

VALLEY VIEW MIDDLE SCHOOL 2020 - 2021



Excellence on the Hill

50 Valley View Road
Watchung, NJ 07069

Main Office: 908-755-4422 * Fax: 908-755-4035
Attendance & Message Line: 908-755-4422
Website: www.watchungschools.com/watchung/Valley+View

Principal: Mrs. Karin L. Kidd

IMPORTANT WATCHUNG BOROUGH CONTACT INFORMATION

Valley View School:

Main Office 908-755-4422 Mrs. Kathy DiFranco Ext. 1070
Mrs. Audrey Bolton Ext. 1060

Principal: Mrs. Karin Kidd
Dean of Students: Mr. Chris Mehl

Counselor: Mrs. MacLeod Ext. 1150
Nurse: Mrs. Suczewski Ext. 1090
Attendance Line Ext. 1071—*report absence or lateness by 8:30 a.m.*
District & Board Office 908-755-8121
Business & Transportation Office 908-755-8536

Parent Resources Grading Info: <https://parents.genesisedu.com/watchungschools>

Emergency Closing/Opening District Web-Site www.watchungschools.com

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Greetings Valley View Students

Dear Student and Families,

Welcome to the Valley View Middle School family! This handbook contains information about the programs, policies, and procedures in place at Valley View. It will serve to help make your middle school experience both positive and rewarding. Each student and parent/guardian is required to read this handbook to ensure an understanding of the expectations. Do not hesitate to contact the faculty or staff for clarification and guidance should you need it.

“Excellence on the Hill” can only be achieved by having a dual focus on academic achievement and social & emotional learning for all of our students. The dedicated staff at Valley View will provide the academic and emotional support necessary for every student to be successful.

E-blasts from the principal, the district, and the PTO will be sent regularly to keep your household informed. It is critical for families to be on these contact lists for optimal communication.

All my best,

A handwritten signature in black ink that reads "Karin Kidd". The signature is written in a cursive, flowing style.

Mrs. Karin Kidd, Principal

Building/Administrative Procedures

Attendance/Absences

The Watchung Borough Board of Education requires students enrolled in Watchung Borough schools to attend school regularly in accordance with the laws of the state. The consistent contact with students in the classroom with one another and their participation in a well-planned instructional activity under the direction of our faculty is vital to our students' success. Parents are encouraged to work in partnership with their children and school to minimize excessive or unnecessary absenteeism.

Attendance Policy

The Watchung Borough Board of Education recognizes its responsibility to provide a thorough and efficient education for every student within the district in keeping with the prevailing laws of the State of New Jersey. In order for administrators and teachers to successfully fulfill their responsibilities to students, it is essential that all students accept their responsibility to attend school as scheduled, and that parents/guardians support and reinforce their child's regular attendance. To conform to state regulations, school districts define "**excused**" and

"**unexcused**" absences as:

An "**excused absence**" is a student's absence from school for a full day or 4+ hours of a day for one or more of the following reasons

- The student's illness supported by a written letter from the parent upon student's return to school at the principal's discretion;
- Personal illness (health care provider documentation) ***On office script pad or stationary - Must include the diagnosis, duration of absences to be excused, and date of appointment. ***
- Professional appointments that cannot be scheduled during non-school hours (health care provider documentation),
- School sponsored curricular/co-curricular activities held during the school day or requiring early dismissal,
- Court appearance (court notice to appear),
- Family illness or death,
- New Jersey state approved religious holidays pursuant to N.J.S.A. 18A: 36:14 and Take your Child to Work Day.
- Where appropriate, when consistent with Individualized Education Programs,
- Suspension from school.

An "unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed above. Though a student may be absent with parental approval for reasons other than those listed above, the absence will be defined as verified but "**unexcused.**" *It is also recognized that the parents/guardians may not always take their child to the doctor every time he/she is sick. The district assumes that the "unexcused" absences will be used when it is necessary to miss school and documentation cannot be provided. "Unexcused" absences are not considered truancy unless the student is absent without parental consent.*

Truancy

Truancy is a student's absence from all or a part of the school day without the knowledge of the student's parent/guardian. A pupil will also be considered truant if he/she:

- Leaves school at lunch time without a pass,
- Leaves school without permission when school is still in session,
- Leaves class because of illness and does not report to the school nurse, or
- Is present in school but is absent from class without approval. Such truancy from class is a "classcut"

Notice to School of Student Absence

Parents should report a student's absence using the attendance line or Parent Portal as early as possible. **This does not “excuse” an absence but informs the school that your child is absent with your knowledge and is not truant.** The student’s absence will be deemed either “**excused**” or “**unexcused**” based upon the documentation explaining the reason for the absence (s) that is presented to the Main Office by the student following their return to school. The school will make every effort to contact parents/guardians of any student who is absent for whom notification was not received.

