

Wall Township Elementary School Handbook 2023-2024



WALL TOWNSHIP SCHOOL DISTRICT

A Community Committed to Educational Excellence

Well Rounded

Achievers

Lifelong

Learners

MISSION STATEMENT

The following mission statement defines the overall purpose of Wall Township's Public Schools. It incorporates the beliefs on which your school's programs are based and the goals toward which the school's efforts are directed.

The mission of the Wall Township School District is to empower all students to lead lives of fulfillment and purpose by providing a safe, comprehensive and caring educational environment that will enable students to achieve their unique potential academically, socially, and emotionally. Our students will become confident, creative, and critical thinkers who communicate effectively and engage meaningfully as responsible members of a global society.

This handbook is provided as a reference guide to the daily operations of your school. Special bulletins will be sent home regularly to give additional information concerning events and changes in regulations. We encourage you to visit the website on a daily basis to obtain additional information on our district and school.

We invite you to become fully involved in the education of your child, to participate in the activities, conferences, and programs of your school. We urge you to communicate regularly with your child's teacher. We all must contribute to this partnership if we are to achieve a "community committed to educational excellence."

We believe that communication between school and home is essential for our students' progress. Please check Wall Backpack regularly for important notices and flyers. Parents will receive phone messages, text messages, emails, and newsletters from the school to keep you updated on important information and events. Our school website is a valuable resource to keep parents informed and to serve as a conduit to support learning.

The members of the Wall Township Board of Education join us in wishing you and your child a happy, healthy, and successful school year.

Sincerely,
The Elementary Principals

Wall Township Board of Education

Board Officers

President - Christine Steitz
Vice President - Adam Nasr

Board Members

Ralph Addonizio, Thomas Buffa, Kathleen DiGiovanni, Kristen Hodnett,
James Maliff, Christopher SanFilippo, Kenneth Wondrack

Superintendent of Schools

Dr. Tracy Handerhan

ACADEMIC SCHEDULE

[Wall Township Public Schools 2023-2024 Calendar](#)

SCHOOL TIME SCHEDULES

School	Open	90 Minute Delay	Close
High School	7:20 AM	8:50 AM	2:02 PM
Intermediate School	8:10 AM	9:40 AM	2:50 PM
Elementary Schools	9:05 AM	10:35 AM	3:20 PM
Primary - AM	8:15 AM	CLOSED	10:35 AM
Primary - PM	12:00 PM	12:00 PM	2:20 PM

The school calendar has designated early dismissal days (1:05 PM) throughout the year. Please be advised that arrangements should be made in advance to ensure your child is safe upon his/her arrival home on these dates. If you need to make any changes from your child's regular dismissal procedures, please submit these changes in writing to the Main Office in advance of the early dismissal date.

Emergency Closures

In the event of a delayed opening, early dismissal or school closing, a call will be placed to each child's home via the Blackboard Connect calling system. Additionally, the information will be posted on the school website and on the school's main number.

Delayed Opening

The decision to have a delayed opening or to close the schools is based on information obtained from consultation with Wall Township Police Department, Wall Township Public Works Department, contracted transportation providers, and our own transportation department. The inclement weather, including freezing temperatures, presents difficulties for the bus companies, and also results in roads and walkways that can be hazardous, specifically, "black ice."

A decision needs to be made by 4:00 AM, taking into account the health and safety of all students and staff in the district. In addition to staff members, we have approximately 4500 students traveling by bus or driving their own cars. While we are cognizant of the burden placed on working and single parent households, the health and safety of all students and staff is of paramount concern.

Please do not call Board of Education offices, school offices, or police headquarters for information regarding school closings. These telephone lines must be kept clear for emergencies.

School lunches will be served on 90 minute delays.

Early Dismissal

Please make prior arrangements with your children about where they should go if dismissed early. Lunches will NOT be served on early dismissal days. Please ensure that your child brings a healthy snack with him/her to school.

Emergency Closing

It may be necessary to close schools or shorten the school day because of a building emergency or inclement weather. No child will be dismissed unless a parent or guardian has been notified. In the event no one can be reached, you must pick up your child at the Main Office in an expedient manner.

Once a decision is made to close school, we will communicate to families and bus drivers will be notified. As soon as possible after that, students will be bused home in three shifts as follows:

1st SHIFT	High School Students		
2nd SHIFT	Intermediate School Students	----->	40 minutes after HS
3rd SHIFT	Elementary School Students	----->	40 minutes after IS

ATTENDANCE

ATTENDANCE/TARDIES

Regular attendance and being on time for school is necessary if students are to be successful in their academics, including state mandated testing. All absences and tardies become part of a student's permanent record. Please refer to Board Policy/Regulation 5200 for a detailed explanation of attendance definitions and procedures.

