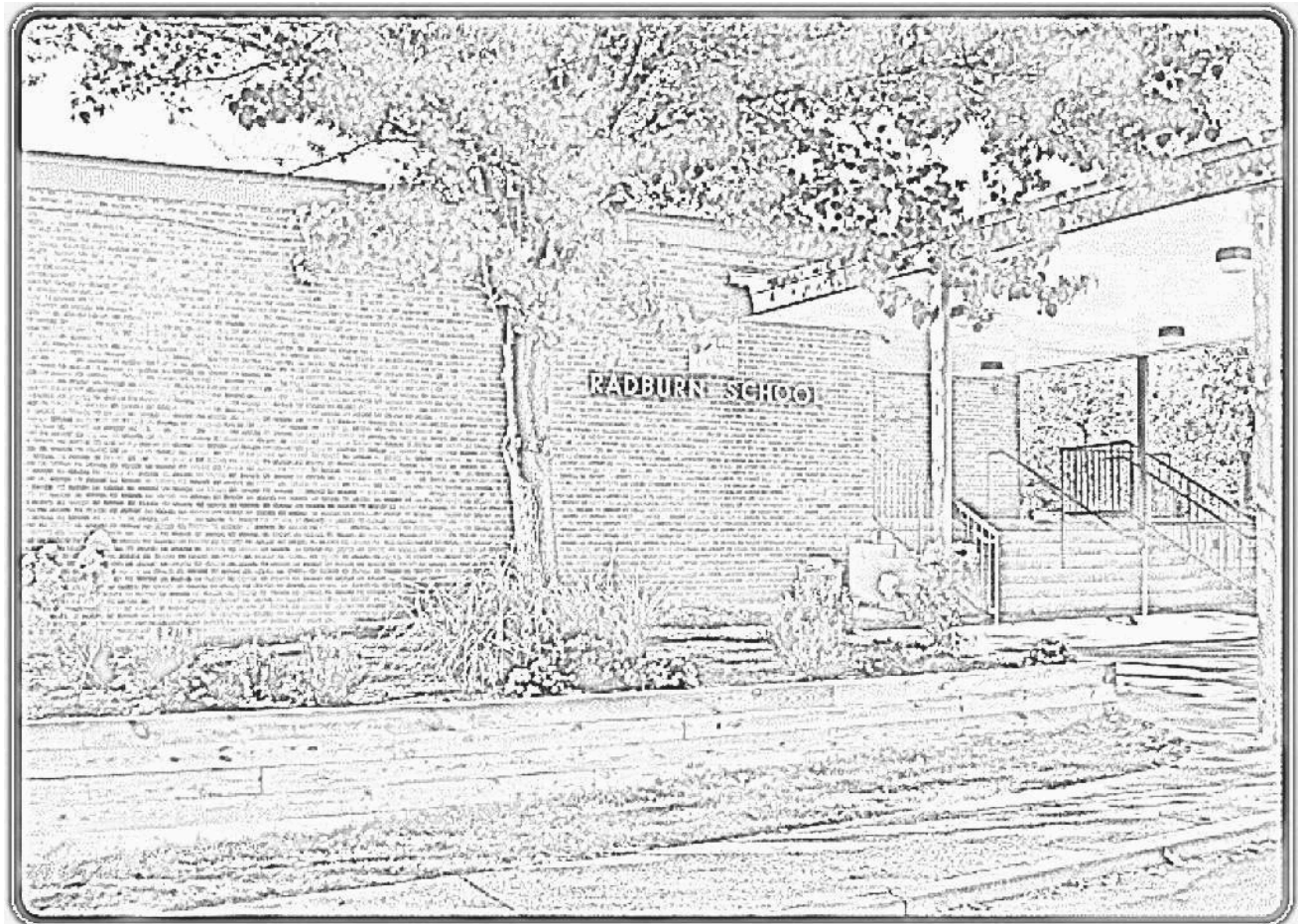


Fair Lawn Public Schools



Radburn Elementary School **2025-2026** **Student/Parent Handbook**

Jill Lindsay, Principal
Dr. Rui Dionisio, Superintendent
Claire Keller, Assistant Superintendent
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Mission Statement

Radburn Eagles - Soaring Higher!

It is Radburn School's mission to provide a safe, challenging and nurturing environment suited to each child's individual needs and learning styles. Students will develop their individual talents, critical thinking, and technology skills by being actively engaged in the learning process. Continuous commitment to improvement ensures that our students are well-rounded, self-directed, lifelong learners. By promoting high standards and expectations, teachers, administrators, parents, and the community share the responsibility for advancing the school's mission..

Vision Statement:

It is the vision of Radburn Elementary School to create educated, self-reliant, resilient scholars who take ownership of their learning, as well as develop the skills and knowledge to achieve success- academically and emotionally.

Values Statement:

The parents, staff and students of the Radburn School Community set high standards academically and emotionally.

- We uphold ourselves to our pillars of character
- We embrace our individual differences
- We commit all available resources to achieve our mission
- We model self-assurance, positivity and confidence

TO THE PARENTS:

We think that well-informed parents promote a positive school environment. In this handbook, you will note that we have included regulations, the Code of Student Conduct, activities, and general information which shall aid a student in becoming a productive member of the school community.

