before October 1st to be eligible (for 3 or 4 year old preschool respectively).

- **REGISTRATION OF KINDERGARTEN STUDENTS:**

Kindergarten registration is held in the spring. Children must be five years old on or before October 1st to be eligible. Parents need to provide the school with the child's original birth certificate, exact dates of shots and boosters for DPT, polio, rubella, and 3 proofs of residency in Riverside. Acceptable items are: bank statement, phone bill, credit card, tax bill, PSE&G bill, rental lease agreement/mortgage.

- **TRANSFER:**

Parents of transfer students should telephone the Elementary Office at least 24 hours prior to leaving the school district. Please provide Mrs. Jackamonis or Mrs. Camardo in the Main Office with the name, address and telephone number of the new school, and the forwarding residential address and telephone number. The transfer card will be available the next day.

- **FIRST DAY/EMERGENCY CARDS:**

First day and emergency cards are distributed on the first day of school. Please be sure to immediately fill them out and return them to school with your child. It is essential that these forms be on file at school as soon as possible. It is extremely important that you provide the **names and telephone numbers** of emergency contact people in case we cannot reach the student's parent or guardian. Be sure to notify us any time that changes are made in work or home telephone numbers, addresses, etc.

- **GUARDIANSHIP AND CUSTODY:**

In the event of a change in custody or guardianship, please report this information in writing to the office. If there are any specific requirements regarding this issue, please inform the school principal immediately. For your child's protection, Riverside Elementary School requests a copy of only that part of a legal agreement which specifies the custody and visiting rights of parents. This information will be kept confidential. It is not our intention to make judgments about the situation, but to follow the procedures outlined in the legal documents.

HEALTH ISSUES



HEALTH SERVICES:

All students enrolled in the Riverside Public Schools must present proof of necessary immunizations to the school nurse, or face exclusion from school until the records are presented.

REPORTING TO THE NURSE:

- Obtain a pass from the classroom teacher. Do not ask a teacher to give you a pass to the nurse unless you are going during that teacher's class.
- Students must report to the nurse, or the Elementary Office, when ill or injured. Under no circumstances is a student to leave school and go home when they feel ill without visiting the nurse or office.
- Any sport or activity injury must be immediately reported to the nurse's office. Parents using school insurance and who have other insurance should submit both forms to the physician or hospital. The school's insurance has restrictions and limitations; submitting both forms may help alleviate future problems with paperwork.
- Students needing a medical excuse from physical education class must first present the nurse with a physician's certificate. The certificate should include a diagnosis and time limit. Any student restricted from Physical Education class must also not participate in recess until cleared by their physician.

The health services of Riverside Elementary School are available to any student who becomes ill or injured during school hours, or during a school-related activity. Students should not be sent to the school nurse to evaluate injuries or illnesses that have occurred at home. The nurse is extremely busy handling school injuries, illnesses, and performing mandated health screenings.

MEDICATION POLICY:

Please do not send any medicine of any kind into school with your child. Parents should bring any needed medication to the main office. Prescription medication may be administered by the school nurse only when the medicine is in the original container and a note is sent, or a medication form is completed, authorizing the nurse to dispense the medication for a specified length of time and at a certain time of day. Over-the-counter medications may also be administered at the discretion of the nurse upon receiving the medication in the original container and with written authorization from the parent specifying time to be given, amount to be given and length of time to be administered.

- **EMERGENCY NOTIFICATION:**

When a student becomes ill during the school day or requires medical attention, every effort will be made to comfort the student. However, the school is not permitted by New Jersey statutes to provide aspirin or other drugs or medication to a student. The parents or guardians of sick or injured students, requiring additional medical attention, will be notified immediately. In the event a parent or guardian cannot be reached, the person on the student's emergency card, identified as the emergency contact person, will be notified. Students will not be permitted to walk home, when they are ill. A student will not be sent home to an empty house! For health/ sanitation reasons, if a student urinates or defecates in his/her pants the parents/ guardians will be called to pick-up the child from school. He or she may return to school that day if there are no other health issues involved.