Wall Elementary Schools' attendance and tardy procedures follow:

- When a student is going to be absent, a parent/guardian should contact the school.
- Students who are late arriving to school should report directly to the Main Office and be signed in by their parent/guardian.
- Students returning from an absence must present a note to the child's teacher explaining the reason for absence.

At the administrator's discretion, based on excessive absences/tardies, a legal notice (State Department of Education Form A 59), may be sent to the parent/guardian, and/or filed in Municipal Court for a violation of N.J.S.A. 18A:38-25, 18A:31.

The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.

The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. If school is only in session during either the morning or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

HEALTH & SAFETY

HEALTH SERVICES

- Height and Weight: All students K through 12 yearly.
Vision Screening: All students K through 5 yearly. Teachers or parents may request individual testing at any time.
- Hearing Screening: All students in Grades K through 5, 7, 10, and special education classes yearly will be screened. Teachers or parents may request individual testing at any time.
- Scoliosis Screening: All students aged 10 through 18 will be screened yearly. A parent may defer testing by sending a note to the building nurse.
- Immunization Requirements: Please see [Immunization Requirements](#) from the NJ Department of Health.
- Emergency Care: First Aid is the responsibility of the person nearest the injury. Treatment is rendered in accordance with the District Medical Officer.
- Blood Pressure Screenings: All students K through 12 will be screened yearly.

ADMINISTERING MEDICATION POLICY

Before any medication may be administered to or by any student during school hours, the Board of Education shall require the written request of the parent/guardian, which shall give permission for such administration and relieve the Board of Education and its employees of liability for administration of medication. In addition, the Board of Education requires the written order of the prescribing physician, which shall include:

1. The purpose of the medication;
2. The dosage;
3. The length of time for which the medication is prescribed;
4. The possible side effects of the medication; and,
5. The time at which or the special circumstances under which medication shall be administered.

All documents shall be kept on file in the office of the school nurse.

For the administration of medication, the district school physician shall develop procedures, which provide that:

- A. All medications, whether prescribed or over the counter, shall be administered by the school nurse, the parent/guardian, or the student himself/herself where the parent/guardian so permits and the school nurse is present;
- B. Medication shall be securely stored and kept in the original labeled container;

- C. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and time of the medication, and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent/guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- E. A student may self-administer medication, without supervision of the school nurse, for asthma or other life threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that, if left untreated, may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.

Student Self-Administration of Medication

The Board of Education shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by students both on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Parent/guardian of the student must meet the following conditions:

1. Provide the Board of Education with written authorization for the student's self-administration of medication;
2. Provide written certification from the student's physician that the student has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
3. The parent/guardian shall be encouraged to provide an additional inhaler or epi-pen identical to the one which the student is authorized to carry, which shall be retained by the school nurse;
4. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent/guardian shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student. Every waiver shall be reviewed and co-signed by the school physician.

For full policy details please visit:

[5330 - Administration of Medication \(M\)](#)

STUDENT GROUP INSURANCE

The Board of Education has authorized an insurance company to offer student group insurance to those who wish to pay the premium for this type of coverage. Both around-the-clock and school time policies are available. Information regarding details will be sent home in September, or provided upon request.

SCHOOL SAFETY OFFICERS

Every school in the Wall Township School District is staffed with a School Safety Officer. One of the responsibilities of the School Safety Officer is to authorize visitors to ensure the safety of the students and staff. To do so, visitors are required to produce identification documents (driver's license, county ID, etc.) for the lobby monitor to review prior to gaining access to the school building. Please cooperate with our school safety procedures and be prepared to produce ID in

the event you visit a Wall Township School. School Safety Officers also patrol the school grounds and provide safety support during recess and at after school activities.

FIRE/SECURITY DRILLS

The school laws of New Jersey require that each school will hold one fire drill and one emergency type drill per month. These drills are held at various times under varying conditions.

PARTIES

Parties may be held to celebrate various holidays and special days throughout the year. Arrangements for parties are at the discretion of the principal and classroom teachers. Class parents assisting the classroom teacher may not bring other children to parties. **Birthday celebrations will be held on the day of the child's birthday during the students' snack time. Any edible treats must be store bought and individually packaged. We ask that you consider an alternative to an edible treat.**

PETS

Pets are not permitted on school property at any time without prior written permission from the principal.

