

SLOCUM SKEWES SCHOOL 2022-2023

650 Prospect Avenue
Ridgefield, NJ 07657
201-943-4299

The Ridgefield Board of Education and the Slocum Skewes School staff believe that the education of children is a shared responsibility between school and home. We recognize the important role parents/guardians play in the welfare and education of their children and in the development of character values. Therefore, we look forward to partnering with you in order to offer your child the best experience possible.

ADMINISTRATION

Mr. Timothy Yang, Principal
Mr. Michael Lennox, Assistant Principal
Ms. Laretta Thrower, Vice Principal
Ms. Annabelle Gonzalez, Supervisor of Instruction

STUDENTS' RIGHTS AND RESPONSIBILITIES

Rights

1. The most important right a student has is the right to a free public education.
2. Students have a right to learn.
3. Students have a right to be safe at school.
4. Students have a right to a clean and pleasant school building.
5. Students have a right to get help from teachers, counselors, and administrators.
6. Students have a right to be respected by others.
7. Every student has a right to due process. That is to say students have a right to a fair set of rules that are applied in a consistent manner.

Responsibilities

1. Students have a responsibility to come to school every day, on time, and prepared to learn.
2. Students have the responsibility not to deny others their right to learn.
3. Students have a responsibility to respect others and self.
4. Students have a responsibility not to act in a way, which threatens, scares, or injures others.
5. Students have a responsibility not to litter or deface school property.
6. Students have a responsibility to ask for help in a polite manner.
7. Students have a responsibility to report acts of harassment, intimidation or bullying to a person in authority.
8. Students have a responsibility to be informed of, and adhere to school regulations and to report concerns to the staff and/or administration.

IMPORTANT SCHOOL INFORMATION AND DISTRICT POLICIES (in alphabetical order)

AFTER SCHOOL DISMISSAL

All students are allowed to go home alone unless the parent/guardian notifies the school to not release the student at dismissal.

ATTENDANCE AND TARDINESS

State law requires regular attendance at school. When a student is absent or late, the parent/guardian must notify the school by contacting the attendance line as soon as possible at 201-943-4299 and Press 1. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. A student is expected to attend school daily and meet at a minimum the state attendance requirement of 90% attendance. Frequent excused and unexcused absences shall be evaluated on a case by case basis. Excessive absences may result in a possible retention at the end of the school year. The

following will be considered an excused absence with the proper documentation: 1. Observance of a religious holiday as approved by the Commissioner of Education, 2. Take Your Child to Work Day, 3. Any other absence approved by the Commissioner of Education.

Excused absences, as in the case of any absence, require verification by a student's parent or guardian. If a child is absent for three or more consecutive days, a doctor's note is required. Please review District Policy 5200 on the school website for complete details of the attendance policy.

CHILD ABUSE OR NEGLECT

If a school employee has reasonable cause to believe that a child has been abused or neglected, he/she has a legal responsibility to report the matter to the New Jersey Division of Child Protective Services (DCPS) who is required to investigate reports.

COMPUTER NETWORK/COMPUTERS AND RESOURCES

Computers, Internet, electronic mail and printers are only for educational purposes. Student use can be denied. No student may install, upload, or download software.

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. All users must acknowledge their understanding of the general policy as a condition of using the facilities. Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for students to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment following all rules and responsibilities set forth in the Ridgefield Board of Education Acceptable Use of Computer Network/Computers and Resources Policy #2361. Parental permission is required for student users.

Standards for Use of Computer Network/Computers

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or

11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

CONTACT INFORMATION CHANGES

Parents/Guardians whose address or telephone number change are required to notify the Board Office at 201-945-7747 ext. 6 and Slocum Skewes school at 201-943-4299.

CUSTODIAL ISSUES

Parents/Guardians must notify Slocum Skewes School in writing about any custodial/guardianship issues. Please provide court documents as proof.

DELIVERY OF FORGOTTEN ITEMS

Forgotten books, homework assignments, lunches, and other items left at home must be brought to the security personnel at the front door. Items will be delivered to the student so learning is not interrupted. Please keep deliveries to items of utmost necessity.