School Response to Unexcused Absences

N.J.A.C.6A:16-7.6, school staff responses for unexcused absences are as follows:

For up to four cumulative unexcused absences, the school district shall: make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day; make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parents; identify in consultation with the student’s parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance; proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and cooperate with law enforcement and other authorities and agencies, as appropriate.

For between five and nine cumulative unexcused absences, the school district shall: make a reasonable attempt to notify the student’s parents of each unexcused absence prior to the start of the following school day; make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parents; evaluate the appropriateness of prior action taken; develop an action plan to establish outcomes based upon the student’s patterns of unexcused absences and to specify the interventions for supporting the student’s return to school and regular attendance, which may include any or all of the following: refer or consult with the building’s intervention and referral services team (I&RS, pursuant to N.J.A.C. 6A:16-8; conduct testing, assessments, or evaluations of the student’s academic, behavioral, and health needs; consider an alternate educational placement; make a referral to or coordinate with a community-based social and health provider agency or other community resource; refer to a court or a court program; proceed in accordance with N.J.S.A.9:6-1 et. Seq. and N.J.A.C.6A:16-10, if a potentially missing or child abuse situation is detected: and engage the student’s family. Cooperate with law enforcement and other authorities and agencies, as appropriate.

For cumulative unexcused absences of 10 or more, a student, between the ages of six and 16, is truant, pursuant to N.J.S.A. 18A:38-25, and the school district shall: make a determination regarding the need for a court referral for the truancy; continue to consult with the parent and the involved agencies to support the student’s return to school and regular attendance; cooperate with law enforcement and other authorities and agencies, as appropriate; and proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and a court referral may be made as follows: when unexcused absences are determined by school officials to be violations of the compulsory education law, pursuant to **N.J.S.A. 18A:38-25**, and the district board of education’s policies, the parent may be referred to municipal court; a written report of the actions the school has taken regarding the student’s attendance shall be forwarded to the municipal court; or when there is evidence of a juvenile-family crisis, pursuant to **N.J.S.A. 2A:4A-22.g**, the student may be referred to Superior Court, Chancery Division, Family Part; a written report of the actions the school has taken regarding the student’s attendance shall be forwarded to the juvenile-family crisis intervention unit.

For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student’s individualized education program, pursuant to 20 U.S.C 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in **N.J.A.C. 6A:14**; accommodation plan under 29 U.S.C. 794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to **N.J.A.C. 6A:16-2.3(b)5xii**.

Arriving to School and Class

Students arriving to school **after the homeroom bell** are to report to the Main Office to get a late pass before reporting to class. This will prevent the student from being marked absent. Parents will be notified by a teacher, school counselor, or school administrator when students are excessively late to class or school. Students arriving prior to 8:00AM will wait in the school's vestibule. Parent drop off is located on Valley View Road. Please do not drop students off prior to 8:00 AM. Arrivals after 8:15 AM should report to the Main Office.

After-School Activities

Students who remain after-school must be under the direct supervision of a teacher, activity sponsor, coach, or other staff member at all times when they are in the building – students will not be permitted to roam around the building or go into unsupervised areas inside or around the building.

Backpacks

Backpacks are permitted to and from school but must be stored in student lockers during the school day. For safety reasons only the drawstring bags are permitted to and from classes. (For the start of the 2020-2021 school year, lockers will not be utilized. Each student will keep belongings at his/her seat.)

Dances/Socials

Dances/socials will be scheduled during the school year. Staff and parents will be present to chaperone each of the events. Valley View dances are for Valley View students only. *Each dance will run from 7:00 - 9:00 p.m., and students will not be allowed to enter after 8:00 p.m.* Upon entering, all students must sign in and purchase a ticket for entry. Students are expected to conduct themselves in a manner suitable to the activity, and must be dropped off and picked up at the school by a parent/guardian. Once a student has entered the dance he/she must remain for the entire dance. Students who leave the building without adult permission and supervision will be subject to disciplinary action. PARENTS SHOULD DROP STUDENTS OFF AT 7:00 P.M. Students will not be released from the dance until an adult comes to pick them up. All school rules apply during dances. Suggestive dancing will not be allowed. Students who do not follow these guidelines may not be able to attend future dances/socials.

Early Dismissal/Release Requests

Parents may provide a written request to sign a student out before the end of the school day. The note must include: student name, date/time of departure, reason for leaving, name of person picking student up, parent/guardian signature, daytime telephone number. It is the student's responsibility to get permission to take the note to the Main Office during the Homeroom Period. Parents will need to report to the office to sign students out of school, and back into school if the student will return before the end of the school day. Parents must provide a picture ID when signing students out.