- **WHEN YOUR CHILD SHOULD NOT GO TO SCHOOL:**

Sometimes you may be uncertain whether your child would endanger himself or other children by going to school. *Sick children should not be sent to school for diagnosis.*



Children should stay home if they have:

- A sore throat, consistent cough, or ear-ache
- Swollen neck glands
- A "runny nose"
- Fever
- An unexplained rash or skin eruption
- If they act listless, drowsy, headachy, have a flushed face
- Lack of appetite or an unusual behavior

- **COMMUNICABLE DISEASES:**

In order to prevent the spread of communicable disease and to insure rapid recovery with a minimum of after effects, parents should keep children home when they show evidence of any of the symptoms listed below. Any child having these symptoms while at school will be sent home:

Vomiting	Coughing	Ear-ache
Skin eruption	Chills	Enlarged glands
Sore throat	Fever	Red or discharging eyes
Running nose	Headache	Pain: Stomach-ache or diarrhea

****Children should be free of any of the above symptoms for 24 hours before returning to school**

- **ILLNESS:**

Symptoms of illness of contagion (mumps, measles, etc.) will cause the exclusion of a child from school immediately. Please be sure that the school has your telephone number so that the nurse may contact you in case of an emergency. **If you cannot be reached while your child is in school, be sure to leave the telephone number of a neighbor or relative who can be reached.**

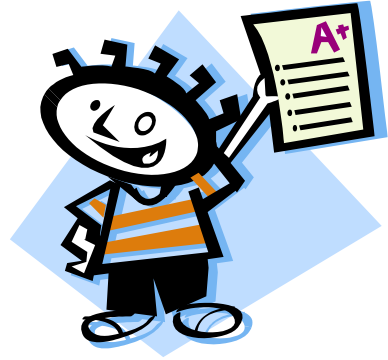
- **SCREENINGS:**

The following screenings are routinely done annually by the school nurse in grades K-5.

1. Evaluation of Growth Pattern- by height and weight recording
2. Vision and Audiometric Screening
3. Pediculosis (Head Lice) Screening- All elementary students are routinely screened the first day of school and upon returning after winter break and spring vacation. However, it may become necessary to screen specific classes at any time during the school year if a child becomes infested. The affected child is excluded from school and may return after recommended treatment has been given. The child is rechecked by the school nurse prior to admission into class.
4. Scoliosis Screening- As mandated by the state, biennial screening for possible spinal curvature is provided for students ages 10-18. This exam may be done by the school nurse or by your private physician.

ACADEMIC ISSUES

AWARDS



HONOR ROLL:

Each trimester students in grades 3-5 can earn one of two levels of honor roll. ALL A Honor Roll will include students who have received all A's for the trimester. The A/B Honor Roll is earned by students who received A's and B's with no grades lower than a B. To be eligible for either list, students must receive an S or O in special subjects and an A or B in behavior. The end of the year honor roll will consist of the same two categories: All A's in their end of the year averages for all subjects and All A's and B's in their end of the year averages for all subjects. A Special recognition will go to students who received ALL A's in every subject each marking period.

PERFECT ATTENDANCE:

Perfect attendance is awarded to any student who has not been absent *or late* the entire school year. If a student is absent for "Bring Your Child to Work Day" or any other EXCUSED or UNEXCUSED absence, they will **not** qualify for this award. Any lateness (with or without an excuse) disqualifies a student from the award.

STAR STUDENT:

One student per classroom will be chosen, from grades kindergarten – fifth each month and honored as the "Star Student." Recipients will be selected based on academic or behavioral performance. The student will be introduced and honored at the monthly School and Family meeting.

STUDENT OF THE MONTH:

One outstanding student will be chosen, from grades 3, 4 and 5 each month and honored as the "Student of the Month." These young people represent the best Riverside Elementary has to offer, specifically in the areas of academics, citizenship, attitude, and overall contributions to the school. The teachers from each grade level will meet and select the student most deserving of the honor. The student will be introduced and honored at the monthly Board of Education meeting.

RAM REWARDS:

Ram Rewards are given to students by any staff member who "catches them" doing a nice thing for another student or behaving exceptionally. Students are to put the Ram Reward into the container in the cafeteria to be eligible for an end of the month drawing. Selected students receive prizes!

END OF TRIMESTER PRINCIPAL'S AWARD BREAKFAST:

Each trimester, any student who earns Honor Roll is invited to a Principal's Award Breakfast to celebrate their accomplishment.

END OF YEAR AWARDS ASSEMBLY:

In the spring, an assembly will be given to honor those students who have distinguished themselves as honor roll students or who have earned perfect attendance. Perfect attendance is awarded to any student who has not been absent or late the entire school year. Honor roll awards will be given to students in grades 3-5 who have earned Honor roll for their end of the year averages.