DISCIPLINE

Fair and consistent discipline reinforces expectations for acceptable behavior and individual accountability. All students are bound by the law and policies of the Board of Education. Pupils may be disciplined for misconduct away from school premises and school-sponsored events when that conduct interferes with the administration of the instructional program or jeopardizes the maintenance of order in the school. The staff and administration understand the importance of discussing discipline problems and disciplinary actions with parents. Parents who wish to discuss any situation may contact the school and request a conference with the teacher and/or administrator.

Disciplinary Measures

1. Admonishment

A school staff member in authority will admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

The classroom teacher will direct the pupil to report to the office of an administrator.

3. Deprivation of Privileges

The pupil will be deprived of the privilege of moving freely about the school building, participation in co-curricular or inter/intra scholastic activities, attendance at a school-related social or sports activity, participation in a graduation ceremony, or transportation by school bus.

4. Detention

Detentions are assigned to students who disrupt the learning of students, or the performance of the teacher in the classroom, or for noncompliance of school regulations. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day. After school detentions are for forty-five minutes. Lunch detentions occur during the student's recess time.

5. Grading

A pupil's grade cannot be lowered as a direct penalty for misconduct except if the pupil cheated, plagiarized, refused to submit assignments or otherwise indulged in academic dishonesty.

6. In-school suspension (ISS)

Any student remanded to ISS will be isolated from the student population and placed in the ISS room. All students will be accompanied by the ISS Supervisor for lavatory breaks and to obtain lunch. ISS is from 8:15-2:35 p.m. and any student assigned to ISS must serve the full day.

7. Suspension from School (OSS)

The pupil will be denied the right to attend school for a period of time and not be allowed to participate in or attend any school-sponsored function for the duration of the suspension. The Principal may impose a short-term suspension of up to ten school days in duration. Parent/guardians have the right to appeal the suspension to the Superintendent. Suspensions greater than 10 days are handled in a different manner.

8. Expulsion

Students who continually display serious misconduct which interferes with the opportunity of other students to carry on their learning activities may be recommended to the Board of Education for expulsion. The pupil will be required to withdraw permanently.

Remedial Measures

1. Restitution and Restoration

The pupil will be required to make restitution, in kind or cost, for any loss he/she has caused.

2. Counseling

The pupil will be required to consult with the school guidance counselor to determine the causes of his/her misconduct and to assess the need for a change in educational placement. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, a public or private social agency, or a legal agency.

3. Parent Conferences

The pupil will be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil will be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or administration.

Slocum Skewes Disciplinary Practices

Violation	First Offense	Second Offense	Third Offense
Arson	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Assault	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Assault with Weapon	Parent Contact OSS Police Contact Recommendation for Expulsion	Parent Contact OSS Police Contact Recommendation for Expulsion	Parent Contact OSS Police Contact Recommendation for Expulsion
Bias Language	Parent Contact ISS	Parent Contact OSS	Parent Contact OSS
Cheating	Parent Contact ISS	Parent Contact OSS	Parent Contact OSS
Cutting Class, Leaving Class or Leaving Assigned Location Without Permission	Parent Contact Detention	Parent Contact ISS	Parent Contact OSS
Cutting Detention	Parent Contact ISS	Parent Contact OSS	Parent Contact OSS
Destruction of School, Student or Staff Property	Parent Contact ISS	Parent Contact OSS	Parent Contact OSS
Extortion	Parent Contact ISS	Parent Contact OSS	Parent Contact OSS
Falsifying a Fire or Security Alarm	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Fighting	Parent Contact OSS	Parent Contact OSS	Parent Contact OSS
Gambling	Parent Contact ISS	Parent Contact ISS	Parent Contact ISS
Harassment Intimidation Bullying	Parent Contact Detention or Suspension	Parent Contact ISS or OSS	Parent Contact ISS or OSS
Inappropriate Language	Parent Contact Detention	Parent Contact Detention	Parent Contact ISS
Inappropriate Dress	Parent Contact	Parent Contact	Parent Contact

Violation	First Offense	Second Offense	Third Offense
Interference of the Learning Environment	Parent Contact Detention	Parent Contact ISS	Parent Contact OSS
Inappropriate Behavior on School Bus	Parent Contact Detention	Parent Contact ISS	Parent Contact OSS
Insubordination/Open Defiance of Authority	Parent Contact Detention	Parent Contact ISS	Parent Contact OSS
Misuse of Computer Networks or Computers	Parent Contact Detention	Parent Contact ISS	Parent Contact ISS
Misuse of Electronic Devices	Parent Contact Confiscation of Device	Parent Contact Confiscation of Device Detention	Parent Contact Confiscation of Device ISS
Smoking on School Grounds	Parent Contact ISS	Parent Contact ISS	Parent Contact OSS
Substance Abuse	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Terroristic Threat	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Theft/Damage	Parent Contact ISS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Truancy	Parent Contact Detention	Parent Contact ISS	Parent Contact OSS
Possession of an Explosive Device	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Vandalism	Parent Contact Detention	Parent Contact ISS	Parent Contact OSS

