

**CLIFFSIDE PARK SCHOOL DISTRICT  
CLIFFSIDE PARK, NEW JERSEY 07010**

[WWW.CLIFFSIDEPARK.EDU](http://WWW.CLIFFSIDEPARK.EDU)

**2023-2024**

## **ELEMENTARY SCHOOL STUDENT HANDBOOK**



Note: The Cliffside Park School Elementary Handbook is developed in partnership with parents and the Cliffside Park School District staff, and is approved by the school's Board Members. If changes in state or federal law impact Cliffside Park School District policies or practices, timely edits to the handbook will be made, even if determined mid-year.

CLIFFSIDE PARK ELEMENTARY SCHOOLS  
CLIFFSIDE PARK, NEW JERSEY 07010  
www.cliffsidepark.edu  
2023-2024

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# CLIFFSIDE PARK PUBLIC SCHOOLS SCHOOL CALENDAR 2023-2024

<p><b>JUNE</b> 26 - SUMMER SCHOOL BEGINS</p> <p><b>JULY</b> 3-4 - SCHOOLS CLOSED 21 - SUMMER SCHOOL ENDS</p> <p><b>AUGUST</b> 24 - GUIDANCE STAFF REPORT 28 - OFFICE &amp; CST STAFF RETURN 30 - NEW STAFF ORIENTATION 31 - SCHOOL NURSES REPORT</p>	<b>JUNE &amp; JULY '23</b>	<b>SEPTEMBER '23</b>	<p>4 - LABOR DAY 5 - STAFF RETURN 6 - STAFF PROFESSIONAL DEVELOPMENT 6 - KINDERGARTEN ORIENTATION (2PM) 7 - 7<sup>TH</sup> GRADE ORIENTATION (AM) 7 - 9<sup>TH</sup> GRADE ORIENTATION (AM) 7 - STUDENTS RETURN (K-12) 8 - PRE-K ORIENTATION 11 - AFTERSCHOOL BEGINS (ALL-SCHOOLS) 11 - PRE-K BEGINS 20 - NO HOMEWORK NIGHT 26 - HS FINANCIAL AID WORKSHOP 28 - GRADE 7 PARENT ORIENTATION</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 19</b> <b>Students = 17</b></p>
<p>3 - HALF DAY SESSION FOR STUDENTS/ STAFF IN-SERVICE 9 - COLUMBUS DAY - CLOSED 17 - HS COLLEGE FAIR (Grade 11) 18 - NO HOMEWORK NIGHT</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 21</b> <b>Students = 21</b></p>	<b>OCTOBER '23</b>	<b>NOVEMBER '23</b>	<p>7 - ELECTION DAY 9, 10 - NJEA CONVENTION 14 - HALF DAY SESSION STUDENTS/ STAFF IN-SERVICE 15 - NO HOMEWORK NIGHT 18 - HS 8<sup>TH</sup> GRADE ORIENTATION 22 - HALF DAY-STUDENTS &amp; STAFF (NO AFTER SCHOOL PROGRAM) 23, 24- THANKSGIVING RECESS</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 17</b> <b>Students = 17</b></p>
<p>5, 6 - ELEM PARENT CONFERENCES (HALF DAY SESSIONS) PREK-5 7 - ELEM PARENT CONFERENCE PM PREK-5 8 - HALF DAY-STUDENTS &amp; STAFF PREK-5 8 - NO AFTER SCHOOL PROGRAM - PREK-8 12 - HS ATHLETIC AWARDS 13 - HS WINTER CONCERT 13 - NO HOMEWORK NIGHT 22 - HALF DAY SESSION STUDENTS &amp; STAFF (NO AFTER SCHOOL PROGRAM) 25- 29- WINTER RECESS</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 16</b> <b>Students = 16</b></p>	<b>DECEMBER '23</b>	<b>JANUARY '24</b>	<p>1 - NEW YEAR'S DAY 15 - M.L. KING JR. DAY 17 - NO HOMEWORK NIGHT</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 21</b> <b>Students = 21</b></p>
<p>6 - HALF DAY SESSION STUDENTS/ STAFF IN-SERVICE 14 - NO HOMEWORK NIGHT 19, 20 - PRESIDENT'S WEEKEND</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 19</b> <b>Students = 19</b></p>	<b>FEBRUARY '24</b>	<b>MARCH '24</b>	<p>5 - HS COLLEGE INFORMATION NIGHT (Grades 10 and 11) 12 - HALF DAY STUDENTS/ STAFF IN-SERVICE 13 - NO HOMEWORK NIGHT 29 - GOOD FRIDAY</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 20</b> <b>Students = 20</b></p>