CLASS TRIPS

We offer a number of exciting educational class trips throughout the school year. Class trips are organized by staff and are provided for the purpose of enhancing our curriculum. All trips are subject to funding and availability of buses. In order for a child to participate in class trips, parents/guardians must sign and return a permission slip giving their approval. Students who fail to return a signed permission slip will not be allowed to participate in the trip. Teachers or the Principal reserve the right to exclude any student from a class trip due to improper behavior.



Volunteers are welcome on class trips depending on need and availability of space on the buses. Since the chaperone's primary responsibility is to the students, **no parent will be permitted to bring other children (including siblings) on class trips.** In some instances parents may be asked to carpool and follow the school buses. In most instances though we will need parents to ride the bus with the children. Due to insurance purposes, no parent will be permitted to transport their own or any other child. All children must ride the bus with his or her classmates. Only parents/guardians who receive confirmation will be chaperones. Students should return to school with the other children and should not be signed out at the destination.

GRADING

REPORT OF STUDENT PROGRESS:

Report cards are issued three times a year. Report cards will not be sent home with every child. The report card will be viewed online using Genesis. If you do not already have a log in for Genesis, please email your email address to the school and include both your and your child(ren)'s names. In grades 3-5, grading and attendance information will be updated regularly (weekly) for parents to view. Also, progress reports are sent half-way through each trimester on an as needed basis.



HOMEWORK

Homework complements our school program and class goals. Homework activities vary as teachers interpret and respond to the individual needs of their students in many ways. An example of this is giving homework that is an extension of skills learned during school hours. This might involve the completion of work assignments, studying for tests, and/or enrichment and reinforcement activities based upon the individual needs of students.

- **HOW CAN PARENTS HELP?**

Homework should be considered a priority. Please set aside a time every day for either homework or school related activities such as practicing math facts, reading, and spelling.

Provide a suitable distraction-free environment. Help when necessary. Look over the assignments as a reflection of your interest and praise positive efforts to produce quality homework. If your child experiences difficulty in the homework assignment, please notify the teacher immediately.

- **WHAT IS THE STUDENT'S ROLE?**

Homework is the student's responsibility. This is one way for us to help the students learn to take responsibility for their education and develop life-long strategies and attitudes for success. If a student forgets a book, folder, etc. that is needed for homework, he/she may not reenter the classroom once the teacher has left for the day.

- **HOW IS HOMEWORK EVALUATED?**

The teacher is responsible for evaluating the assignments - as is true for all schoolwork. The quality and completion of homework are factors considered in assessing a child's progress in school. Neatness is important.

- **WHAT HAPPENS IF A CHILD IS ABSENT OR THERE IS AN EMERGENCY?**

As in all schoolwork, the assignment needs to be done within a reasonable time and returned to school. The student has one day to complete the homework for each day of school missed. If an emergency arises and your child cannot complete an assignment, send a note to the classroom teacher.

STAYING IN CONTACT

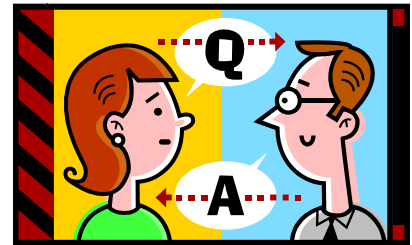
PARENT-TEACHER CONFERENCES:

Fall Parent-teacher conferences are held in the afternoon on November 19, 22 and 23. They will be held in the evening on Monday, November 22. Winter Parent-teacher conferences are held on an as-needed basis in the afternoon on February 3 and 4. Parents/guardians will receive information regarding conference sessions. During the conference, parents and teachers discuss the student's progress and plan ways to work together to help support the child's continued success. Frequent communication between home and school is critical.

Parents are welcome to contact the homeroom teacher any time during the school year if they have any questions about the child's program. This can be done by sending a note in with your child, e-mail, or voicemail. Additionally, please keep the teacher informed about changes, which might affect the child's performance in school.

BACK-TO-SCHOOL NIGHT:

Each fall, parents/guardians are invited to the Riverside Elementary "Back-To-School Night" to visit their child's new homeroom and to learn about the educational program that they will be receiving. This year, Back-to-School Night will be held on Tuesday, September 12. Although this is a time to meet the student's new teacher, it is not possible to have an individual discussion about a child. Parents/Guardians are encouraged to make appointments with teachers to discuss



specific questions about their child's program. These discussions are also welcome at Parent/Teacher conferences.