Emergency Closing

In the event that the school must close early, students will take their usual routes home. Students should make sure they talk with their parents about what they should do in the event that no one is home when they arrive. **There should always be a back-up plan that students can follow – parents should discuss this with students periodically throughout the school year. Any closings due to inclement weather will be posted on the District Web-Site.**

Field Trips

A field trip is an optional activity that is planned to enhance or expand the educational programs at VV by providing an experience not available in the regular classroom. Parental permission must be obtained prior to the date of the event for the student to participate. The school reserves the right to exclude a student from a field trip if attendance and/or behavior are of concern.

Counseling Services

Our middle school counselor assists students with educational plans and with personal problems. The counselor also meets with small groups of students to provide information and assistance; promote productive study skills; help orient new students; provide mediation when necessary; oversee the administration of the standardized programs; and work with parents and guardians, teachers, and students to develop cooperative plans for solving student problems.

Report Cards and Parent Resources Grade Reports: Marking period grades will be available online through Genesis - Parent Resources at the end of each marking period. Upon parent request a hard copy of the 1st- 4th quarter reports will be mailed home. Parents are also encouraged to log onto Parent Resources to see the posting of student grades during a given marking period. Please refer to the district web-site for more information about how to sign up for an account and password for Parent Resources.

Grading and Report Cards: The following table provides guidelines for interpreting numerical grades:

"A" Range = 90-100 (A, A-, or A+)

"B" Range = 80-89 (B, B-, or B+)

"C" Range = 70-79 (C, C-, or C+)

"D" Range = 65-69 (D)

"F" Range = 64 or below – Failure

- Students receiving three grades of "F" in four marking periods will fail for the year.
- No grade will be lower than 50 for marking periods 1, 2, and 3 – marking period 4 grade is the actual grade earned for the marking period.

Honor Rolls: Students receiving grades of 90 or better in all subjects qualify for the Principal's Honor Roll; students receiving grades of 80 or better in all subjects qualify for the Honor Roll.

Harassment/Intimidation/Bullying (HIB): Policy #5512

“Harassment, intimidation or bullying: means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated either 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 (handicap) disability, or by any other distinguishing 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 the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]

- a. 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; [or]
- b. Creates a hostile educational environment at school for the student; [or]
- c. Infringes on the rights of the student at school by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.”

Consequences for bullying are determined by the acts committed, not whether the incident is labeled as bullying or not.

Student Conflict: All other negative interactions between students (ranges from mild to severe). Although the school may need to take action concerning student conflict or unintentional harm of one student towards another, not all acts are considered bullying. In any case, all such matters will be investigated, and based upon what the investigation reveals, appropriate action will be taken.

If you would like to file a formal complaint regarding Harassment Intimidation and Bullying, please contact Mrs. Karin Kidd at kkidd@watchungschools.us The principal will review all incidents before forwarding to the Anti-bullying Specialist, Mrs. MacLeod.

Health Services/School Nurse

Valley View has a full-time nurse to promote the general health of our students. The nurse’s duties include conducting vision and hearing and scoliosis screening/tests, and arranging for physical exams. The nurse is not required to treat old injuries or change bandages. Physical exams are required to participate in after-school sports, and to receive working papers. The nurse will provide forms and information to students and parents.

*Students who are ill should be kept home and use the family doctor as needed. **THEY SHOULD NOT BE SENT TO SCHOOL FOR DIAGNOSIS OF HEALTH PROBLEMS.** We want to minimize the possibility of transmitting diseases. If a student becomes ill during the day, our school nurse is available. The administration of medication to students shall be done **only in exceptional circumstances**, such as when the student’s health may be jeopardized without the medicine. If a student’s doctor has prescribed medication to be given during school hours, the medication must be brought to the school nurse at the start of the school day – *this also includes over-the-counter medications*. All medication **MUST** be in the original, labeled container or package. **Written permission from the parent for the school nurse to administer the medication is also required. STUDENTS MAY NOT CARRY MEDICATIONS WITH THE EXCEPTION OF EPI-PENS AND/OR INHALERS; PROVIDED THAT A SIGNED PERMISSION SLIP FROM THE PHYSICIAN HAS BEEN FORWARDED TO THE NURSE AT THE START OF THE SCHOOL YEAR. It is not the obligation of the nurse or the school to provide medication.**

Homework

It is the responsibility of every student to record and complete all homework assignments. If a student appears to be struggling with classwork or homework, parents should immediately contact the teachers(s). If the difficulties appear pervasive, or social and emotional in nature, parents should contact the counselor as well. **If a student is absent for more than two days due to an extended illness, teachers will provide requested work.**

Once the request for work is made, please allow 24 hours for the work to be provided by the teacher.

Requested work may be picked up in the Main Office if not available online.

Locker/Backpack Search & Seizure

The school administration (or staff/faculty designee) reserves the right to search all student lockers and/or backpacks at any point in order to maintain the safety and security of all students and staff in the building.