LOST ARTICLES

The easiest way to prevent lost articles is to label your child's clothing, especially coats, mittens, boots, and gym shoes. Any item may be disposed of if it is not claimed within 10 days.

MONEY AND VALUABLES

It is suggested that large amounts of money and valuable items not be brought to school. Any money should be brought in an envelope with the student's name, homeroom, or teacher's name clearly indicated. Toys and/or trading cards should not come to school as they distract from the learning.

TRANSPORTATION, ARRIVAL & DISMISSAL

ARRIVING AT SCHOOL - TRANSPORTATION

Students are admitted to the building 10 minutes prior to the opening of school (8:50AM). Students arriving by private transportation should time their arrival accordingly. Both walkers and bicycle riders should plan their route to school with parents to ensure that the safest ways are selected and used.

Students are expected to cooperate with school bus drivers at all times and abide by the following rules:

- Always be careful when approaching bus stops; walk on the left side of the road, facing oncoming traffic.
- When exiting from the bus, cross the road only after the bus driver has signaled that it is safe to do so. Cross in front of the bus.
- All students are expected to board and leave buses only at their designated stops unless special written permission has been granted by the principal.

- Students are not permitted to take an alternate bus home at any time without prior permission from the Transportation Department.
- Always be on time for the bus.
- Always go immediately to your seat, buckle up, and remain seated until your stop.
- Always obey the driver promptly, refer to the driver as Mr._, Mrs._ or Miss_.
- Do not distract the driver by shouting, moving, or throwing objects.
- Keep all backpacks and school materials out of the aisle.
- Always keep head, arms, and hands inside the bus. Projecting any part of the body out of the bus is a dangerous practice.
- Always treat the bus equipment carefully and help keep it clean.
- Avoid distracting the driver's attention. Do not shout, throw objects, or move around the bus.
- Avoid cluttering up the aisle with books, lunch boxes, etc.; hold them on your lap unless the bus has a hook or other type of rack.
- Do not eat food or chew gum on the bus.
- Remember, the driver is responsible for many lives. Your cooperation is needed at all times.
- Students who ride bicycles will leave school grounds as directed by the Building Principal.
- Students returning to school after 4:00PM to pick up materials will not be admitted into the building unless accompanied by an adult.

EARLY DISMISSAL/CHANGE IN DISMISSAL

Any child who is excused early from school must be picked up and signed out at the Main Office. Please send written permission to the school notifying us of the change. If there is a change in the type of dismissal during the school day (not taking the bus/being picked up, etc.), the parent must notify the Main Office and teacher(s) of the change by 2:00pm. Any person picking up a child must be listed as an 'emergency contact' in Genesis. Due to security procedures, students being picked up early for the day, must be picked up by 2:50 PM.

BICYCLE PROCEDURES

Transportation is provided by the district; however, if you choose to have your child ride his/her non-electric bike, you assume responsibility for their safe arrival to and from school. A request to have a student ride his/her bike must be submitted in advance to the Main Office. Students riding bikes must wear helmets by law and it is recommended that the bicycle be locked during the school day. Students on bicycles must be crossed by the crossing guard and bicycles walked at all times on school property.

LUNCH & RECESS

LUNCH

Lunch/Recess periods are forty minutes in length. **If your child will be late for school and wishes to purchase lunch, you must call the Main Office by 9:30AM for the order to be placed.** Please be certain to complete the [Free & Reduced Lunch Application](#). A portion of the lunch time is utilized for recreation; students are taken outdoors as often as possible. During the winter months,

please make sure that children are dressed appropriately for outdoor play (hats, gloves, jackets). If there is a medical reason prohibiting a student from outdoor activities, please call the Health Office. Students will go outside for recess unless a doctor's note is on file restricting outdoor activities. Lunch and recess periods are supervised by paraprofessionals and certificated staff. Please do not bring hardballs, softballs, bats, footballs, or Frisbees to school.

[For information about Food Services, click here.](#)

SNACK

An appropriate 10 minute snack time is provided in all grades. In keeping with our district initiative, we encourage that you provide a healthy, non-sugary snack for your child each day. On early dismissal days, lunches will NOT be served. It is recommended that you provide your child with a snack/s with high nutritional value.