TO THE STUDENTS:

This handbook has been developed for the purpose of informing you of the policies, procedures, and organizations of your school. We hope that it will assist you in making your school days pleasant and productive. **It is the responsibility of each student and parent to read, understand, and abide by this handbook.** All policies listed in this handbook are subject to change due to Fair Lawn School Board of Education or school administrative action. Students shall be notified when such changes occur.

**Fair Lawn Public Schools
General Policies**



ACRONYMS

We come across many abbreviations in our daily environment. Some of those used at Radburn include, but are not limited to:

CTP5 - California Test of Proficiency 5th version

ESL - English as a second Language

ML - Multilingual Language Learner

HIB - Harassment, Intimidation, Bullying

NJSLA - New Jersey Student Learning Assessment (State standardized test)
ELA and Mathematics

NJSLS- New Jersey State Learning Standards

TC- Teachers College (Reader's and Writer's Workshop)/Assessment

IEP - Individualized Education Program

I & RS - Intervention and Referral Services - a group of professionals who
gather to brainstorm issues a teacher might be experiencing with a
student

REACH- Reach and Explore Academic and Creative Heights

OT - Occupational Therapy

PT - Physical Therapy

504 - A general education plan which assures that a student requires extra
consideration due to some documented situation

ALLERGIES

Many children experience allergic reactions - especially to peanuts. Therefore, we encourage parents to keep the school informed as to any situation which might affect their child. Parents sending in treats should speak with the classroom teacher for potential allergies.

ANIMALS ON SCHOOL GROUNDS

Dogs and other family pets are **not** permitted on school grounds. The only exceptions to this prohibition are animals that are used in classrooms for instructional purposes. These animals must be under the control of an adult at all times and must be handled in a way that does not endanger children.



ANTI-BULLYING LAWS (H.I.B)

Our schools are safe, nurturing places for students where school leaders and faculty are dedicated to making sure that schools remain safe learning environments for all students. However, bullying is a serious issue that every school in the nation faces. We believe in working together with parents to combat harassment, intimidation, and bullying. The district-wide initiative to facilitate this effort includes a committee of staff members who have attended workshops to address the schools' specific needs. A synopsis of the law can be found in the appendix.

ATTENDANCE

Regular attendance is vital to a student's success in school. The student, who is frequently absent, misses direct instruction and social interaction. Any day or hour absent is a missed learning opportunity. Attendance is a key predictor of academic achievement. In the instances when an absence is necessary due to illness, we ask that you please **be sure to notify the school if your child will be**

absent by 8:45 a.m. that morning. You can call the school at (201) 794-5480 and please leave a message on the attendance line. Or attendance can be posted on the Genesis Parent Portal. Please provide the nature of your child's illness (directions can be found on the school's website).



Students arriving after 8:40 a.m. will be marked tardy.

Students who are absent must bring a **written note signed by the parent or guardian when they return to class** indicating the reason for absence from school. **Please be advised that family vacation absences will be recorded as unexcused absences.** All incomplete and missed work will be given after your child returns.

Please inform the school immediately of any change in address, phone number or emergency number. Let us know if you will be away for more than a day and will be leaving your child(ren) in the care of a relative, friend, or neighbor.

ATTENDANCE POLICY

For the Fair Lawn Board of Education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parent(s) or legal guardian(s) and students are required to maintain a high level of school attendance. Frequent absence of students from the classroom learning experience disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully.

Excused Absences

The Board considers the following as cause for excused absence:

1. Disabling illness;
2. Religious observance - In accordance with statute, no student absent for religious observance of a day recognized by the Commissioner of Education or the Fair Lawn Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence; and/or
3. Bring your child to work day.



Elementary School

An elementary school student is limited to fourteen (14) days of absence per school year. Five accumulated morning tardies, defined as after 8:40 a.m., will result in a charge of one absence to a student's attendance record and a session of character court. Every five tardies thereafter will result in a charge of one additional absence. Failure to abide by this attendance requirement may result in a student failing to be promoted to the next grade level. An attendance meeting with parent/guardian will be scheduled after more than 10 unexcused absences with the principal and the I&RS committee.

A waiver of this elementary school policy may be granted for cause by the Principal upon recommendation of a review committee. The review committee will be appointed by the Principal and shall consist of elementary school staff representatives. In recommending a waiver of this policy the review committee shall consider the nature and causes of all absences, not exclusively the number of charged absences in excess of the fourteen (14) allowable days. Documentation of the nature and causes of the excess absences shall be the responsibility of the student and parent(s) or legal guardian(s). Appeal of the decision of the Principal and the recommendation of the committee may be made to the Superintendent.

BEFORE AND AFTER CARE

The District provides before and after care for students from 7:15 AM to 8:35 and 3:00 to 6:00. Parents are encouraged to bring the children into the building when dropping them off. This is coordinated through the Community School System. Please contact them at 201-794-5450 x 2369

At the end of the school day, students who are not picked up at their dismissal doors will be brought to After Care and charged accordingly.

BICYCLE POLICY

The safety of your children is our primary concern, not only while they are in school, but during their travel to and from school as well. Parents sometimes request that students - grades 3 and 4 - bicycle to and from school. *PLEASE COMPLETE AND RETURN A BICYCLE PERMISSION FORM TO YOUR HOMEROOM TEACHER.* Any student who is bicycling must be made aware of the following rules and conditions:

- According to N.J. State Law, anyone under 17 who rides a bicycle must wear a buckled helmet at all times. Any student without a buckled helmet will have their bicycle confiscated by the Building Administrator until a parent or guardian picks it up. Noncompliance will result in disciplinary action.
- Bicycles ridden to school should be roadworthy and regularly maintained.
- While at school students must comply with the following rules:
 - Bicycles must be walked on school property
 - Bicycles must be parked in the racks provided and must be locked.
 - Helmets must be stored in a backpack or attached to a bicycle.