Personal Electronic Devices and Cell Phone use

Valley View recognizes the variety of ways technology can be used appropriately in school; however, there are also numerous ways it can be used inappropriately. As a result, **the use of personal electronic devices (cell phones, cameras, I-Pods, I-Pads, MP3 players, Kindles, laptops, etc.) is not permitted during the school day unless approved by a teacher or administrator for a specific purpose and time frame.** Any staff member may take a device if a student is using it without permission. Once a device is taken, a parent may be required to pick it up.

The administration reserves the right to hold a device of repeat offenders for an extended time period.

Security/Fire Drills and Procedures

New Jersey State requires that every school conduct at least one security drill and fire drill per month. There are important safety measures in place in the event of an emergency. All safety plans will be shared and taught to all students during the opening of the school year.

Student Dress and Appearance

Students are strongly encouraged to make appropriate choices with regard to clothing. The selection of appropriate clothing and footwear is essential to maintaining a serious learning environment. Clothing and items that are distracting, suggestive, contribute to a hostile environment or marginalizes any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size are prohibited. *Examples* of inappropriate attire would include, but are not limited to:

- Garments which reveal underwear and/or expose your stomach or mid-section/or plunging revealing necklines
- Pants which fall when a student is walking and must be hand-held, or those which expose underwear
- T-shirts with oversized armholes, shirts without straps, and shirts showing completely bare backs
- Excessively short skirts and/or shorts, spaghetti straps, halter tops, tube tops, and other revealing and/or suggestive clothing
- Clothing and accessories related to sex, substance, violence, or are offensive to any national, ethnic, religious, or gender group
- Clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied

In the event a student arrives at school dressed inappropriately, a parent will be notified, and asked to replace the garments in question. Hats and other head coverings worn by students without administrative approval will be confiscated by a staff member unless approval has been granted. Requests to wear hats due to a medical condition or religious custom must be presented to a school administrator.

Flip flops are strongly discouraged– the school will not be held liable for accidents/injuries incurred as a result of the wearing of this type of footwear.

****It will be at the discretion of administration whether or not clothing may be deemed inappropriate.***

Transportation Services

Bus assignments are assigned by transportation office, and may be changed by the transportation office or school administrators at any time during the school year – parents will be notified in extreme cases as determined by the school and transportation personnel. **Students are not authorized to ride any bus other than their assigned buses, and must board and get off the bus at their assigned stops. ALL school rules apply while riding the school bus.**

Bus Regulations and Safety Procedures:

1. The bus driver is in full charge of the bus. Any situation that needs attention should be reported to the bus driver. Please be mindful that the drivers are focused on the safety of every rider, and should not be distracted while driving unless an emergency is being reported.
2. Be at your designated “pick-up” stop 5 to 10 minutes prior to the scheduled arrival time.
3. Wait for the bus to come to a FULL STOP before trying to board or get off the bus.
4. Be respectful of neighborhood lawns and property. **Student behavior reflects upon the reputation of family and school.**
5. For personal safety, do not put hands, arms, and/or heads out of bus windows.
6. Keep the bus neat and clear of all trash. Avoid damaging bus seats and other equipment.
7. Never throw anything out of the bus windows or door.
8. Once you are seated on the bus immediately put your seatbelt on.
9. Profanity, bullying, harassment, and the use of substances will not be permitted on the bus.
10. Never run into a street or parking lot when buses are in motion.
11. Remember that riding a school bus is a privilege. State law supports that: *Pupils may be excluded from the bus for disciplinary reasons by the school administrators or other designee, and parents shall provide for transportation to*

and from school during the period of such exclusion.

12. The Transportation Department has installed video cameras on some of the buses in order to assist the drivers and the Administration with the management of student behavior.

Activities and Supports for Students

Valley View Middle School offers many programs, clubs, sports and learning experiences to help students get the most from their middle school experience. The PTO, WEF, SEPAG and other community groups sponsor many assemblies and programs in conjunction with school administration and teachers that are not only aligned with the curriculum but are also helpful in building social and emotional intelligence. A number of clubs and activities will be offered to students throughout the year. We encourage every student to find at least one to be a part of!

Some possible clubs and sports may include:

Fall Intramural Sports
Girls' Basketball
Girls' Softball
Yearbook Club
Community Outreach Club
VV Theater
School Newspaper
Environmental Club
Peer Mediators
Math Club
Girls on the Run
TREP\$

Boys' Basketball
Co-ed Spring Track and Field
Boys' Baseball
Student Council
Cheerleading (Winter)
Photography Club
World Culture Club
Jazz Band
District Honor Band
Select Choir
History Club
Technology Club

ACADEMIC INTEGRITY

One goal of Valley View is to offer guidelines for Academic Integrity, and to avoid activities that qualify as *cheating* or *plagiarizing*. According to Webster's New College Dictionary, 2001, a person cheats when engaged in acts that are dishonest or unfair in order to gain an advantage. Plagiarism is the act of stealing and using the ideas and writings of someone else as one's own.