ACADEMICS & ASSESSMENT

ASSESSMENT PROGRAM

Our school system has a comprehensive program which is used by the teacher to monitor student progress and the effectiveness of the curriculum. In addition to program and teacher-developed evaluation and instruments, portfolios are used to monitor language arts progress. We continue to develop more authentic assessment techniques which enable us to differentiate instruction to meet the specific needs of students.

In addition, our students comply with state mandates pertaining to standardized testing. In the Spring, all third to fifth Grade students participate in NJSLA testing. Fifth Grade students participate in the NJSLA-Science assessment. Specific details and dates are available on the district calendar.

REPORT CARDS

Standards-based assessment and reporting helps teachers specifically target instruction to meet student needs and provides parents with better feedback about student strengths and weaknesses. The goal of the new report cards is to communicate to parents the progress that students are making toward meeting specific grade level standards and expectations.

Standards-based report cards differ from traditional report cards in that they:

- Identify the most important skills in each content area at every grade level;
- Have a benchmark-based assessment scale for each reporting period; and
- Are aligned to the New Jersey Student Learning Standards and district curriculum.

The grading system is a numerical system that reflects how well students are mastering each grade level skill:

- **4 - Demonstrates Enriched Understanding** - Student consistently and independently grasps, applies, and extends key concepts, process, and skills.
- **3 - Meets Grade Level Standards** - Student grasps and applies key concepts, processes, and skills. Meets standards with minimal teacher support. This is an excellent level of achievement, and one that a student should be working towards.

- **2 - Approaches Grade Level Standards** - Student is beginning to grasp and apply key concepts, processes, and skills with frequent teacher support.
- **1 - Requires Consistent Support** - Student is not grasping key concepts, processes, and skills or has an area of concern.

Report cards will be issued three times a year. Parent-teacher conferences will take place in November and April.

SPECIAL EDUCATION

Some children cannot be effectively educated without some individualized special education programming. Our Board of Education is committed to providing appropriate education to all classified educationally disabled children. These programs provide services in our district or through outside placements if necessary. Children with potentially disabling conditions, ages 3 through 21, may be referred to our district Child Study Team.

INTERVENTION AND REFERRAL SERVICES (I&RS)

The I&RS Committee is a group of school professionals who assist and support classroom teachers with needed modifications for students with academic or behavioral needs. The team includes the principal, member of the child study team, teachers, and specialists. The group meets monthly to develop action plans to address the students' needs and to help their teachers. Action plans are shared with families.

INTERVENTION

Wall Township School District employs a Response to Intervention (RTI) approach to support all students, particularly for those who struggle in the classroom.

Researchers have determined that Tier 1 classroom interventions are the most effective interventions for at-risk students, particularly those in the elementary school, because the extended amount of time that they spend daily with their classroom teacher provides their teachers with the optimum environment for implementing targeted interventions.

These interventions, which consist of modifications, accommodations and both instructional and independent learning strategies, are to be implemented by the classroom teacher, who will then monitor and evaluate their effectiveness in promoting progress. If they are effective, the team will continue to prescribe them to be implemented.

Tier Instruction

- Teachers provide explicit instruction in foundational skills and concepts.
- Teachers use progress monitoring data to ensure learning and to drive differentiated instruction.
- Learning should be scaffolded with teacher feedback and independent practice.

If Tier 1 interventions are not effective, the team will identify different Tier 1 interventions or identify Tier 2 interventions to be implemented, such as working with a reading specialist.

If Tier 1 and 2 interventions are still not evidencing enough progress, a Tier 3 intervention will be prescribed such as more intense Tier 3, or the implementation of a research-based instructional approach.

After Tier 1,2, and 3 interventions have been prescribed and documented in intervention plans, the RTI team must ensure the plans are being implemented effectively or as intended through the use of progress reporting by the teacher every 6-8 weeks. The instructional supervisors will model and coach teachers in research-based best instructional practice.

HOMEWORK

Purpose of Homework

Homework has different purposes for different grade levels. In an elementary school the purposes of homework are as follows:

- To foster proper attitudes, habits, and character traits;
- To help students understand that learning occurs out of school as well as in school; and,
- To reinforce skills learned in class.

In accordance with the board policy on attendance, unexcused absences for vacation are discouraged. Requests for work in advance will be reviewed on a case by case basis by both teacher and principal.

Quantity of Homework

The amount of homework will vary from teacher to teacher and grade level to grade level. Homework shall be provided to students using developmentally appropriate materials as a means of reinforcing previously taught skills. Daily independent reading will be part of homework. Parents and students should also factor in additional time for long term projects and studying for tests. If a student is taking an inordinate amount of time to complete homework, parents should contact the teacher.