BIRTHDAYS

We are happy to celebrate our children's birthdays. The New Jersey Administrative Code (N.J.A.C. 2:36-1.7) requires all public schools to adopt the New Jersey Model School Nutrition Policy. Therefore, birthdays will be celebrated on a monthly basis **ONLY**. Teachers will determine when student birthdays will be celebrated in the classroom. Please ask the teacher in advance for details. Options can include bringing in healthy treats, watching a movie, extra recess, etc. We ask that all treats promote New Jersey's Model School Nutrition Policy. Please be in tune with any allergies in your child's class.

BOOK ORDERS

Scholastic Book Clubs provide the opportunity for students to purchase books. Students wishing to purchase books may do so by placing orders through the teachers. **Checks ONLY** should be made payable to **Scholastic** and sent to school in an envelope clearly marked with the student's name and classroom. There is also a Book Fair, sponsored by the PTA, at which time students are given an opportunity to purchase books, with a teacher's guidance.

CELL PHONE USE

Students are not permitted to use cell phones OR smartwatches while school is in session. Inappropriate use of a cell phone or smart watches during school will be confiscated and returned to the parent by the principal. If you wish to permit your child to carry a cell phone or wear a smartwatch for safety reasons, he/she may use it to contact you ***before or after school only.***

CLASS PARENTS/PARTIES

Class parents are selected from volunteers by the PTA Chairperson assigned this responsibility. In coordination with classroom teachers, class parents are generally responsible for classroom parties, and other activities as assigned. While Class Parents are often selected to act as chaperones, the parents chosen as chaperones are dependent on the number of volunteers for a particular event. Beginning this school year, New Jersey Administrative Code (N.J.A.C. 2:36-1.7) requires all public schools to adopt the New Jersey Model School Nutrition Policy. We ask that all treats promote New Jersey's Model School Nutrition Policy. Please be in tune with any allergies in your child's class.

COMPUTER/INTERNET USE

The use of computers and Internet access is a privilege, and not a right. **All students, parent/guardian, and staff members are required to sign an acceptable use agreement** that acknowledges that they have read the terms and conditions of acceptable use, and that they understand their responsibilities. This is done through the Genesis Parent Portal.

CONFERENCES

Please notify your child's teacher if you wish to schedule a conference, other than scheduled report card conference days.



DISCIPLINE AND SCHOOL RULES

District policies and procedures provide the framework for the school discipline policy. The school strives for the development of pupil self-discipline at every grade level. Pupils are permitted as much freedom as they can handle successfully. Leadership qualities and other positive and adaptive behaviors are reinforced, encouraged, and developed through our Character Education Program.

All Radburn pupils are expected to observe the following rules:

1. Students will display respect for their classmates and must keep hands, feet, and other objects to themselves.
2. Pupils will follow the directions of all adults.
3. Hats are to be worn only outside the building.
4. Students may not chew gum, unless as a requirement of an IEP or 504.
5. Students must walk at all times when in the building.

Pupils who engage in misconduct are disciplined in a manner appropriate to the specific offense. Disciplinary consequences include the following:

1. Verbal guidance and/or reprimand by the adult observing the misconduct which may result in Character Court
2. Telephone contact with parents
3. Written notification to parents
4. Referral to the principal
5. In-school suspension or out-of-school suspension as determined by the principal

CHARACTER COUNTS

When there are times that students fail to follow the guidelines established by the six pillars of character, it is necessary to provide guidance to these individuals. Therefore, we have added an additional component to our Character Education program that will focus on the six pillar traits and will include a written reflection. The reflection piece will be discussed with the classroom teacher and then sent home to the parent for signature and must be returned the next day.

Please review the school rules with your child and reinforce that they are observed at all times.

DRESS CODE

The Fair Lawn Board of Education recognizes that each student's mode of dress and grooming is a manifestation of the student's personal style and individual references. Good grooming and positive personal appearance is an important part of Radburn School's learning atmosphere. Students should project an appearance that is conducive to a safe and positive learning environment.



In order to provide guidance for students, and assist parents and guardians in monitoring students' grooming and dress, the school has established the following guidelines:

- Sneakers only with laces or Velcro closures are required for gym use and other outdoor activities.
- Due to safety concerns, open back shoes such as flip flops are not permitted to be worn during the school day.
- Shirts, blouses, and tops should be of sufficient length to meet the top of pants, skirts, and shorts. Mini skirts, midriff baring shirts, or tops with spaghetti straps are not permitted.
- Hats are to be removed prior to entering the school building.

EMERGENCY CLOSINGS AND DELAYED OPENINGS

Parents/guardians will be informed of a decision to close schools or to have a delayed opening through our community notification system, Swift Reach. This call will be made before 7:00 AM. School closings and delayed openings resulting will be announced by radio stations WOR (710 AM) and WINS (1010 AM), television channels 4, 5 and 7, and Cablevision channels 12 and 77. Additional information is available on the Fair Lawn School website <http://www.fairlawnschools.org/>

EMERGENCY DRILLS

State Law mandates that each school hold emergency drills. These include a monthly fire drill as well as one of the following: lock-down (in the event of an intruder or other dangerous situation), bomb threat, shelter (in the event of dangerous weather), evacuation drills and reverse evacuation drill. Also, under **New Jersey law, schools are required to notify parents and guardians within 24 hours of conducting a security drill.** The purpose of this law is to **keep families informed** about safety procedures and to **promote transparency and preparedness** in school communities.