DRESS CODE

Student dress and grooming shall reflect appropriateness, cleanliness, and safety within the classroom and school activities. The administration reserves the right to make the decision as to whether or not student dress fits the below categories.

1. Footwear must be worn at all times.
2. The following apparel is prohibited:
 - a. See-through blouses.
 - b. Bare midriff blouses and or shirts.
 - c. Halters.
 - d. Net shirts and tank tops without tee shirts underneath.
 - e. Strapless tops.
 - f. Sun glasses.
 - g. Pajama Pants.
 - h. Short shorts and skirts (see item #3 below).
 - i. Clothing with cuts, rips, or holes deemed inappropriate.
 - j. Clothing with references to alcohol, tobacco, or drugs.
 - k. Shirts that reveal any part of the torso and or midriff.
 - l. Anti-Religious, anti-racial, or obscene dress.
 - m. Clothing with inflammatory statements.
 - n. Hats, headbands, bandanas and skullcaps.
 - o. Outdoor jackets.
3. The length of appropriate shorts and skirts must be longer than the fully extended hand held at the student's side.

DRILLS

The school conducts fire, safety and evacuation drills. Two required drills are conducted each month. Safety Drills are practiced to prepare for dangerous situations in the building. Evacuation Drills involve students leaving the building and going to a safe zone. Students must move in a prompt, silent and orderly fashion.

EARLY DISMISSAL

When possible, dental or doctor appointments should be made when school is not in session. Students will not be released to other individuals such as a family friend, adult sibling, or the parents of other children if their names are not included on the Primary contact information or without written authorization from the student's parent/guardian.

EMERGENCY SCHOOL CLOSINGS and DELAYED OPENINGS

1. The Superintendent of Schools will activate the BlackBoard Connect system to inform you of an early dismissal, delayed opening or school closing. All school activities are cancelled including the Latchkey program.
2. The Ridgefield Public Schools will remain closed to pupils for the full day in case of an emergency closing.
3. Delayed Opening– School day will begin at 10:00 AM. Adult supervision is not available until 9:50 AM.

EQUAL ACCESS TO EDUCATIONAL PROGRAMS

It is the policy of the Ridgefield Schools not to discriminate on the basis of race, color, creed, religion, sex, national origin, or handicaps in its educational programs or activities as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1.1. Inquiries regarding compliance may be directed to the Affirmative Action Officer. Such harassment is a denial of equal educational opportunity. Parents or pupils may contact the school administration with any concerns.

GRADING SYSTEM

Grades in each subject are determined by student's achievement, interest, application, and sense of responsibility. The marking system is as follows:

A+ 97-100	A 94-96	A- 90-93
B+ 87-89	B 84-86	B- 80-83
C+ 77-79	C 74-76	C- 70-73
D 65-69		
F BELOW 65		
I INCOMPLETE (Students will have ten days from the end of the marking period to complete any work that was missed. Students who do not submit the make-up work will receive a failing grade for the marking period.)		

HARASSMENT, INTIMIDATION OR BULLYING (H.I.B.)

“Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed

consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C.6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

HEALTH SERVICES

Illness

The nurse's office is the only place students report for illness or injury. Under no circumstances should a student who feels ill leave the building without seeing the nurse. The nurse contacts the parent/guardian and describes the situation as needed.

Accident

A student should report any accident to the nurse immediately so that a detailed accident report can be submitted. If the accident occurred out of school, parents/guardians should see the nurse.

Physical Examinations, Immunizations and other Mandated Tests

The nurse sets up physical examinations for students. Health records of students are compiled in accordance with State regulations. Students who fail to comply with health regulations will be excluded from school until required immunizations, physical examinations, or other mandated tests are completed.

