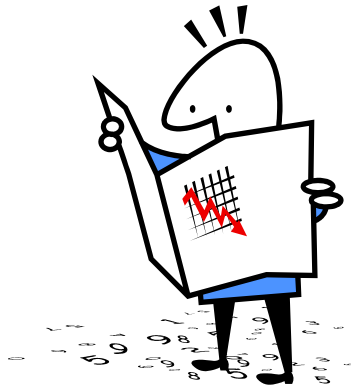


STUDENT SECTION

2014-2015



RICHARD E. BYRD SCHOOL

2016-2017

September 2016

Dear Boys and Girls of Byrd School,

I am so glad to have you back in school and I look forward to a wonderful year! This Student Handbook includes information for you and your parents to read and discuss.

Contained in this handbook are guidelines for you to remember when you are in school. Please take time to go over every section and ask for help from your parents if you don't understand something.

As you know, I believe that Byrd School needs to be a safe place for everyone and this handbook is the first step in familiarizing yourself with what you can do to keep Byrd as GREAT as it is!

When you are finished reviewing this handbook you and your mom or dad need to sign the back page and return it to your teacher.

Welcome back!!!!

Fondly,

Dr. Weber

ELEMENTARY SCHOOL

CODE OF STUDENT CONDUCT

2016-17

September 2016

Dear Students, Parents and Guardians:

Who we are as individuals makes up **what** we are together, whether family, school, community, or nation. We have established the **R.O.C.K.S.** program as an overall framework for our elementary schools. We know that we all learn best and most fully in an atmosphere where the opinions and rights of all are honored and respected. Therefore, our core values are:

RESPECT

OPTIMISM

CITIZENSHIP

KINDNESS

SELF-ESTEEM

We believe in your potential, your ability to learn, the talents you have to share, and the contribution you can make to our schools and to our future as a nation. The following sections will further outline our most important guidelines for making your school life most productive and positive.

Philosophy

We, the members of the Glen Rock School Community, students, parents, and educators believe that every child must be given full opportunity consistent with the safety and well-being of other students and faculty, to acquire a personal code of behavior through instruction, example and experience. We believe that discipline should be developmentally appropriate. Behavior that is disruptive or inappropriate to the well-being of an individual or group in a school requires disciplinary measures to help foster the development of self-discipline on the part of the student. It should be a continuous process through all grades K-12. It should be fair and respect the self-esteem of children.

The Board of Education authorizes the Superintendent of Schools to develop policies, rules, and regulations consistent with N.J.S.A. 18-A:37-2 and Board Policy 5113 governing discipline in Glen Rock Public Schools. Such policies, rules and regulations have been developed in connection with the professional staff, students and community members

Overview

Many policies and regulations govern the operation of a school district. This booklet will provide students and parents/guardians with an overview of important school and district policies and procedures, including student and parent responsibilities. These important policies and school regulations have been summarized in this reading, while full detailed policies can be found on the district website at www.glenrocknj.org

Parents/Guardians and students are to read and discuss each segment of the Student/Parent Handbook to gain a complete understanding of what is expected of them and what they can expect of the Glen Rock Elementary Schools. However, any failure to do so will not excuse pupils or their parents/guardians from compliance with the standards, expectations, and penalties set forth in this Code. It is important to note that the policies, as set forth, are to assist students with the establishment of the boundaries between acceptable and unacceptable behavior. It is to be clearly understood that disciplinary action is the direct result of a student's misconduct. As required, certain infractions will be reported to local

enforcement agencies. In addition to the disciplinary consequences, a student may receive support services.

All students, parents and staff are subject to these guidelines.

Conduct and Discipline

(See Board of Education Policy 5131 for the complete text of the **Harassment Intimidation and Bullying Policy**)

The Glen Rock Elementary Schools expect students to conduct themselves, in keeping with their level of maturity, and in such a way as to demonstrate proper regard for the rights and welfare of others. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities, including the care of school facilities and equipment. The Glen Rock Elementary Schools believes that the standards of student behavior must be set cooperatively by interaction among students, parents/guardians, staff and community producing an atmosphere that encourages students to grow in self-discipline and character development.