TEXTBOOKS:

Students are issued the necessary textbooks in each class. They are responsible for the care and return of those materials at the end of the year. Books are to be covered within five days of issue. Textbooks are to be cared for appropriately and should not be stuffed with papers or other materials. Each student is required to have his name written in ink, on the appropriate line, inside each of the textbooks. If a student damages or loses a textbook that person will be held financially responsible.



CURRICULUM INFORMATION

LANGUAGE/READING

Our language arts/literacy program is based upon the findings of the National Reading Panel Report 2000 and is fully aligned with the National Common Core. The National Reading Panel responded to a Congressional mandate to help parents, teachers, and policymakers identify key skills and methods central to reading achievement. The Panel was charged with reviewing research in reading instruction. The five areas identified as essential to effective reading instruction include; phonemic awareness, phonics, fluency, vocabulary, and text comprehension. It is with these components and features in mind that the district has adopted a Readers' and writers' workshop model.



This models assure that each child is reading on their own individual level. Guided Reading/ Leveled Libraries support teachers in providing small group and flexible group instruction to meet individual students' needs in reading instruction.

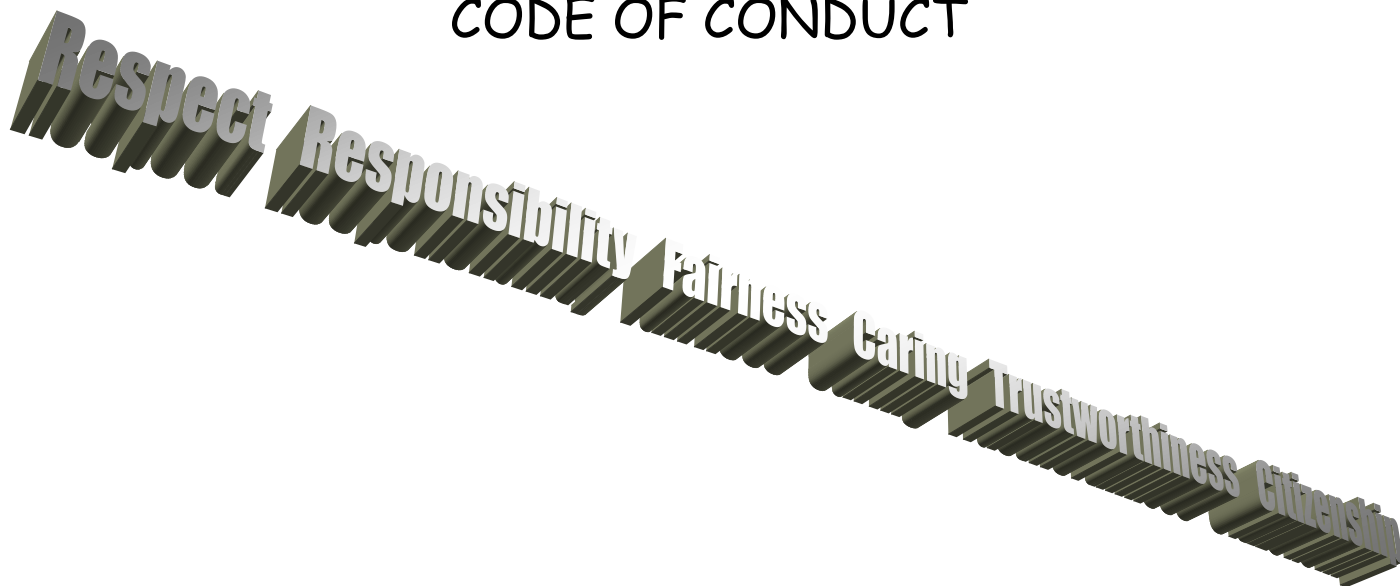
It is the objective of all of us at Riverside Elementary School to make every student a lifelong reader and writer.

MATHEMATICS

We use the iready Math Series. This program is grounded in scientifically based research. It includes all of the NCTM standards, which aligns with Every Student Succeeds Act. It incorporates the best models and strategies from numerous studies. This program incorporates technology, which gives our children the opportunity to succeed at each level. It is fully aligned with the NJSLA. We are building a solid foundation of understanding and experience in math for years to come!