An annual evacuation drill, where the students are walked to the Grange, with the aid of the police and fire departments, also occurs. In the event of an actual evacuation, attendance would be taken at the Grange and the students would be transported to Fair Lawn High School.

ENTRANCE AND DISMISSAL

In order to assure the safety of all children at these critical times of the school day it is essential that parents/guardians review and adhere to the following procedures.

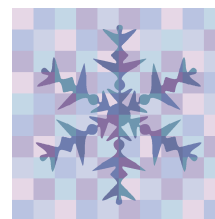
Students and parents are not allowed to enter through the front door during morning arrival unless tardy. Please make sure students go to their assigned door location.

Inclement Weather

Students should be dressed appropriately for the weather - hats, gloves, boots, and raincoats. In case of rain or snow, students will not be allowed to come into the building until 8:25.

Students should not arrive at school before then.

Students who arrive after 8:35 a.m. should enter at the 1st grade door at the back of the building. This arrival procedure will be followed throughout the year.



Dropping off and picking up by car

1. Do not double park. If you want to supervise your child until he/she enters the building, then you must be parked in a legal space. There are several spaces available to parents on both Radburn Road and Howard Avenue.
2. Please be courteous and refrain from parking in the numbered and labeled spots designated for our Radburn teachers and staff. Parking in these spots causes additional traffic and congestion issues.
3. Discharging students at the yellow curb in front of the building or in/near the front crosswalk is illegal and dangerous.

Biking/Skateboards/Scooters

Only students in grades three, four, and five may ride their bikes to school. Students are not allowed to ride their bikes on school property. Please remember, according to law, all of our students are required by law to wear helmets.



Students are not allowed to bring skateboards or scooters to school.

ML

Radburn is privileged to have many cultures and languages represented in our school population. Students with limited English access are evaluated and provided with any necessary support.

FIELD TRIPS

Field Trips are a part of the curriculum and considered an extension of the classroom. We have an exciting field trip program; some of which is funded by the Board of Education and other by parent contribution. All Board policies apply.

FOOD SERVICES

Maschio's Food Service sponsors the Fair Lawn School District's elementary lunch program. Menus can be accessed each month on the school's website to assist you in planning your child's meals.



Parents utilize a "cashless" payment system in which money is deposited in your child's account that may be used at any time until the balance is depleted. The computerized account system will keep a record for your child. Deposits may be made at any time by cash or check payable to "Fair Lawn BOE." Please put your payment in an envelope marked with the child's name and classroom. sent to school in an envelope clearly marked with the student's name, grade level, and classroom teacher. It is recommended that parents purchase/deposit enough money to cover 10 meals. Also available is an online payment method that can be accessed at the following website: <https://www.payforit.net/login.aspx>

HEALTH

The health and safety of all students is paramount at Radburn School. It is important that you read and observe the following health information. This will help ensure the health and safety of not only your child but all children and staff in the school.



Emergency Cards

Please fill out the electronic form on Genesis immediately. Should your child become ill or injure his or herself during the school day, it is important that we be able to reach a parent or guardian. Also, please include the names (2) and phone numbers of someone locally who can pick up and care for your child in the event we are unable to reach you.

Lice

Parents should inspect your child weekly throughout the school year for the presence of head lice would be greatly appreciated. If you suspect your child is infested with head lice please notify the school.

Illness

Please keep your child home if he or she shows any of the following symptoms:

- Flushed face or other signs of fever, such as complaints of a headache. Children running a fever are not allowed to come to school.
- Any temperature over 100 degrees Fahrenheit is considered a fever
- Constant runny nose, persistent cough, or sneezing
- Sore throat, earache, or swollen glands
- Vomiting, nausea, or diarrhea (**student must be FREE from these symptoms for 24 hours before returning to school**)

- Conjunctivitis or rash - must have a physician's note stating they are not contagious in order to return to school, unless the condition no longer is evident

Medication

The following requirements are needed for a child to receive prescribed or over-the-counter medications at school:

1. A physician's written order with the name, dosage and purpose of the medication.
2. Written permission from the parent/guardian to administer the medication
3. The medication in the original container with the student's name on it. Students are not allowed to take medication without supervision. The only exception is a student who has a doctor's order for self-medicating with an inhaler.

Screenings

In accordance with state guidelines, the School Nurse conducts annual auditory screenings for all children in grades K-4. Students in grades K, 2, and 4 will have their vision checked. Heights, weight, and blood pressure are done annually on all students. Fifth graders are also screened for scoliosis, unless a written notification stating that you do not want your child screened is submitted to the nurse. Parents will be contacted with a referral regarding any health needs that warrant further medical evaluation. Requests by a parent or teacher for a child to be screened can be done throughout the year.

Physical Education - Excuse from Participation

Your child may be excused from physical education for one day **with a parent note**. The note should state the reason for the excuse. The student will also be excused from outside recess.

A physician's note is required for all casts, immobilizers, splints, or crutches. The duration, limitations, and when the student may return to physical education must be included in the note.