Students are expected to:

- Treat others the way in which we would like and expect to be treated
- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the School District.

Every **parent/guardian** is expected to:

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and

members of the community.

- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the district.

The school **staff** is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Administrative Code and District policies and procedure.

In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:

- Be on time and attend every class every day. [See Policy 5113]
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility and shall not contribute to any infraction which may be observed. Harassment, Intimidation and Bullying in all its forms, is unacceptable. [See Policy 5131]

- Abide by school rules that have been developed to assure the safety of all those in the school community.
- Take responsibility for your learning and behavior by being respectful to the teachers, assistants, and your classmates.
- Communicate with peers and those in authority with respect and consideration, and assume responsibility for one's own behavior and speech.
- Accept disciplinary consequences with dignity and a resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and the proper use of electronic devices. [See Policy 5132]
- Understand and comply with school requirements in relation to appropriate conduct at all school-sponsored activities.
- Respect school property and help to keep it free from damage.

Student Responsibilities

There are some things you should do without being told or asked to do them. Some of these things you do for others and some you do for yourself. This means that there are also people who do things for you!

As long as you are a student, coming to school prepared and ready to learn is your responsibility. Homework, projects, assignments, reports and practicing your instrument if you take lessons in school, are your responsibilities. When you need help with your homework, projects, etc. it is all right to ask your parents but the assignment is yours, not theirs, so it is your responsibility to complete the work to the best of your ability.

Here are some important responsibilities that you have as a student:

1. Learning: You come to school to learn and every other student in the building has the same expectation. Take responsibility for your learning and your behavior by being respectful to the teachers, assistants and your classmates throughout the school day so that everyone feels safe and has the opportunity to learn.
2. Attendance: In New Jersey there is a law that says you must go to school unless you are sick. The reason for this law is to be sure that all children have a chance to be educated. Coming to school is your responsibility unless you are sick.
3. Being on time: The beginning of the day and right after lunch are two very important times of the school day because your teacher helps you get organized and makes important announcements. When you are

late your teacher has to stop teaching to help you get organized and to catch up with your classmates, which disrupts the learning of others.

4. Assignments: Any time we learn something new we need to practice it over and over until we "get it." That goes for learning to play an instrument to riding a bicycle to learning to read, write and do math. Sometimes we learn something very quickly and other times it may take us longer to master a skill. Your teacher will guide you to help you through all of your learning at school. Homework that is assigned is meant to provide you with practice so that you learn and remember the skill. If you try the homework and have a lot of trouble with it, you should bring it to school the next day and ask your teacher for additional help.
5. School property: Respecting and taking care of school property is important so we all have what we need to do our jobs. Taking care of the books given to you, library books that you check out, materials, equipment both on the playground and inside the building is everyone's responsibility. If you see someone who is not taking care of school property you should report it to an adult.
6. Safety: Everyone must feel safe while they are in school. That includes students, teachers, staff and visitors. We are all responsible for making sure that we treat each other with respect every minute of every school day! Bullying will not be allowed and the consequences for repeated acts of unkindness will be carried out.

Behavioral Expectations

We all come to school with the same expectation that we will be treated fairly, learn new things, and be treated with respect. This applies to teachers as well as you and your classmates.

We all have the responsibility to follow the school rules, which will provide us with a safe learning environment in which we are held accountable for our behaviors and accept the consequences of our actions.

This means that you are to:

- Treat others the way in which you would like and expect to be treated;
- Help and not embarrass your classmates whether it is during class, lunch, or in the gym or share;
- Tell the truth when there is a problem so it can be solved quickly.

If you make a mistake and break a school rule your teacher will talk with you about the incident. If you continue to break the school rules your parents will have to come to school for a meeting with you, your teacher(s) and the principal.

Unacceptable Behavior

Disciplinary action may be taken as a result of any behavior which is disruptive or which violates the rights of others.

The following acts are examples of unacceptable behavior at school, school sponsored activities or after school activities. (School sponsored activities include, but are not limited to, co-curricular events, field trips, and club activities.)