The most common forms of cheating or plagiarism occur when a student:

- Submits a paper written entirely or partly by another person.
- Copies another student's homework (even with permission from peers).
- Copies from another student during an assessment.
- Obtains and submits a paper off the Internet or other electronic media.
- Uses "Cut & Paste" in lieu of original production.
- Copies a published author's words, phrases, sentences, or ideas (published authors, periodicals, encyclopedias, and Internet sites) without citation.
- Talks to another student before or during an assessment or about the assessment, thus providing an advantage to the student prior to taking the test.
- Changes an answer after the paper/assessment has already been graded.
- Creating a Google Education tool to impersonate any staff member or student via any avenue, social media or other.

Violation of Academic Integrity Policy

If/When a student makes the mistake of academic dishonesty on a graded assignment or assessment, the following policy will be implemented in all grades and content disciplines:

1st Offense = The content discipline teacher will write up an office referral, informing administration of the incident, as well as communicate the incident with the parent/guardian. The Student will engage in a restorative action (to be determined by the teacher or administration), and be given the opportunity to complete a retake for up to 60%.

Subsequent Offenses = The content discipline teacher will write up an office referral, informing administration, who is now tracking the incidents so that a pattern is not created. In addition to contacting the parents/guardians, administration will continue the progression of restorative practice and consequences. The student will still be permitted to retake for up to 60%.

How do we maintain the Social Integrity of the School Environment?

The ultimate purpose of student management and school discipline is the development of *self-management* and *self-discipline*. We strive to be consistent, firm but fair, and aware of the pride and dignity of every student. *We ask that throughout the year all parents discuss the meaning of self-management and self-discipline, as well as appropriate school and bus behavior with their children.*

While in school, students demonstrate social responsibility by respecting the rights and properties of others and working cooperatively with all members of the school community. We expect students to follow the school and classroom rules. **Our goal is for every student to feel safe and accepted while they are at school. Students are responsible for their behavior** while on their way to and from school, while riding the bus, and during the school day or school-sponsored activities. Additionally, the school reserves the right to intervene in any case or student action that may have occurred off-campus that causes disruption to the school day/environment.

Student Disciplinary Guidelines

Valley View students are expected to demonstrate the behaviors consistent with our Student Code of Conduct. When offenses occur, faculty and administration will use a restorative approach to correct the behavior, repair harm done, and provide a physically and emotionally safe learning environment.

We utilize a multi-tiered system of support, pro-actively supporting all students and providing targeted and intensive interventions for students with higher levels of need. After harm or conflict, restorative responses help to address the root cause of the problem and ensure that students are held accountable, take ownership, and use this as an opportunity to learn and correct future behavior.

Logical consequences are administered based on the nature of the offense. A logical consequence is any response to student misbehavior that is directly related to the misbehavior, and is intended to repair harm done and prevent future problems. All behavior incidents should be handled on a case-by-case basis, and consequences should be determined based on the root cause of the behavior.

Students not meeting behavioral expectations after the intervention or restitution, may result in additional remediation and may be considered a student in poor standing. Students “not in good standing” can be restricted from participating in extracurricular activities including field trips, socials, club/sport team membership. Additionally, a student may be suspended and not permitted to return to school until a mandatory parent conference is held. After going through the intervention, all students who have been removed from the classroom/school are welcomed back into the school community.

NOTE: It is at the administrator’s discretion to reserve the right to impose greater consequences based on circumstances.

Drug and Alcohol Policy

Students are prohibited from the possession, use, sale, and/or distribution of any substance on school property, while being transported by the school, or at any school-sponsored activity. Substance means all alcoholic beverages, all controlled dangerous substances, anabolic steroids, tobacco products, and any prescription and over-the-counter medication. **Any medications authorized by a doctor or parent must be brought to the School Nurse with specific directions for dosage administration, etc.** Violations of this policy will result in suspension, police notification, and other actions listed in the Board of Education policy. In addition, the School Nurse and Counseling and/or Special Services staff will be involved to work with the student. **STUDENTS ARE PROHIBITED FROM SMOKING AND USING SMOKELESS TOBACCO AND THE POSSESSION OF SUCH PRODUCTS OR LIGHTERS** on school vehicles, in **any school building, or on school grounds during the regular school day, or at any after-school or evening school-sponsored activity. Please consult the district website for complete information on any and all school policy.**

Threats of Violence or Violent Acts: All reported threats of violence will be investigated. All threats will be taken seriously and the proper authorities will be notified. Students found making threats or engaging in violent behavior may be subject to suspension/expulsion, evaluation by a psychiatrist, and police intervention.

Weapons: In accordance with Board Policy and in agreement with Watchung Borough Law Enforcement, students who are found possessing a weapon in school, on school grounds, or on school transportation will be subject to suspension or expulsion. In addition, criminal charges may be filed with the Watchung Police Department.