Immunizations

Immunizations must comply with New Jersey requirements. Documentation of immunizations from the previous school or physician's office is accepted. A medical exemption - requires a written explanation from the physician.

Physical Exams

Physical exams are required for all new students and kindergarten entrants. Your physician should complete this examination. If your child does not have a physician, a physical may be completed by Dr. Muccino, the school physician, in his Clifton office.

Fourth grade students are recommended to have a physical exam (forms are sent home in the spring prior to 4th grade).

If your child is having a routine physical in any grade, please request a form so his/her school records may be kept up-to-date.

Medical Concerns

Parents are encouraged to contact the Health Office regarding any medical concerns they may have with respect to their child's health. Please remember to keep us advised of any changes in your emergency contact numbers or if your home, work, or cell phone number has changed. These phone numbers are important so that we may reach you without delay should your child become ill or injured.



School Insurance

The Fair Lawn School District provides accident insurance coverage for students injured during school hours. You must submit the claim to your private health insurance carrier first and then the remaining bills to the district's insurance carrier. In addition, twenty-four hour coverage for injury or dental accident insurance may be purchased through the district.

General

Please report to the school nurse any surgery, contagious disease or accident which may occur over the summer or holidays so that your child's health record may be updated.

HOMEWORK

Homework reinforces and enriches school experiences, and it provides practice in building skills and promotes good work habits and pupil responsibility. It also gives youngsters who are absent from school an opportunity to make up work that is missed. If your child is absent, and you wish to pick up work for him/her, please notify the office by 9:00 am so that the work can be prepared. This work may be picked up in the office at 3:15 P.M. or requested to be sent home with another designated student. If you have an unexcused absence, such as a vacation, work will not be provided. The student will be expected to make up this work upon their return.

INTERVENTION AND REFERRAL SERVICES - I & R S

Intervention and Referral Services are available to help meet individual student needs. Students who might benefit from additional services are referred to the Child Study Team, which is composed of the School Psychologist, the Learning Consultant, and the Social Worker. Team meetings include the Principal, Child Study Team members, the child's classroom teacher(s), the school nurse, the speech, resource, and reading teachers, and any other professional who provides services to the student.

LIBRARY

Library time is scheduled weekly with the classroom teacher and Media Aide present. The students are allowed to take out one book at a time, for two weeks. The primary classes join the intermediate grades as reading buddies.



LOST AND FOUND

The Lost and Found is located **outside the gymnasium**. Parents are asked to place name tags inside student clothing and lunch bags so that lost items may be identified more easily. Lost and Found will be emptied every other month.

LOST OR DAMAGED BOOKS

It is expected that students return books in the same condition they received them. If the book has any damage to it before the student takes it home, please report it to the Media Center or classroom teacher immediately. If damage is done to the book, depending on how severe the damage is, the student is responsible for reimbursement of part or all of the cost of the book. If the book is severely damaged, the student may keep it after payment is made. If payment is required for a lost book, please send the notice with the money (**CASH ONLY**) in an envelope clearly marked with the student's name and classroom teacher for the book to the media center.

MONEY SENT TO SCHOOL

Monies sent to school should be placed in an envelope and clearly marked with the student's name, classroom teacher **AND** the purpose for the funds. Checks for PTA activities should be made payable to the Radburn PTA.



PTA

Radburn has a very active and supportive PTA. Parents are encouraged to join the PTA and to attend these meetings. Additional information can be obtained by leaving your name and number in the **PTA mailbox** in the main office or emailing the PTA directly at RadburnPTA@gmail.com or visit

<https://radburn.fairlawnschools.org/o/res/page/pta>

PARKING

All numbered spots are designated for **STAFF ONLY**. Cars that are parked illegally pose a hazard to pedestrians and to other vehicular traffic. Parking is prohibited at the driveway curb and in front of the school building.

PHYSICAL EDUCATION

The following procedures and expectations have been developed to ensure the safe participation in physical education classes. Please be sure to adhere to these guidelines.

Sneakers: students must wear sneakers during physical education classes. Sneakers must be secured to students' feet with laces or Velcro closures. Sneakers should have good traction and support. No part of the student's foot should be showing.

Not Permitted: Slip on sneakers, sneakers without backs, shoes without tongues, platform shoes, boots, crocs, heelys, slides, flip flops, sandals, etc. The PE teacher reserves the right to determine if a student's footwear is **safe** to wear during

physical education class. A student without the proper safe footwear will not be allowed to participate in PE.

RECESS

Unless the temperature is below 32 degrees Fahrenheit or over 90 degrees Fahrenheit, recess will generally take place out of doors. Please dress your child for outdoor recess on cool days. For safety reasons, sneakers must be worn on gym days. Flip flops, sandals, and open back shoes should not be worn as they present a safety hazard.

REQUESTS FOR TEACHERS

Parent comments, concerns, and insights regarding the **educational needs** of their children are valued and appreciated. They provide the school with information that assists the faculty in developing class placements that best meet the youngster's academic, social, emotional, and physical needs. Parents are asked **not** to request a specific teacher for their child since such requests are often based on limited impressions and second-hand information.

REPORT CARD DISTRIBUTION

Report cards will be distributed directly to parents through the Genesis Parent Portal in accordance with the district schedule. Report cards will not be sent home and only accessible through the Genesis Parent Portal. Final report cards cannot be distributed if there are any outstanding fines due.



SCHOOL HOURS

All elementary schools start at 8:35 a.m. and end at 3:00 p.m.