For Teachers

Homework will include mandatory assignments. Failure to turn in mandatory assignments will necessitate remedial activities. Homework will include enrichment and/or reinforcement assignments meant to meet the needs of individual students or groups of students. Homework will be evaluated using methods appropriate for that assignment. Assignments will be used to locate problems in student progress and to individualize instruction. Topics will appear in assignments before and after they are covered in class. Homework will not be used to teach complex skills; it will generally focus on simple skills and material or on the integration of skills already possessed by the student.

For Parents

Parents will rarely be asked to play a formal instructional role in homework.

Instead, they are asked to create a home environment that facilitates student self-study. Parents should wait until asked for help before they provide it. Parents should provide an uninterrupted time for homework as part of the first point made above. Parents should also check to ensure

that assignments are complete. Extra help is available from your child's teacher. Please contact your child's teacher for more information.

EXTRA HELP

Extra help is offered when a child is absent or is having difficulty with a particular skill/strategy. Please see the extra help schedule.

ENRICHMENT

Wall Township provides many opportunities for students to stretch their minds. All of our programs are designed to allow students to perform on their individual levels. Instruction is designed to include differentiated activities on a daily basis to challenge all learners.

Wall Township also recognizes our advanced accelerated learners by providing an opportunity to address the needs of students who have outstanding academic abilities. This accelerated program requires an identification process that includes a multiple criterion approach that will identify students whose academic achievement is above grade level. Included in the criterion are standardized and cognitive assessments, benchmark writing pieces, diagnostic reading assessment levels, and mathematics benchmarks.

Students will create, design, and problem solve using their imagination and creativity. The philosophy of the program is to enrich students utilizing a multidisciplinary approach while drawing upon their higher level metacognition. The curriculum is rigorous and demands self-directed learning and management. Due to the high expectations of the program, students will be screened annually.

MUSIC

Both music and art are essential avenues for passing on the cultural heritage which constitutes a major purpose for the existence of our schools. Students are provided music instruction by a professional music teacher in Grades K-5 on a weekly basis. In addition, extra-curricular instrumental instruction is given to students who wish to learn to play an instrument in Grades 4 and 5. The objectives of our music program are the following:

- To teach children to sing;
- To teach those students who wish to play a musical instrument how to play it;
- To provide a sufficient amount of knowledge and experience to enable our students to enjoy listening to music; and,
- To teach students the language of music to enable them to read music.

ART

Because art integrates the physical, emotional, intellectual, aesthetic, creative, and social aspects of all people, its place and importance in the school program can be clearly seen. Our students in Grades K-5 receive art instruction from a specialist once a week.

Our discipline-based art program treats art as a subject for study, rather than a recreational activity. Thus art content is derived from four disciplines, art production, art history, art criticism, and aesthetics.

Basic objectives of our program include:

- An understanding of art elements and principles;
- Opportunities to think creatively;
- Ability to express ideas visually;
- Knowledge of the historical and cultural contributions of art;
- Ability to make qualitative visual judgments; and,
- Acquisition of basic manipulative skills and techniques with an understanding of the characteristics of many materials, appropriate tools and processes necessary to expressive/communicative development.

SPEECH

Referrals made by the teacher, child study team, parents, school nurse, or any adult concerned about the child, are taken during the school year. Following referral and evaluation to assess communicative behaviors and needs, an Individual Speech Therapy Plan outlining goals for the child's program is developed in consultation with parents. Children are then scheduled for speech therapy and meet with the speech/language pathologist to learn more effective ways of communication.

The major type(s) of communication disorders addressed are:

- STUTTERING: Excessive repetition of lengthening sounds, syllables, etc., that stop or interrupt the flow of speech.
- ARTICULATION DISORDER: Difficulty with coding, forming, and combining sounds correctly.
- LANGUAGE DISORDER: Difficulty in comprehending what is heard, difficulty expressing ideas, unusual slowness in acquired normal language skills, and difficulty in using and understanding words.
- AUDITORY PROBLEMS: Difficulty in hearing the spoken word and in processing auditory stimuli.
- VOICE: Inappropriate pitch, volume, duration, or quality.