Examples include, but are not limited to:

Guns - Loaded or unloaded revolvers, BB guns, pellet guns, stun guns, air guns, dart guns, rifles, or shotguns, any device capable of firing a solid projectile, flammable or explosive substance, including pepper spray and mace.

Knives - Pocket Knives, hunting knives, switchblades, box cutters, etc.

Other – Pipes, tire irons, brass knuckles, slingshots, whips, bands studded with metal, or any flame producing device.

Watchung Board of Education Acceptable Use Policy for Using the Watchung Borough School District Network

It is the goal of the Watchung Borough School District (WBSD) Network to promote educational excellence by facilitating resource sharing, information access, and communications. Access to and educational use of the information available from the Internet and other electronic communication sources are consistent with the goals and objectives of the district.

The Watchung Borough Board of Education firmly believes that the information available through access to such sources as the Internet is invaluable to our students and far outweighs the potential for our students to be exposed to controversial material. It is the student's responsibility to access information specifically related to curriculum goals and objectives and to use that information appropriately. This information includes all electronic and Internet based sources including, but not limited to websites, electronic mail, information and news, software, wikis, blogs, discussion groups and other social media.

WBSD educators will provide guidance and instruction to the students in the appropriate use of such resources. The board of education expects that students will use appropriate and responsible behavior on the school network and in the accessing of all electronic information as independent researchers. Student conduct while using the WBSD network is to be in keeping with board of education policy for general school behavior (Policy 5500 and 5600).

To this end, the Watchung Borough School District retains the following rights and recognizes the following obligations:

- To monitor the use of online activities.
This may include real-time monitoring of network activity, file storage and/or maintaining a log of all activity for later review.
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to WBSD-owned equipment and, specifically, to exclude those who do not abide by the WBSD's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
- WBSD reserves the right to restrict online destinations through software or other means.
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

- Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the WBSD.
- Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
- Every effort is made to provide staff with the resources necessary for classroom instruction. Posting school related content to external resources beyond the scope of the district, without direct district authorization, is not permitted.

All use of the WBSD network must be in support of educational and research objectives consistent with the mission and objectives of the WBSD. Proper codes of conduct in all electronic communication must be used.

The smooth operation of the WBSD network relies upon responsible use of the network and requires the adherence to ethical and legal use of this resource. Access to the WBSD network is a privilege, not a right; therefore, students will be permitted to use these resources upon the submission of an agreement form signed by the student and by the minor student's parent/guardian at grade K (no student signature), grade 5, and upon entry to the school district. The signed Acceptable Use Policy form will be kept on file as a legal binding document. Failure to comply with the agreement for acceptable use may result in the student's loss of access to the WBSD network as well as other disciplinary and legal actions.

Staff will be required at time of employment to sign an Acceptable Use Policy as well. These signed Acceptable Use Policy forms will be kept on file as a legal binding document

AGREEMENT FOR ACCEPTABLE USE OF THE WBPS NETWORK AND EQUIPMENT

District electronic devices a student uses may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If school district equipment is issued to a student for use outside the district, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per. N.J.S.A.18A:36-39 (P.L. 2013, c. 44).

STUDENT

I acknowledge that the Watchung Borough Board of Education grants permission to me for academic, non-commercial use of district computer facilities, district software, and electronic information resources referred to as the WBSD network (Watchung Borough School District Network). I also acknowledge that policies and procedures which require classroom teachers and library/media specialists to monitor and restrict access to inappropriate material are in place, but the Watchung Borough School District cannot monitor users at all times and thus cannot guarantee that students will not gain access to educationally inappropriate material. **Therefore, I will not hold the Watchung Borough School District responsible for any inappropriate material acquired from this network.** In addition, I understand that the Watchung Borough School District does not assume responsibility for the accuracy or reliability of information obtained through access to remote sites.

- I agree not to use the WBSD network, including any of its communication facilities, in any way, which deliberately diminishes or interferes with the use the network of others. This includes, but is not limited to:
 - Unauthorized access to restricted files, directories or information
 - Attempts to gain access to restricted files, directories or information
 - Deliberate attempts to crash or obstruct another's use of a system or network
 - Theft of hardware, software, and computer related supplies
 - Intentional activities around the computer that result in damage to computers, software or information
 - Wasting finite resources
- I understand that only software authorized by the Board of Education will be used on the WBSD network; therefore, I will not install or copy any unauthorized software on any district computer. Furthermore, I acknowledge the right of the Board of Education's staff to immediately remove any files or programs placed upon the network not intended for educational use.
- I agree to use the WBSD network and all devices on it in accordance with acceptable conduct as defined in Board of Education policy. Unacceptable conduct includes, but is not limited to:
 - Using the WBSD network to acquire, copy, transmit, display, receive or print lewd, indecent, vulgar, offensive or inappropriate text, pictures, audio or video
 - Using the WBSD network to acquire, copy, transmit, display, receive or print harassing, demeaning, or offensive speech or materials.
 - Transmitting or posting any material in violation of local, state, or federal law including copyrighted materials, and threatening or obscene materials
 - Using another's account and/or password
 - Sharing of one's account and/or password
 - Commercial or illegal use of the WBSD network for financial gain or fraud
 - Accessing materials which the administration considers inappropriate
 - Attempting to bypass system filters and monitors to gain access to content normally not allowed
 - Attempting to the privacy of others by using the WBSD network to obtain private information about others, post private information about another person, or re-post a message that was sent to them privately without permission of the person who sent the message;
 - Revealing or displaying my personally identifiable information, including the name, address, photographs, social security number, or other personal characteristics that would make me easily identifiable, unless supervised by