All Families District Wide will be notified through our automated **MESSENGER** system of closings or delays.

SCHOOL VISITS AND MESSAGES

For reasons of safety, and to avoid disruption to the instructional day, all visitors are to report to the **main office**. This includes parents who are participating in classroom activities and are expected by teachers, and those who have scheduled appointments. All messages, projects, lunches, clothing, and instruments should be left in the office for later pick-up or delivery. Teachers and children will not be called from their classrooms to receive messages except in emergencies.

SIGN-OUT PROCEDURES

Students are expected to be in attendance for the entire instructional day. **Every effort should be made to schedule medical appointments after school hours.** When students are called out of class via the intercom system, it is quite disruptive to the learning process. The least disruptive times for the scheduling of appointments are early in the morning, so that your child does not have to be called out of class, or at lunchtime. If you need to sign out your child prior to dismissal, please do so



between 2:30 and 2:45 PM. Please send a note with your child to inform the teacher of the time of pick up and if returning.

Should you require someone other than yourself to pick up your child, please provide a note to the teacher and main office to notify them and make sure this individual brings Photo Identification. Telephone calls will not be accepted.

SPECIALS

Specials include Art, Music, Technology, World Language & Physical Education (two times per week). Times for each class' specials will be provided at the start of the year and may be posted on each Teacher's homepage.

SUPPLIES

Each year the PTA provides an opportunity for parents to purchase school supply packs at a reasonable price. The packs are delivered to the school prior to the first day. Additionally, school supply lists are posted on the school's website, if parents prefer to purchase supplies on their own.

TESTING

Third and fourth grade students will be tested in April/May on the NJSLA - New Jersey Student Learning Assessments. Additionally, 3rd and 4th grade students are tested with a standard test (CTP5) in the fall. The purpose of these tests is to give teachers guidance in their curriculum presentation.



APPENDICES

The following items are examples of correspondence relating to items identified in the Student Handbook. They are meant for your information.

District Directory

**FAIR LAWN BOARD OF EDUCATION
EDISON SCHOOL 37-01 FAIR LAWN AVENUE
FAIR LAWN, NJ 07410**

Superintendent of Schools

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Assistant Superintendent of Schools

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Assistant Superintendent of Special Services

Camille DeFranco
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Business Administrator

Mr. Jorge Cruz
(201) 794-5520
Jcruz@fairlawnschools.org

Board of Education

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Julie Mahan, President
Joseph Baldofsky, Vice President
Edward Bertolini
Jeanne Browne
Anthony Elia
Rita Fayvelevich
Julie Kossoy
Wilkin Santana
Lisa Yourman

Staff Directory

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Second Grade

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Third Grade

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Christina Kallas
Margaret Kiess
Lara Safa
Julia Zendell

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RADBURN SCHOOL CHARACTER COUNTS!



Dear Parents,

Our school community recognizes the importance of character development for all students. We recognize that the work of parents at home in instilling core values should also be supported at school. To address this issue, Radburn Elementary School is emphasizing a character education program based on the nationally recognized and acclaimed **CHARACTER COUNTS!** Program. The program focuses on core ethical values called the "Six Pillars of Character." These universal values include **trustworthiness, respect, responsibility, fairness, caring** and **citizenship**. Development of these traits defines good character and leads to positive conduct, productive citizenship and academic excellence.

Our character education program will include lessons in character, class and club activities, school assemblies, contests, special events and recognition programs. You, as a parent/guardian, will be continually updated on the program.

Like you, we hold the highest expectations for student achievement and for the character and conduct of every student. To that end, a copy of our Commitment to Character and Code of Conduct is being provided to every student at the beginning of the school year. This defines the "Six Pillars of Character" and outlines expected school student behaviors. Please review and discuss this Commitment to Character and Code of Conduct carefully with your son or daughter and be sure to return the "Student-Parent-School Contract" to school.

We look forward to your support in our continuing efforts to build a strong school community of individuals who demonstrate trustworthiness, respect, responsibility, fairness, caring and citizenship every day. Character does count!

A COMMITMENT TO CHARACTER

Character Counts! Students are to carefully read the following "**Commitment to Character**" and pledge themselves to being the best person they can be by practicing the "**Six Pillars of Character**" every day that include the following:

Trustworthiness is being honest, telling the truth, and keeping promises.

1. Tell the truth, be honest, and return what you borrow.
2. Look for goodness in others. Do not talk behind anyone's back, spread rumors, or engage in harmful gossip.

Respect is judging people on their merits, being courteous and polite, and appreciating and accepting individual differences. It means treating others the way you would like to be treated.

1. Show respect for all persons regardless of gender, ethnicity, ability, or culture.
2. Think about what you say to others. Do not use profanity, obscene gestures, abusive language, and racially or derogatory remarks towards students, staff or other persons.
3. Behave courteously and cooperatively towards teachers, staff and other students.
4. Treat others like you want to be treated. Never threaten, harm, bully, intimidate abuse, mistreat, or fight with anyone.

Responsibility is fulfilling your school, family, and community obligations. Responsible people think ahead, set reasonable goals, control their tempers, and do not give up easily.

1. Be responsible for what you do. Never bring to school or threaten anyone with a weapon (including a toy weapon such as a gun, knife, explosive device, tear gas, firecracker, or other dangerous devices).
2. Keep your body healthy.
3. Attend school daily and be on time.
4. Be prepared daily by bringing all necessary material to class, including textbooks and homework.