Medication

The nurse is the only person allowed to administer medication except for the students that have proper authorization to self-administer medication for asthma or other potentially life-threatening illness or allergic reaction. The nurse must have prior knowledge of the need to self-administer the medication. If a student does use the medication, the nurse must be informed of each incident. Please contact the nurse for additional information and forms needed.

HOMEWORK

The responsibility to do homework lies with the student. The classroom teacher is responsible for monitoring this responsibility through frequent contact with the student, parent(s) as necessary, and guidance counselor when appropriate.

HOMEWORK REQUEST

In grades 3-8, parents should log onto Schoolwires teacher websites in order to access their child's homework in the event of absence. In general, pupils will be allowed twice the number of absent days(s) to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

HONOR ROLL (GRADES 6 - 8)

High Honor Roll	First Honors	Second Honors
All "A's"	No more than 1 "B" and All other grades "A"	All "B's" or better

INSURANCE

Voluntary student accident insurance is available for a fee to all students. If a parent/guardian needs help with medical insurance, please contact the nurse. Application can be found on www.ridgefieldschools.com under Health Services.

INTERVENTION AND REFERRAL SERVICES TEAM (I&RS)

A pupil who is experiencing difficulty in the classroom may be referred to the I&RS team by the classroom teacher(s) or by his/her parent/guardian. The I&RS team plans for appropriate interventions or referral services.

LOST AND FOUND

All articles found in the building or on the school grounds should be turned in to the Lost and Found located in the stairwell by Room 111. Valuable items such as cell phones, wallets or jewelry should be returned to main office. If unclaimed after a reasonable amount of time, the lost articles will be given to charity.

LUNCH PROGRAM

Slocum Skewes School offers a Free or Reduced Breakfast and Lunch Program funded by the Federal/State Government. If a parent/guardian would like an application, please see the main office staff. **A new application must be submitted each school year**. All regulations of the subsidizing agency must be observed. Please check www.ridgefieldschools.com for the lunch menus.

REPORT CARDS

Report cards are designed to help the parent/guardian monitor their child's academic performance. Parents/guardians and students are encouraged to review the reports together and to contact the teacher(s) and/or guidance counselor as needed. Parent/guardians will be notified of the possibility of a failing grade at the midpoint of the marking period. All progress reports and report cards for grades 3-8 are made available to parents via the Genesis parent portal. A BlackBoard Connect message will alert parents/guardians as to when progress reports and report cards may be accessed online.

PUPIL RECORDS

The parents/guardians or authorized government agencies have access to pupil records. All pupil records will be securely maintained under lock and key.

RETENTION

A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent/guardian. Every effort should be made to remediate a pupil's deficiencies before retention is recommended. Classroom teachers shall recommend to the Principal retention. Parent/guardian may appeal a retention decision to the Principal. The parent/guardian will be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than March of the school year when the possibility of a pupil not being promoted is determined. A student is expected to attend school daily and meet at a minimum the state attendance requirement of 90% attendance. See board policy 5410 – Promotion and Retention for additional information.

SAFETY POLICY

The Board of Education recognizes the safety of its students with the utmost importance. The School Business Administrator/Board Secretary shall oversee the maintenance of all facilities and equipment to provide a safe learning environment. The district curriculum shall include courses in safety as required by state law.

SCHOOL MATERIALS and PROPERTY

The student is responsible for the proper care and use of school materials and property. Pupils are to cover the book and write their names in all books. Students will be charged replacement costs for any lost or damaged school material. Pupils who cause damage to school property shall be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from pupil whose payment of a fine is in arrears. Fines and penalties schedule is available in the main office.

SEARCH LOCKERS, DESKS AND OTHER STORAGE FACILITIES

The Principal/Designee may inspect lockers, desks or other storage facilities provided for use by students, as long as there is reasonable suspicion that the search will reveal evidence that the student has violated either the law, rules of the Board of Education, or health and safety concerns of the students.

SUBSTANCE ABUSE

The Ridgefield Board of Education prohibits the use, possession, and/or distribution of a controlled dangerous substance on school premises, at any event away from school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board. Substance means alcoholic beverages, controlled dangerous substances, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes, and over-the counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system. A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline, which may include notification to the Ridgefield Police Department, suspension or expulsion. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent/guardian of the pupil. Parent/legal guardian permission is not required for the school's physician or emergency room examination. Copies of Ridgefield Board Policies and Administrative Procedures are available on request.