- appropriate school personnel and with the consent of my parent/guardian
 - Revealing or displaying any personally identifiable information about another student, including the name, address, photographs, social security number, or other personal characteristics that would make the student easily identifiable.
 - Engage in other activities that do not advance the educational purposes for which the computer network/computers are provided
- I understand that the use of the WBSD network is a privilege, not a right, and that inappropriate use may result in my suspension of those privileges in varying degrees and my suspension from school by the building administrator. The Board of Education may deny me future computer privileges at all board facilities and I may be subject to further disciplinary, as well as legal actions for violation of copyright and/or licensing laws.
 - Users will be personally charged for any unauthorized costs incurred in their use of the WBPS network and held responsible for any damages caused by their misuse of the WBSD network equipment.
 - I agree to report any knowledge of policy violations that I am aware of to the building's staff and/or administration.

Disciplinary action as a result of any violation of the regulations set forth in the Watchung Borough School District Acceptable Use Policy may include one or all of the following:

- Revoking of my access privileges to the WBSD network
- School disciplinary actions including detention, suspension and/or expulsion
- Legal action, including criminal prosecution
- Reimbursement of expenses

Device Usage Form & Guidelines for Student Responsibility

1. **Acceptable Use Policy.** Use of this computing device is subject to the Watchung Board of Education Acceptable Use Policy and related policies.
2. **Device Maintenance.** The Student shall not tamper with or deface the device, serial number or the protective case in any way. No form of tampering is acceptable and the protective case must remain on the device at all times.
3. **Daily Use of Device.** Unless otherwise instructed, the device is intended for use at school every day and should be brought to school fully charged.
4. **Student Accounts.** The Student shall only access their own device or any district technology resources with their own school account, which has certain privileges and rights on the network. The Student should never use a personal account or another student's account, or attempt in any way to access resources on the network to which no explicit rights have been granted.
5. **Network Filtering.** This computing device is filtered by the school district at all times. Even with these intended safeguards, it is the responsibility of the parent(s) or guardian(s) to monitor appropriate student use of the computing device and the Internet outside of school.
6. **No Unauthorized Software/Content.** The Student may not download copyrighted software, multimedia, or any other material in violation of district guidelines, state laws, or federal laws. If the Student requires special software/applications for School use, the installation must be approved by the school district beforehand.
7. **No Financial Gain.** This device may not be used for any form of personal financial gain.
8. **District Property.** This device and its contents are the property of the school district. No data stored on this computing device is personal or private and the Student has no reasonable expectation of privacy in such data. Any application or data (including, but not limited to photos, videos, music, etc.) remains the property of the school district upon completion of the program.
9. **Required Notice.** This electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. If school district equipment is issued to a student for use outside the district, it is possible this collection of information on the student's activity or use of the device may occur outside of the school. The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student as per. N.J.S.A.18A:36-39 (P.L. 2013, c. 44).

In order to maintain the privilege of using this device, I agree to the following:

- I will follow all school district policies related to device usage and network use at all times.
- I will carry my device in a secure manner to minimize the chances that it will be damaged.
- I will keep the device in my possession or in a secured location at all times.
- I will bring my device to school with an adequate charge every day.

- I will keep the protective case on my device at all times.
- I will not place decorations on the device or protective case (stickers, markers, etc.).
- I will keep food/beverages away from the device.
- I will only use my device in ways that are educational, appropriate, and meet Watchung Borough Public Schools standards.
- I will not attempt to access any websites or content that I am not authorized to access.
- I will notify a staff member immediately in cases of device damage, defect, or malfunction.
- I will not disassemble any part of my device or attempt any repairs.
- I will return the device, protective case, and charger upon request by the district, or earlier if I leave the district.
- I will notify a staff member immediately in cases of theft, vandalism, or loss.
- I understand that I will be responsible for any damage or loss caused by neglect, misuse, or abuse.
- I understand that my device is the property of Watchung Borough Public Schools and is subject to inspection at any time without prior notice.
- I understand that failure to comply with any of these rules or policies may result in the suspension of my use of the device and/or other disciplinary consequences.