1. Violation Against Others

a. Fighting

Mutual conflict in which all parties have contributed to the situation by verbal and/or physical action.

b. Harassment, Intimidation and Bullying

We all have a responsibility to provide a safe and healthy learning environment where students feel secure. Bullying, which is, intentional harmful behavior by one or more students that is directed toward another student, will not be tolerated!

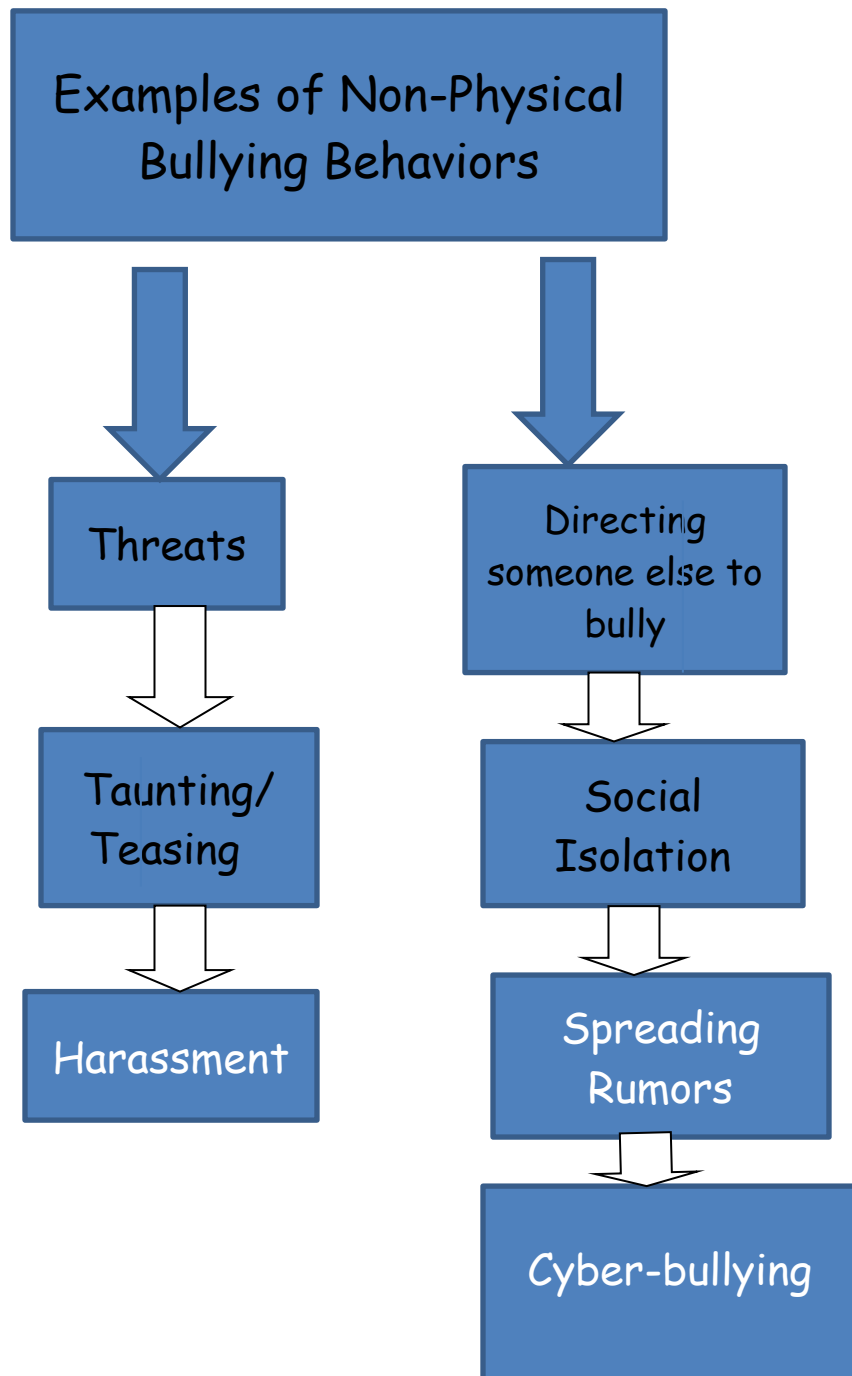
“Bullying” means behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational and/or cyber-bullying.

Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying occurs when there is unequal power so the bully targets a student who has difficulty defending him or herself.

The following is a list of consequences that might be considered as the result of a substantiated incident of bullying, harassment or intimidation:

1. A conference with the principal
 2. Parent contact
 3. Restitution, namely return of items taken from the other person
 4. Exclusion from the place or activity where the incident occurred
 5. Detention
 6. An assignment related to bullying (for example, writing an essay about what it might feel like to be bullied)
 7. Withdrawal of school privileges
 8. Counseling
 9. Suspension: in-school/out of school
- Any purposeful action that results in great bodily harm to another human being
 - Use or possession of a weapon, explosive, look-alikes, or anything that is used as a weapon (Possession means on self or school property).

- Physical assault to any school staff or school representative (Shoving, pushing, spitting, hitting, etc.).
- Acts of stalking (Repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, or harassed).



Examples of Physical Bullying Behavior

Hitting
Striking
Pushing
Shoving
Pinching
Tripping
Holding someone against their will
Hair pulling
Hurling objects at someone, etc.

Harassment

Participating in, or conspiring for others to engage in acts that injure, degrade, or disgrace other individuals.

4. Student Attire

While there is no official dress code students are encouraged to wear clothes that will not interfere with their learning or the learning of others. T-shirts with slogans or pictures should be appropriate to the school environment. Students who wear shirts that have offensive pictures or slogans on them will be asked to have a different shirt brought to school. If that is not possible the student will be asked to turn the shirt inside out for the remainder of the school day.

Sneakers are a MUST during PE classes. Students who do not wear the appropriate footwear for the gym will be asked to sit out during the class and will be marked as unprepared.

The display of undergarments is not acceptable in school.

Boys are to remove their hats when they enter the school building and, unless it is a special school spirit day, will not wear their hats in school.

Shoes with closed toes should be worn during recess so prevent wood chips from getting stuck under toenails and/or splinters.

5. Student Cell Phone Use in School

a. Cell phones must be turned off in classrooms and stored in a student's backpack

6. Student Camera Use in School

a. The use of cameras in school by students is prohibited because of the disruption that can occur. However, in some very restricted instances, camera use by students is permitted.

Electronics

Please **do not** bring electronic toys/games to school, however if you do it is your responsibility to keep track of it and to keep it safe. The teachers, office staff and custodians will not take time to look for lost or misplaced toys/games or to solve problems related to these items.

Extra-Curricular Activities

There are several activities that we have at Byrd School that you may join depending on your grade and interests.

Safety Patrol~ students in 5th grade sign up with the teacher advisor to help during school arrival and departure. This is a very important club as participants help keep students safe when walking to school, lining up and at dismissal.

Student Council~ students in grades 3-5 who are elected by their classmates help run the school council. All elected participants serve as grade level representatives. The Student Council helps organize school spirit days, fundraisers and other activities that occur during the school day.

Assembly Club~ students in 5th grade may volunteer to work with the faculty advisor to introduce and close special school assemblies.

Peer Mentors~ students in 5th grade who are self or teacher nominated apply to work with the faculty advisors learning how to help resolve conflicts. This select group of students make themselves available during lunchtime and will help resolve a conflict during recess if the participants are willing.

Computer Club~ this club is open to 5th graders who work in the technology lab with the faculty advisor learning more sophisticated use of the computers.

Morning Chorus~ students in 4th and 5th grades who have an interest in singing and/or performing meet once a week before school with the music teacher to learn new songs which they perform during the Winter and Spring Concerts.

Homework Club~ this year, one of the teachers will facilitate a weekly homework club where students can stop in for extra help in completing their homework. Parent permission will be required as students will be leaving school later than our regular dismissal time.

Fire Drills

Fire drills are held once a month by state statute. At the sound of the alarm all students are to:

- Exit the building according to the directions posted in each room, or at the direction of the adult in charge
- Conduct themselves in an orderly and silent fashion
- Leave the building in a rapid walk but **MUST** not run
- Return to the building when the "all clear" is announced

If you are with your class when the fire alarm sounds you are to exit the building at the door nearest to where you are and check in with a teacher who is outside. That teacher will notify your teacher that you are out of the building and safe.