RIVERSIDE ELEMENTARY SCHOOL CODE OF CONDUCT



Administration, teachers, parents and students alike want a safe and happy learning environment in which all students respect each other and the teacher. At Riverside Elementary School we are working in many ways to create a positive learning environment with clear behavioral expectations:

- Cafeteria rules, hallway rules, and playground rules will be posted throughout the building.
- Students will attend assemblies during the first two days of school
- Teachers and aides will reinforce the rules by catching and rewarding students for doing the right thing
- Establishing a new Character Counts! Program that emphasizes the Six Pillars of Character: Respect, Responsibility, Fairness, Caring, Trustworthiness, and Citizenship

A key component of communicating to your son or daughter that you support the school and its efforts is discussing and reviewing the following rules and expectations with them. I also remind you to read this handbook and sign the form stating that you reviewed its contents with your child.

BEHAVIOR EXPECTATIONS:

At Riverside Elementary School our goal is to create and nurture a caring community of children and adults, which fosters learning and encourages mutual respect. The following guidelines were developed to provide a safe and positive learning environment for all students at Riverside Elementary:

- Students will complete assignments to the best of their ability and in a timely fashion
- Students will show respect to people in authority and follow their directions
- Students will show respect for the school by not defacing school property
- Students will be on time to school and classes
- Treat all members of our school community and their property with **respect at all times**.
- Follow the **rules** developed in your classroom.
- Use **acceptable** language (no putdowns, name calling, no racial or ethnic slurs, no gestures).
- Keep hands, feet and objects to yourself.
- **Walk quietly** in the hallways to and from classes.
- Leave electronic devices at home (Walkman, electronic games, etc.).
- Leave soda and glass bottles at home.
- Students will not use or possess alcohol, tobacco or other drugs on school property
- Students will not have any real or simulated weapons (pen-knife, plastic gun, etc.)
- Leave trading cards at home.
- Stay on grounds at all times during school time.
- Use phones **only** with teacher's permission.
- **Hats** are not to be worn in our building.
- Chewing gum is not permitted on school property.

CAFETERIA RULES

Cafeteria rules include all of the items listed in “Behavior Expectations” above, plus:

1. Walk at all times
2. Dispose of your trash in the trash can. Recycle bottles and cans
3. Talk with an “inside voice”
4. Eat your own food. Do not throw or play with food.
5. Stay seated until dismissed to recess
6. Clean up your table/area
7. Follow the quiet signal and listen to directions from the Aides/ teachers

Consequences

1. Verbal warning (restate rule)
2. Removal to solitary table for lunch for a day
3. Removal to solitary table for lunch for three days
4. Removal to solitary table for lunch for a week/ Referral to the Assistant Principal

Rewards

1. Sticker on class chart
2. Announcement on PA system when class reaches ten stickers
3. Random surprise rewards throughout the school year

HALLWAY RULES

You can tell a lot about a school by looking at its hallways... are they decorated with student work? Are the students quiet in the hallway because they respect the learning that is going on behind the classroom doors? Our hallways are QUIET ZONES, where there is to be no noise during the school day.



Hallway rules include all of the items listed in “Behavior Expectations” above, plus:

1. Walk in a straight line on the right
2. Keep hands and feet to yourself (off of the walls and others)
3. Face the direction you are walking
4. Lips closed (no noise)

RECESS RULES

Recess rules include all of the items listed in “Behavior Expectations” above, plus:

1. Immediately line-up when instructed to do so, both at the beginning and end of recess
2. Keep your hands to yourself at all times
3. No screaming
4. No playing of football, tag, or play fighting (each of these commonly lead to more aggressive touching)



Consequences

1. Verbal warning
 2. Student sits for 10 minutes
 3. Student sits for entire recess
 4. Referral to Assistant Principal
- ****Any physical contact *will* result in *suspension* from school****

CLASSROOM RULES

Classroom rules include all of the items listed in “Behavior Expectations” above, plus:

Each classroom teacher will develop his or her own set of rules.



Specific Infraction	First Offense	Second offense	Subsequent offense
Insubordination and/or disregard for school authority	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Disruptive behavior	Teacher notifies parent	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days) Detention/ In-school suspension/ Out-of-school suspension
Offensive verbal language (teasing, threatening, etc.)	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Offensive nonverbal language (gesturing)	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Throwing objects	Teacher notifies parent Inform school administrator Recess detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Physical aggression (bodily harm)	Teacher notifies parent Refer to school administrator Recess detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension

Inappropriate physical conduct (pushing, touching)	Teacher notifies parent Inform school administrator	Teacher notifies parent Refer to school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days) Detention/ In-school suspension/ Out-of-school suspension
Stealing	Teacher notifies parent Refer to school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Destruction of personal or school property	Teacher notifies parent Inform school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Recess Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Fighting	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension
Cutting detention	Teacher notifies parent Refer to school administrator Detention (2 days)	Teacher notifies parent Refer to school administrator Detention (3-4 days)	Teacher notifies parent Refer to school administrator Detention (5 days)
Possession of electronic device	Teacher notifies parent Inform school administrator Administrator returns device to child at the end of the day	Teacher notifies parent Refer to school administrator Parent/guardian picks up device from school	Teacher notifies parent Refer to school administrator Parent/guardian picks up device from school Detention/ In-school suspension/ Out-of-school suspension/
Late to school	5 th offense- Teacher notifies parent Refer to school administrator Detention	10 th offense- Teacher notifies parent Refer to school administrator Detention (2)	15 th offense- Teacher notifies parent Refer to school administrator for reentry conference

Other	Teacher notifies parent Refer to school administrator	Teacher notifies parent Refer to school administrator Recess Detention (1-2 days)	Teacher notifies parent Refer to school administrator Detention/ In-school suspension/ Out-of-school suspension

Harassment, Intimidation, and bullying of pupils: Policy Violation #5512

- Disciplinary actions may include administrative detentions or suspensions based on the investigation and terms included in BOE Policy #5512

Protocol for handling extraordinary behaviors that require immediate attention

If, in the professional opinion of the classroom teacher or other authorized staff member, a student's behavior warrants immediate removal from class, the following steps should be taken:

1. Teacher contacts administrator to request help removing the student or having the student sent down to the office.
2. If coverage is available, the student will be sent to the office for ISS.
3. When reasonably possible, the teacher will send work for the student to complete for the duration of the student's stay in ISS.
4. By the end of the day, the teacher will complete a discipline referral form and submit it to the administrator.

SUSPENSION

Students may be subject to suspension if they:

- Make intentional physical contact with another student
- Are disrespectful or defiant
- Verbally threaten another student or staff member
- Bully another student
- Continuously disrupt class
- Texting or use of cell phone during school hours.
- Bring a laser pointer to school
- Bring any real or simulated weapon to school. This includes pen-knife, plastic gun, etc. Saying that you “forgot that you had it in your pocket” does not exempt one from the suspension.
- Have knowledge of anyone bringing any real or simulated weapon to school and do not immediately report this knowledge to a school official

Suspension from school is a serious matter. Days of suspension are considered excused absences, however, the student is still responsible for all work missed.

A parent conference is necessary for a student to return to school from suspension

LEGAL INTERVENTION

Riverside Elementary School may press legal charges if any law is broken on school property. This includes fighting (assault), bullying or threats, trespassing, theft, etc.

BULLYING:

Any student who sees or is witness to bullying **MUST IMMEDIATELY** report the incident to the first teacher they see. Not doing so makes you a by standing accomplice.

Any student who has been identified as a bully will be counseled and receive punishment. Consequences will include contact with home, after school detention, and suspension.

As mandated by state law, our Board of Education has developed an anti-bullying policy. This policy states that “All pupils shall be alert to the possible behavior, circumstances, or events that might include harassment, bullying, planned bullying, and hazing. A person who detects (bullying, etc.) shall immediately inform the pupil involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the building principal.”

DRESS CODE:

Although the school recognizes the prerogative of students and parents in determining appropriate dress and grooming, certain styles of dress and grooming are not considered appropriate for the public school. In making the determination of appropriate school attire, the administration has considered the three important areas of modesty, cleanliness, and safety. Examples of **inappropriate** school attire include, but are not limited to the following:

- Flip Flops or sandals without heel straps (For safety's sake - students walk in close proximity on our stairs)
- Shirts, blouses, dresses, etc. that display bare back or midriffs, (halter tops or half tops) have “cut-out” sections or are see-through.
- Inappropriately short shorts, dresses, or skirts.
- Clothing with crude meanings or phrases, or imprinted with drawings or slogans that appear to promote or condone the use of alcohol, tobacco, drugs, violence, or display profanity or sexual references.
- Pajamas, underwear worn as outerwear or baggy pants exposing underwear.
- Hats, bandannas, do-rags, etc.
- Outdoor jackets are not to be worn in the school building.
- Shoes with wheels (Heelys)

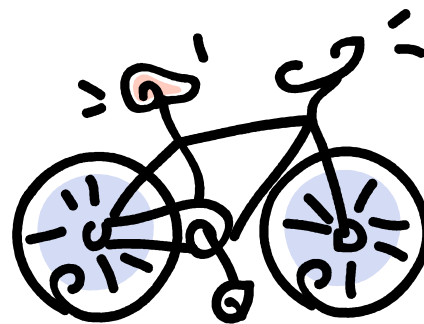
FIRE/SECURITY DRILLS:

Fire and security drills are held monthly to prepare students for an actual emergency. For a fire drill, all occupants will leave the building by the regularly assigned exits. Students are to move quickly and quietly. In the event a door or an exit is impassable, affected persons should reverse direction and proceed to the closest exit. On an all-clear signal, the students should return to the building in the same quiet manner in which they exited the building. If a student pulls the Fire Drill without cause he/she will be suspended and referred to the police. Students who do not follow our fire drill rules are jeopardizing the safety of other and will be disciplined. (Detention or suspension, depending on the nature of the infraction)



BICYCLES:

All bicycles should be parked in the bicycle racks provided in the back of the school. Do not park bicycles in the breezeways or along the fence. If you ride your bike to school, be sure to bring a lock and use the lock on the bike before you enter the building.



PERSONAL ITEMS

- **STUDENT PRIVACY:** Student desks, lockers, and other storage areas are the property of the school, and school officials reserve the right to search these areas. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule.
- **VALUABLES AT SCHOOL:**
Students, not the school, are responsible for their personal property. Students are advised not to bring valuables, large sums of money, expensive jewelry, or items of personal value to school. Be smart and take care of any valuable items by leaving them at home.
- **RADIOS/IPODS, CELL PHONES, ELECTRONIC GAMES, COLLECTABLES:**
Students are asked not to bring radios, MP3 players, electronic games, trading cards of any kind, or laser pens to school. Parents are asked to discourage their children from bringing these types of items to school. Items of this nature will be confiscated and held in the office. In some instances the item may not be returned unless the parent comes to the office to pick up the item. Laser pens are dangerous and will be considered a weapon.
- **CELLPHONES:**
Students are not to bring, or possess, any remotely activated phone, on school property. Permission will not be granted unless and until the parent shall establish, to the satisfaction of the principal, a reasonable basis for granting permission to have the device on school property. Confiscated phones will only be returned to a parent.
- **DICE, CARDS, BETTING:**
Gambling is not permitted in school. Students are not to bring cards, dice, pogs, or sports betting slips to school.

ACCEPTABLE USE POLICY FOR COMPUTERS AND COMPUTER NETWORK:

The Riverside Township Board of Education recognizes that technological advances have changed the ways in which information is accessed, communicated, and transferred in our society. The changes require that schools alter the curriculum to prepare the students to meet the challenges of the changing world and changing job skills. Access to telecommunications will allow the students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with other individuals throughout the world.

The Riverside Board of Education supports access by students to information sources but reserves the rights to limit in-school use to materials appropriate to educational purposes. The district provides access to computer networks and computers for educational purposes only! The administration reserves the rights to terminate student access, as well as implement other disciplinary measures for those who violate the standards for computer and network use as identified.

The main purpose of making technology available to students and staff is to promote educational research, to teach the practical and technical applications of computers and computer networks, and to familiarize students with computer systems.

When working with computers or using the district network, the students should:

- Use the equipment as it was intended to be used,
- Avoid reckless behavior that may damage the computer, network, or another student's work,
- Only use the computer and equipment for educational purposes,
- Keep your password and log-on codes confidential,
- Refrain from entering the files of another user,
- Never enter, or attempt to enter, the files for which they do not have authorization to access.

RIVERSIDE SCHOOL & FAMILY ASSOCIATION:

For the association to be successful, we need parents to volunteer their time and come to School and Family meetings and events. The dates for this year's meetings; are listed below and are usually the second Thursday of each month during the school year. The meetings take place in the Auditorium at 6:15 pm.

September TBD

October TBD

November TBD

December TBD

January - TBD

February - TBD

March - TBD

April - TBD

May - TBD

June - TBD

Elected officers for the 2023-2024 school year:

President	Sean Ridgway
Vice President	Michelle Ridgway
Recording Secretary	Emily Young
Corresponding Secretary	Jill Gilardi
Treasurer	Amanda Jackamonis

You may contact any of the officers at the phone numbers/ email listed above or you can email at riversideschoolandfamily@gmail.com.

Description of Elementary School & Family Activities

Baking/Buying a Baked Good—Parents will receive a phone call asking for a donation of a baked goods for the School event that we are providing refreshments for. We ask for the donations throughout the school year. When receiving the phone call you will be told the time and place to drop off the item.