Fairness is playing by the rules, taking turns, sharing, and listening. A fair person is tolerant, open-minded and tries to understand what others are saying and feeling.

1. Talk out problems when they occur.
2. Show through your behavior that you believe that all people should be treated the same.

Caring is being kind, helpful and generous to everyone.

1. Report to school staff any information that someone has threatened to cause or caused harm to themselves or others.
2. Help others without being asked.

Citizenship is doing your share to help your family and make your school and community a better place. A good citizen plays by the rules.

1. Obey all school rules and laws.
2. Take care of all books, materials, equipment, and school property.
3. Wear clothing that adheres to the school dress code and is appropriate for school.
4. Help to keep our campus clean by throwing away trash properly.



Fair Lawn Public Schools Code of Conduct Rights & Responsibilities

I have a **RIGHT** to learn and grow.

It is my **RESPONSIBILITY** to be in attendance at the beginning of school each day and be prepared to do my best work.

I have the **RIGHT** to have my ideas and feelings heard by others.

It is my **RESPONSIBILITY** to express myself, listen to others, and participate in an appropriate manner.

I have the **RIGHT** to be safe from hurtful words and actions.

It is my **RESPONSIBILITY** to respect individual differences, ideas, and feelings and avoid physical confrontations with my classmates.

I have a **RIGHT** to have my personal property protected.

It is my **RESPONSIBILITY** to respect items which belong to others.

I have a **RIGHT** to go to an adult when I have a problem I cannot solve on my own.

It is my **RESPONSIBILITY** to try to include others in work and play activities and ask others to help solve problems.

Student Code of Conduct Violations and Potential Interventions Matrix

Student Code of Conduct Violations	Level 1	Level 2	Level 3	Level 4
Aggression, Physical, no bodily harm	X	X	X	
Aggression, Physical, resulting in bodily harm (including staff members)		X	X	X
Cheating or Plagiarizing	X	X	X	
Defiance of Authority	X	X	X	
Disruptive Behavior	X	X	X	
Disruptive Behavior To and From School (bus violations)	X	X	X	
Fighting			X	X
Leaving the Building/School Grounds		X	X	
Tardiness	X	X		
Theft		X	X	X
Threats	X	X	X	X
Trespassing, including during periods of dismissal or suspension		X	X	X
Truancy, Unexcused Absence		X		

Student Code of Conduct Violations	Level 1	Level 2	Level 3	Level 4
Truancy, Chronic		X	X	
Unauthorized or Inappropriate Use of Technology		X	X	X
Verbal Abuse	X	X	X	X
Willful Damage to Property of Others		X	X	X
Willful Damage to School Property		X	X	X
Willful Disobedience	X	X	X	X
Willful Disobedience, Continual		X	X	X

Level 1

Classroom interventions may be appropriate when a student has had minimal or no prior conduct violations and interventions have not been put in place.

Level 2

School and administrative interventions may be appropriate when behavior has a negative impact on learning of students and others.

Level 3

Detention or suspension from school for up to and including one full school day.

Level 4

Possible suspension from school for two or more days may be appropriate when interventions and support have been put in place but the behavior is escalating (repeated offenses).

Level 5

Referral for expulsion may be appropriate when a student's behavior has a serious impact on the safety of others in the school or disrupts the rights of others to an education or the ability of school staff to perform their duties.

*For each violation on the chart, the first * is the minimum disciplinary action.*

Individualized interventions may include (examples):

- Behavior contracts
- Plan with parent(s)
- Strategic use of placement in another room and/or loss of privilege
- Social skills or anti-bullying curriculum
- Mentoring
- Self-monitoring with reporting to designated staff member
- Teach refocusing and self-control skills
- Modify individual schedule
- Increased supervision and monitoring
- Daily report card
- Analysis/observation of past intervention strategies and behavioral and academic performance

Definition of Student Code of Conduct Violations:

Aggression, Physical: An intentional act by a student resulting in unwelcome physical contact with another person. It includes, but is not limited to, pushing and slapping.

Cheating, Including Plagiarism: Academic dishonesty including, but not limited to, copying the work of others, using the ideas or writings of another person.

Defiance of Authority: Willful refusal to follow directions given by a staff member.

Disruptive Behavior: Situations and/or actions that staff believe interfere with or have the potential to interfere with effective operations of the school.

Disruptive Behavior To and From School: Behavior which endangers or harasses students on their way to and from school, or at the bus stop, or diverts the bus driver's attention from driving.

Fighting: Mutual physical altercation in which both parties have contributed to the situation (may be verbal or physical).

Leaving the Building/School Grounds: Leaving school grounds during school hours without authorization/permission.

Tardiness: Arriving late to school or to class.

Theft: The unauthorized taking of the property of another. Restitution may be required.

Trespassing: Being physically present on school property or at a school activity after being directed to leave by a school administrator or other person lawfully responsible for the control of the premises. Being on school grounds during a dismissal or suspension period is considered trespassing.

Truancy/Unexcused Absence: Unauthorized absence from school or class.

Truancy, Chronic: Continued unauthorized absences. Students will be referred to the I&RS committee.

Unauthorized or Inappropriate Use of Technology: Any act that violates the Board of Education's Information Technology Usage Policy or constitutes an unacceptable or illegal use of the School District's computer facilities, systems, networks or software. This includes but is not limited to sending or posting harmful text or images using the Internet, wireless phones, or other communications devices. This policy applies to student acts occurring on or off school property and during or after school hours. Student consequences include possible loss of technology access privileges, dismissal, and/or police notification.