HEALTH EDUCATION

Health Education is an integral part of our program in all grades. Taught as an applied science it has the following objectives as its basis:

- To gain the scientific knowledge essential to live healthfully as a person;
- To understand the components of good mental health and the relationship of mental health to physical well-being;
- To achieve a basic understanding about safe living and the application of the principles of safe behavior in all situations;
- To understand the scientific facts essential for maintaining a strong and disease resistant body;
- To develop correct attitudes and habits or practices based upon knowledge; and,
- To recognize and act upon the fact that health is a joint responsibility of the individual and the community.

LIBRARY

Mrs. Hawley is the Media Specialist at Allenwood and Old Mill and Mr. Sacks is the Media Specialist at Central and West Belmar. On alternating weeks, students attend lessons and learners will have the opportunity to choose books from our school's libraries each week.

Students are responsible for returning their borrowed books prior to being able to check out other titles.

PHYSICAL EDUCATION

The greater the amount of vigor, vitality, and ability to move beyond the minimum essential for daily living, the greater the effectiveness of the person and his/her ability to achieve and be productive. We believe an effective physical education program can contribute to this goal; therefore, physical education is offered three days a week to students in Grades K-5. The fundamental objectives of physical education are as follows:

- To develop vitality, vigor, and a desirable level of physical fitness;
- To develop motor efficiency or coordination, grace, poise, and efficient movement of the body;
- To develop recreational skills which develop abilities to participate in a wide range of leisure time activities;
- To develop sound body mechanics associated with walking, lifting, standing, and the simple daily tasks associated with living;
- To stimulate sound mental health through physical experiences designed to meet fundamental biological needs; and,
- To enhance the development of leadership, citizenship, social, moral and ethical values.

NOTE: Sneakers are needed for participation in activities during physical education classes.

Written permission is requested for any student to be excused from participation in physical activities. If the excuse is for more than three days, a doctor's approval may be necessary. Excuses should be directed to our school nurse. Students excused from Physical Education will not participate in regular recess activities.

WORLD LANGUAGE PROGRAM

The study of another language and culture enables our students to communicate face-to-face and by virtual means in appropriate ways with people from diverse cultures. An education in world languages fosters a population that communicates in more than one language with the levels of language proficiency that are required to function in a variety of occupations and careers in the contemporary workplace. Our students exhibit attitudes, values, and skills that indicate a positive disposition and understanding of cultural differences.

GUIDANCE

Each classroom teacher at the elementary level provides counseling for each of his/her students. In addition to this basic counseling, an elementary counselor is housed at each of the elementary schools. This counselor does the following:

- Works with students on an individual basis and in groups to encourage appropriate growth and responsible decision making;
- Works with students on an individual basis or in groups to explore the uniqueness of individuality and the consequent respect for self and others;
- Works with students on an individual basis or in groups in recognizing the responsibilities involved in being successful in school;
- Works with students on an individual basis or in groups toward the identification of personal, educational, or vocational problems; and,

- Meets with parents, teachers, school nurses, administrators, or any other responsible adults toward the best interest of students.

RETENTION

Any parent who wishes to request their child be retained must follow the Board of Education policy and timelines. Policy and timelines are made available to parents/guardians on the school district's website.

CODE OF CONDUCT

STUDENT CODE OF CONDUCT

The Wall Township Public Schools recognize that rapid societal changes have impacted upon the traditional school and its approach to instruction and discipline. One constant factor in the midst of society's changes has been the district's goal of providing a pleasant, safe, and challenging learning environment for every Wall Township student. The home and school have shared responsibility in achieving this goal.

Parents are the first and most basic source of learning. Their cooperation is vital to all school endeavors and their role of "facilitator" should be clearly understood by the student. Any and all assistance which parents can lend to the school district in helping to promote positive behavior will certainly be invaluable, for parents are partners with the school in the education of their children.

Every school district has the right and responsibility to establish standards for acceptable student behavior within the school setting and every student has the potential for choosing appropriate behavior and for becoming a responsible citizen of their school community regardless of background or current level of ability. To assist students and parents, we list below the district's behavioral expectations for all students in Grades K-12.

A. The basic student rights include:

- the right to due process;
- the right to a safe environment;
- the right to freedom from discrimination;
- the right to educational opportunities; and,
- the right to inquiry and expression.

B. The privileges and rights of students may not, however, interfere with the rights of others. The right of freedom of expression does not condone abusive, physical, or verbal expression infringing on the rights of others. Therefore, the privileges of rights carry with them the task of responsibility. The students have the responsibility to adhere to school rules.

Violations of the Wall Township Public Schools Code of Conduct may result in loss of privileges.