BOARD POLICIES

Parents and Students:

The Watchung Borough School District policies and regulations can be located on our district website:

- P 2260 Affirmative Action Program for School and Classroom Practices P
- 2361 Acceptable Use of Computer Networks/Computers and Resources P
- 2460 Special Education
- P 5200 Attendance
- R 5330 Administration of Medication
- P 5331 Management of Life-Threatening Allergies in Schools P
- 5338 Diabetes Management
- P 5511 Dress and Grooming
- P 5512 Harassment, Intimidation and Bullying
- P 5516 Use of Electronic Communication and Recording Devices P
- 5530 Substance Abuse
- P 5600 Student Discipline/Code of Conduct P
- 5751 Sexual Harassment
- P 7441 Electronic Surveillance in School Buildings P
- 8601 Student Supervision After School Dismissal P
- 9713 Recruitment by Special Interest Groups

Policies can be located by selecting the “Board of Education” tab and select policies on the drop-down menu. Policies are listed numerically on the left side of the page.

NOTE: The information in this handbook is subject to change due to changes or revisions to district policies and/or state code that may occur during the school year. The most current version of this handbook can be found online.

Affirmative Action Statement

The Board of Education does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, mental or physical handicap, socio-economic status, age, or gender in any of its policies or regulations related to admissions, employment, financial aid, educational service, programs, or activities. If you have a problem in this regard, make an appointment to see the school counselor. Appeals may be made to the school administrators or affirmative action officers as appropriate. Further appeals may be made to the superintendent, board of education, and the New Jersey Commissioner of Education. The district affirmative action officer for any program or facilities’ issue relating to the other forms of discrimination listed above is the Valley View Principal, Mrs. Kidd.

GUIDELINES FOR REMOTE LEARNING

Navigating distance learning can be challenging for both children and their families, please use these guidelines to help your child develop habits and attitudes that will enhance their academic performance and social-emotional health regarding our new way of “doing school”.

Students

- Establish a daily routine
 - Hygiene
 - Breakfast
 - Appropriate dress
 - Gather learning materials, including a charged Chromebook
 - Grab some water
 - Find a quiet place to work that is free from distractions; environment matters
 - Complete attendance in Genesis
- Use a district-issued device and turn off all other devices unless instructed by the teacher
- Follow the bell schedule and show up on time; Join Google Meet timely
- Maintain respect in appearance, speaking, and writing; the Code of Conduct still applies
- Use your student email account to communicate with teachers; check email daily
- Take advantage of extra-help sessions with teachers
- Establish a method for organizing assignments and deadlines
- Only complete work for the assigned class period - do not complete work for other classes
- Use appropriate student profile pictures and captions
- Adhere to the guidelines for online etiquette
 - The video camera on your device should remain ON to promote focus and engagement.
 - Refrain from chewing gum, eating, or drinking in front of the camera.
 - Be respectful of teachers and peers.
- Be proactive - if an assignment cannot be completed on time, notify your teacher via email before the due date. Be sure to explain why the assignment cannot be completed and propose an alternate due date.

Parents/Guardians

- Complete the Genesis health screening questionnaire daily (if participating in Hybrid model)
- Establish routines and expectations (including charging chrome books)
- Establish a suitable space for learning
- Help your child establish a schedule for revisiting incomplete assignments
- Communicate with teachers via email; Report tech difficulties to the media specialist and cc your classroom teacher
- Help children ‘own’ their learning by asking questions (use the gradebook and Google Classroom as a ‘springboard’ for asking questions)
- Acquaint yourself with your child’s online learning platforms
- Coach your child in a constructive and goal-oriented manner; boost self-motivation
- Talk to your child about academic integrity
- Check the Genesis gradebook on a regular basis
- Seek assistance from teacher/counselor/principal regarding family issues that may impact learning and/or attendance
- Encourage students to safely connect with friends during off-school hours
- Encourage physical activity

RESOURCES FOR HYBRID/REMOTE LEARNING

Please visit our school website <http://www.watchungschools.com/watchung/Valley%20View/> and click the Parent tab on the top of the page. Then click on the drop-down choice called Remote Learning Resources. This page is created as a guide for all of the technology platforms used at Valley View.

For specific information about our new student information system, Genesis, please visit our school website <http://www.watchungschools.com/watchung/Valley%20View/> and click the Parent tab on the top of the page. Then click on the drop-down choice called Genesis.

For Social-Emotional supports, please click on our Counselor's Corner <http://www.watchungschools.com/watchung/Valley%20View/Students/Guidance%20Counselor/>. Once here, explore the menu on the left side of the page for a variety of resources and activities for children and adults.

If you have any difficulty locating these resources, please contact the main office. We will be happy to assist you.