Verbal Abuse: Use of disrespectful or threatening language.

Willful Damage to Property of Others: Willful damage to property of staff members and/or others.

Willful Damage to School Property: Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to or used by the School District. The parent/guardian shall be liable for all damage caused by the student.

Willful Disobedience: Refusal to follow published classroom rules and regulations and school rights and responsibilities.

Willful Disobedience, Continual: Repeated refusal to follow classroom rules and regulations and school rights and responsibilities after student and/or parent conference resulting from first violation.

HABITUAL OFFENDERS MAY LOSE THE PRIVILEGE OF ATTENDING SCHOOL FUNCTIONS, INCLUDING: TRIPS, DANCES, AFTER-SCHOOL ACTIVITIES, ETC.

Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means 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 characteristics; 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.

Law includes incidents off school grounds

The law defines harassment, intimidation or bullying as “any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic... that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds ... that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging a student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage his property.”

Reporting and procedural requirements

The Anti-Bullying Bill of Rights provides detailed procedures and timelines for reporting incidents of bullying. **All school employees and contracted service providers are required to report such incidents.**

- All acts of harassment, intimidation, or bullying must be reported verbally to the school principal on the same day when the school employee or contracted service provider witnesses or receives reliable information regarding any such incident. The school employee or service provider must submit a written report of the incident to the principal within two days.
- The principal must inform the parents or guardians of all students involved in the alleged incident and may discuss the availability of counseling and other intervention services.
- The principal or principal's designee must initiate an investigation of the incident within one school day of the report. The school anti-bullying specialist conducts the investigation. The principal may appoint other staff to assist the specialist.
- The investigation must be completed as soon as possible, but no later than 10 days after the principal had received the initial written report of the incident. The report of the investigation may be amended by the anti-bullying specialist if new information becomes available.
- The superintendent must receive the report of the investigation within two days of its completion. The superintendent may provide intervention services, establish training programs, impose discipline, order counseling, or take other appropriate actions.
- The school board must receive the report at its first meeting following the investigation along with information on actions taken to address the incident or incidents.

The overarching goal of the Anti-Bullying Bill of Rights Act (also known as H.I.B. (Harassment, Intimidation, and Bullying) signed into law in New Jersey in 2011 is to develop and sustain safe and civil school environments where harassment, intimidation, and bullying does not occur.

That particular goal is one we strive to achieve each day in our school. To that end, it is also important that we recognize that from time to time students will be faced with conflict and uncharacteristically mean moments with their peers. These events, which are often in violation of our Student Code of Conduct and require discipline and remediation, are viewed by the school as inappropriate childhood behavior and provide an important opportunity for the adults to educate and support each child's individual social and emotional growth through those moments. We never take these situations lightly, but strive to put them in the proper context of a child's development and decision-making growth. Simply put, it would be unreasonable for anyone to think that schools are conflict-free zones at all times.

Oftentimes the word "bullying" is inappropriately or prematurely used. The chart below illustrates some examples of interactions that might occur among students and how that interaction might be classified.

<p><u>JOKING</u></p> <ul style="list-style-type: none"> • Everyone is having fun • No one is getting hurt • Everyone is participating equally • Joking can sometimes be taken too far and become hurtful 	<p><u>CONFLICT</u></p> <ul style="list-style-type: none"> • No one is having fun • There is a possible solution to the disagreement • There appears to be a back and forth exchange • A general balance of power exists
<p><u>MEAN or RUDE MOMENT</u></p> <ul style="list-style-type: none"> • Someone is being hurt on purpose • Spontaneous, not planned • Causes hurt feelings • Isolated incident 	<p><u>BULLYING</u></p> <ul style="list-style-type: none"> • Someone is being hurt on purpose • Definite imbalance of power • The target does not provoke the bully and may have made it clear that the behavior is unwelcome • There is a distinguishing characteristic



Student Permission Slip



The safety of your children is our primary concern, not only while they are in school, but during their travel to and from school as well. Parents sometimes request that students bicycle to and from school. Any student who is bicycling must be made aware of the following rules and conditions:

1. According to N.J. State Law, anyone under 17 who rides a bicycle must wear a buckled helmet at all times. Any student without a buckled helmet will have their bicycle confiscated by the Building Administrator until a parent or guardian picks it up. Noncompliance will result in disciplinary action.

2. Bicycles are defined as vehicles under the state motor vehicle code. Riders must follow the rules of the road including but not limited to:

- obeying all traffic lights and signals
- using hand signals before making turns
- only one rider per seat-never let a friend ride on handlebars or wheel pegs
- stopping & looking left, right, then left again before leaving driveways or entering any street
- riding with traffic
- not riding too close to parked cars-doors can open suddenly
- riding where drivers can see you and not swerving between cars
- equipping bicycle with a bell or other audible device that can be heard at least 100 feet away, but not a siren or whistle
- if riding at dawn, dusk or after dark use headlights and tail lights

3. Bicycles ridden to school should be roadworthy and regularly maintained.

While at school students must comply with the following rules:

1. Bicycles must be walked on school property
2. Bicycles must be parked in the racks provided and must be locked.
3. Helmets must be stored in a backpack or attached to a bicycle.

Parent/Guardian Name (Please Print)

Date

Parent/Guardian Signature