RULES

All students are expected to honor their responsibilities and behave in ways which respect the rights of all. The rules of behavior include but are not limited to the following:

- Being prepared for class by bringing paper, pencil, pen, books, and other needed supplies;
- Completing all classwork and homework;
- Using class time properly;
- Taking home and returning necessary forms;
- Following rules and regulations about field trips;
- Taking care of and returning all textbooks, library books or other school-owned materials loaned to them; and
- Acting responsibly in school and at all school sponsored events regardless of location, including bus transportation.

BUS RULES

Every student, other than walkers, is assigned a bus. Students are expected to follow the rules set forth by the Transportation Department and drivers. The **Principal** or designee, upon such report from the school **bus** driver, may assign appropriate discipline. The discipline may include excluding the student from the **bus**. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

- School and district rules/regulations apply on the school buses
- Students are to immediately follow the directions of the driver.
- Students are to sit in their seats facing forward. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
- Seatbelts must be worn at all times.
- Students are to keep all parts of their body inside the bus.
- Students are to keep arms, legs, and belongings to themselves.
- Fighting, harassment, intimidation, and horseplay are forbidden on the bus.
- Students are not to throw any objects on the bus.
- Do not bring anything onto the bus that is heavy, sharp, or bulky or could affect the safety of other bus riders. Dangerous objects/weapons are not permitted on the bus.
- Students are expected to use kind words and use appropriate language. Students should talk quietly.
- Students should not eat or drink on the bus, this includes candy.
- Cell phones are not allowed to be used on the bus; they must stay in the book bag. Do not take photos or videos of other students or the driver.
- Students are expected to keep the bus clean and not damage it.

Bus drivers have the right to assign seats to students. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.

CELL PHONES/APPLE WATCHES

Any student who has a cell phone/cell phone watch must power it down and store it in his/her backpack for the school day.

DISCIPLINARY PROCEDURES

It is the student's responsibility to obey school regulations and school authorities. To avoid complicating a disciplinary infraction, students are advised that they are obligated to follow instructions of all Board of Education employees (teachers, office staff, paraprofessionals, cafeteria workers, and custodians). This responsibility extends to conduct to and from school, school-sponsored activities, field trips, and at all times within the school building.

Students who seriously violate school rules will be referred to the administration. Appropriate disciplinary measures will be imposed, taking into consideration the severity of the violation and the student's previous citizenship record.

AVENUE OF APPEAL FOR DISCIPLINARY ACTIONS

Students and parents have the right to appeal school-based disciplinary actions according to the following "chain of command" structure. At whatever level of initial action is taken, the appeal would be to the next level on the chain:

1. Classroom teacher
2. School Principal
3. Superintendent of Schools
4. Board of Education

DISCIPLINARY PROCEDURE FOR SCHOOL BUS PROBLEMS

The following disciplinary procedures have been approved as Wall Township Board of Education policy to govern the general conduct of all students transported to school. Please familiarize yourself with these requirements (included in the back-to-school packet).

1. At the first sign of misconduct, there will be a verbal warning given by the bus driver.
2. If misconduct continues, a "Student Conduct Report" will be made out by the bus driver and submitted to the principal and to the Assistant Transportation Coordinator.
3. The principal will contact the parents and ask for their cooperation (If necessary the bus driver will be consulted).
4. If misconduct continues, the bus driver will again inform the principal (by a "Student Conduct Report") and Assistant Transportation Coordinator.
5. The student will be denied transportation for a period of one week. His/her parents will then be expected to provide the necessary transportation.
6. If misconduct continues, more stringent action will be taken.

A copy of these regulations shall be posted in all schools and copies will be sent to the parents of all elementary students (K-8).

POLICIES & PROCEDURES

POLICIES

Please read all policies on the district website at: [Wall Township Board of Education Policies.](#)

MEDIA RELEASE NON-CONSENT FORM

It is the parent's obligation to inform school administration if they do **not** give permission for his/her child to be part of any media related (newspaper, website, school publications) releases. This form is in the Genesis Parent Portal and must be completed prior to the start of school.

AFFIRMATIVE ACTION

The Wall Township School District does not discriminate on the basis of race, color, creed, relation, sex, ancestry, national origin, or social or economic status. If you have any discrimination complaint, you can contact the Affirmative Action Officer, Michael Scarano at the Board of Education Office. The telephone number is 732-556-2009.