Fundraiser Pickup—We ask for volunteers to come and help us set-up and hand out the fundraiser to parents at the pickup location. We usually have 2 Fundraisers during the school year. We have pickup time for the fundraiser after school and also in the evenings.

Pumpkin Night—We have committee meetings to come up with ideas for Pumpkin Night. We ask volunteers to help organize and participate in the event. We set up after school and decorate and do various job. We assign volunteers to different stations during the event to help things run smoothly. We also need volunteers to supply baked goods.

Lunch with Santa—We have committee meetings to come up with ideas for Lunch with Santa. We ask volunteers to help organize and participate in the event. We set up in the morning with various jobs that need to be done. We assign volunteers to different stations during the event. We also need volunteers to supply baked goods.

LEAP Graduation—This event is sponsored by the police department. School & Family provides a beverage for the event. The police department purchases cakes. We need volunteers to come in and cut the cakes and serve the cake and beverages.

Book Fair—Book fair is a week-long event. It gives the opportunity for children to come and purchase books. We ask volunteers to come in and work time slots that the children will be coming in with their class. We have classes that come in everyday. We need plenty of volunteers for this because when you come in you help the children shop for their books.

Academic Award Breakfast—We need volunteers to come in for setup of the continental breakfast. The parents and the students that receive awards will come to the breakfast. The trays will have to be refilled with food and drinks to be poured. Help with cleanup at the end of the event.

Fifth Grade Promotion—We provide refreshments for the graduates after the promotion ceremony. School & Family provides cakes. We need volunteers to come in and help cut the cakes and serve the beverage. We also need volunteers to help with the clean up.

Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Riverside School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Riverside School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Riverside School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Star Student Bulletin Board
- Teacher professional development – recording lessons, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.⁽¹⁾

If you do not want Riverside School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 25, 2023 or within 10 days of enrolling. Riverside School District has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Videotaping of lessons/ school events
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with a lawyer, doctors or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of-*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Riverside School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Riverside School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Riverside School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/ eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-4605**

Harassment, Intimidation and Bullying

The Riverside Public Schools have adopted a Policy (#5512) and Regulations (R5512) concerning Harassment, Intimidation and Bullying which are consistent with the appropriate New Jersey law and code. Any student, staff member, parent, volunteer or contracted vendor working in the schools who is aware of such behavior is required to report that behavior to school principals, either directly or through assistant principals.

The reportable behavior is defined as: any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

- 1. Is reasonably perceived as being motivated by either 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 disability; or**
- 2. By any other distinguishing characteristic; and that**
- 3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that**
- 4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or**
- 5. Has the effect of insulting or demeaning any pupil or group of pupils; or**
- 6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.**

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

The entire text of the policy is available on the district website www.riverside.k12.nj.us and is available via paper copy from any school office upon request.

POLICY

RIVERSIDE TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff Members and Students (M)

3283 Electronic Communications Between Teaching Staff Members and Students (M)

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:



POLICY

RIVERSIDE TOWNSHIP BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3283/Page 2 of 6

Electronic Communications Between Teaching Staff Members and Students (M)

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;



TEACHING STAFF MEMBERS

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Electronic Communications Between Teaching Staff Members and Students (M)

7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
 - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no



Electronic Communications Between Teaching Staff Members and Students (M)

expectation of privacy on the school district's e-mail system.

2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student

- a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.

- (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Teaching Staff Members and Students

- a. Text messaging communications between a teaching staff member and an individual student are prohibited.

- (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.



Electronic Communications Between Teaching Staff Members and Students (M)

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
 - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
 - b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
 - c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
 - d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities



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Electronic Communications Between Teaching Staff Members and Students (M)

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 14 August 2014



Electronic Communications Between Support Staff Members and Students (M)

4283 Electronic Communications Between Support Staff Members and Students (M)

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or



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Electronic Communications Between Support Staff Members and Students (M)

2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;



Electronic Communications Between Support Staff Members and Students (M)

7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
 - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
 - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no



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expectation of privacy on the school district's e-mail system.

2. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student

- a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.

- (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field

trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

3. Text Messaging Electronic Communications Between Support Staff Members and Students

- a. Text messaging communications between a support staff member and an individual student are prohibited.

- (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.



Electronic Communications Between Support Staff Members and Students (M)

4. Social Networking Websites and other Internet-Based Social Media
Electronic Communications Between Support Staff Members and a
Student

- a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
- b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.
- c. If a support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
- d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the



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Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.

2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 14 August 2014