Lock Down Procedures

A Lock Down is as necessary as fire drills so that everyone is prepared and their safety ensured in case of an emergency. A "Lock Down" drill requires that the teacher lock the door to his/her classroom, shut off all lights, have the students sit along a wall farthest away from the outside windows, block the door window. You must remain silent until an "All Clear" announcement is made. You may not leave the classroom for any reason once a Lock Down drill begins. If you are not in your classroom when the Lock Down drill begins you need to go to the closest classroom and that teacher will let your teacher know where you are and that you are safe.

Rules of Acceptable Conduct during Assemblies

- Enter and exit in a quiet, orderly manner
- Do not talk or fool around during the performance
- Remain in your seat for the entire program, unless you have an emergency. If you have to enter/exit, do so quietly without interrupting others
- Treat the performer(s) in a respectful manner and offer appropriate applause

Appropriate Use of Computers, the Internet and the School Network

We live in a society where technology is rapidly changing, which presents us with new challenges in our pursuit to encourage honorable behavior for our students. The following regulations will help to guide our students in the acceptable use of computers:

- Students are required to read carefully, understand, endorse and submit an "Acceptable Use Policy" contract.
- Students are required to follow the directions of their teachers in the use of computers, the Internet, and the network.
- Students are not to invade individual rights to privacy by opening or manipulating files
- Students are not permitted to E-mail from another student's account
- Students are not permitted to view web sites that are not so designated by their teachers.

Failure to comply with the rules for appropriate use of the computers and the Internet will result in a 2-week suspension of the student's account.

If we all work together we will have a GREAT year!!!

GLEN ROCK PUBLIC SCHOOLS- CONSEQUENCE RUBRIC

Behavior	First Incident	Second Incident	Third Incident
<ul style="list-style-type: none"> • Teasing • Rumors/Gossiping • Name calling • Leaving someone out • Using inappropriate language • Antagonizing which leads to situation escalating • Hitting • Spitting • Kicking • Pushing • Grabbing • Poking • Threatening • Using items to intentionally hurt others • Disrespect towards others including members of the staff • Disrupting others through excessive talking, calling out, or attention-seeking behavior • Inappropriate use of technology to hurt others 	<p>Level 1 (Grades K-1)</p> <p>Warning</p> <p>Parent contacted</p>	<p>Level 1 (Grades K-1)</p> <p>One inside lunch/recess</p> <p>Parent contacted</p>	<p>Level 1 (Grades K-1)</p> <p>Three days of inside lunch/recess</p> <p>Parent contacted</p>
	<p>Level 2 (Grades 2-3)</p> <p>One day of inside lunch/recess</p> <p>Parent contacted</p>	<p>Level 2 (Grades 2-3)</p> <p>Three days of inside lunch/recess</p> <p>Parent contacted</p>	<p>Level 2 (Grades 2-3)</p> <p>Five days of inside lunch/recess</p> <p>Parent contacted</p>
	<p>Level 3 (Grades 4-5)</p> <p>Two days of inside lunch/recess</p> <p>Parent contacted</p>	<p>Level 3 (Grades 4-5)</p> <p>Five days of inside lunch/recess</p> <p>Parent contacted</p>	<p>Level 3 (Grades 4-5)</p> <p>In-school suspension.</p> <p>Parent contacted</p>

This rubric will be used when dealing with conflicts that may or may not rise to the level of HIB.

- Students may receive one additional warning depending on grade or classification.
- Principal will use discretion for level of consequence depending on grade or classification.
- Student may complete an ***“I am going to write that down”*** letter and will discuss incident with the teacher or principal before consequences are determined. The students’ parents will always be contacted when a consequence is given.
- Other school staff (i.e. guidance counselor, nurse) may provide support and/or follow up.

The Student Code of Conduct is applied without regard to race, color, religion ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other

distinguishing characteristic, pursuant to N.J.S.A. 10:5.