HARASSMENT, INTIMIDATION, AND BULLYING (POLICY AND REGULATION #5512)

The Wall Township Board of Education prohibits acts of harassment, intimidation, and/or bullying. "Harassment, intimidation and/or bullying " means any gesture or written, verbal, or physical act that takes place on school property, at any school-sponsored function or on a school bus and that a reasonable person should know , under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The Wall Township Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

District Anti-Bullying Coordinator

Tiffany Steiner tsteiner@wallpublicschools.org

Elementary Anti-Bullying Specialists

Allenwood - Amanda Smyth asmyth@wallpublicschools.org

Central - Stephanie Crepeau screpeau@walpublicschools.org

Old Mill - Michelle McRoberts Roth mmcroberts@wallpublicschools.org

West Belmar - Stacey McManus smcmanus@wallpublicschools.org

COMPUTER USE AND THE EXTERNAL INTERNET/INTERNAL INTRANET (POLICY AND REGULATION #2361)

The Wall Township Board of Education is committed to the development and establishment of a quality, equitable, and cost-effective electronic communications system. The system's sole purpose shall be for the advancement and promotion of learning and teaching. The district's system will be used to provide district-wide, statewide, national and global communications opportunities for staff and students. Because of the large amount of data available on the Internet, a usage policy must be established to regulate some of the exchange.

Failure to abide by district policy governing use of the district's system may result in the suspension and/or revocation of system access. Student or staff violations may result in

discipline. They may also result in criminal and/or legal action against the violator.

Inappropriate usage includes, but is not limited to, the following:

- Sending or receiving information that can be hurtful or harmful to others. This includes, but is not limited to: profane language; discrimination based on race, religion, ethnic origin, sex, or sexual orientation; pornography or sexually explicit material; and, inflammatory messages;
- Distributing personal information of any kind about oneself or others;
- Creating a computer virus, mail bomb or any other act designed to disrupt the function of the district's computer services; and,
- Accessing the network from an unauthorized station.

If inappropriate conduct is noticed, it is the responsibility of the witness to report it to the administration. The administration is not responsible for any damages that may occur from the use of the Internet. The administration is also not responsible for any inappropriate usage by the Student. The Internet is to be used at the student's own risk, and the student shall be held responsible for his/her own misconduct.

A copy of this policy and regulation is available on the district and school website.

DRESS CODE

The Wall Township Schools have developed a dress code in accordance with Policy No. 5511 and in consultation with staff members, parent(s) or legal guardian(s), and students of this district.

The Wall Township School District requires that a student's dress be neat and clean, not interfere with the educational process, and not be a hazard. In accordance with this section, students are to adhere to the following:

- Shoes must be worn at all times. Shoes must have a back or support strap - NO FLIP FLOPS!
- The length of shorts, skirts, or dresses must be no shorter than mid-thigh.
- Athletic uniforms and bathing trunks are inappropriate attire. Boxer shorts, spandex shorts, or cutoffs are not permissible. All garments must be hemmed.
- Students may not wear tube, tank, halter, spaghetti-strings, or see-through tops. Off-the-shoulder tops and backless dresses may not be worn to school. Sleeveless tops will be permitted as long as the top of the shoulder is covered. Midriffs must always be covered.
- Clothing with large holes and tears in it may not be worn to school.
- Headgear may not be worn indoors. Hats will be confiscated.
- Words or pictures that are not appropriate for the school environment may not appear on clothing.
- Chains, choker studs, or any other similar adornments are prohibited.
- Students are to refrain from wearing sunglasses or tinted glasses of any type in school without a written doctor's recommendation on file with the school nurse.

The administration reserves the right to discipline any student who is not dressed properly. Students dressed inappropriately may be sent home.

USE OF SCHOOL FACILITIES

Organized community groups who wish to use school facilities may apply to the office of the Board Secretary. Approval of such requests is determined by the Board of Education. All groups using our school facilities must have insurance and adhere to adopted Facility Usage policies set by the Board of Education. For more information, please call: 732-556-2022.

REGISTRATION

REGISTRATION OF STUDENTS

A student who transfers from another district should register as soon as possible with the District Registrar, Mrs. Kerrin McGowan. Her telephone number is 732-556-2658. Students registering for the first time should present the following:

- Birth certificate.
- Proof of mandatory immunizations (required by law).
- Transfer card, Report card, Health & Dental Card, etc. from the former district.
- Proof of Residency (municipal tax bill, water/sewer bill, lease agreement).

TRANSFERS

When a family plans to move to another school district, a transfer form must be completed for each child. The following information should be given to the school office at least one week in advance, if possible. Please include your destination, name of new school, and student's last day of attendance.