<p>1-5- SPRING RECESS 16 - SCHOOL BUDGET/BOARD ELECTIONS 17 - NO HOMEWORK NIGHT 23 - HIGH SCHOOL HONOR SOCIETY 30 - MS NATIONAL HONOR SOCIETY</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 17</b> <b>Students = 17</b></p>	<b>APRIL '24</b>	<b>MAY '24</b>	<p>2, 3 - HS SPRING MUSICAL 8 - HS SPRING CONCERT 15 - NO HOMEWORK NIGHT 21 - HS ACADEMIC AWARDS 24, 27 - MEMORIAL DAY WEEKEND 28 - HS ACADEMIC AWARDS 30 - GRADES 5 - 8 MUSIC CONCERT</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 21 - (171)</b> <b>Students = 21 - (169)</b></p>
<p>4 - ATHLETIC DINNER 5 - NO HOMEWORK NIGHT 6 - GRADE 8 DINNER DANCE 7 - LAST DAY FOR AFTERSCHOOL 17 - TENTATIVE LAST DAY-STUDENTS (Snow days may extend the school year) 19 - TENTATIVE LAST DAY-STAFF (Snow days may extend the school year)</p> <p style="text-align: right;"><b>Total Days</b> <b>Staff = 13</b> <b>Students = 11</b></p> <p>Adopted: February 23, 2023 Updated: August 31, 2023</p>	<b>JUNE '24</b>	<b>LEGEND</b> <div style="background-color: red; color: white; padding: 2px; text-align: center; font-weight: bold;">SCHOOL CLOSED FOR STAFF AND STUDENTS</div> <div style="background-color: green; color: white; padding: 2px; text-align: center; font-weight: bold;">HALF-DAY SESSION FOR STAFF AND STUDENTS</div> <div style="background-color: yellow; color: black; padding: 2px; text-align: center; font-weight: bold;">HALF-DAY SESSION FOR STUDENTS; STAFF IN-SERVICE</div> <div style="background-color: blue; color: white; padding: 2px; text-align: center; font-weight: bold;">DAYS OF INTEREST</div>	<p>Should circumstances require that the calendar be extended beyond the scheduled closing date, <u>President's Weekend</u>, <u>Memorial Weekend</u> and <u>Spring Recess periods</u> may need to be adjusted. This calendar is subject to change.</p> <p style="text-align: right; background-color: yellow; padding: 2px;"><b>Snow days may extend the school year.</b></p>

### **MISSION STATEMENT**

*The mission of the Cliffside Park School District is to provide a safe, academically focused environment within our culturally diverse community. We will challenge each student to confidently achieve his or her educational and personal goals as well as acquire the work and social skills essential to become a productive member of society.*

### **General Information**

The district maintains a website that contains important information about each school with additional current news and references regarding the Board of Education, administration, school calendar, athletic schedules, and other programs.

The website address for the Cliffside Park Public Schools is: [www.cliffsidepark.edu](http://www.cliffsidepark.edu)

The Cliffside Park School District is committed to maintaining communication with parents and our community. We firmly believe that open lines of communication are essential to the educational process. District staff members will make an effort to respond to emails and inquiries in a timely manner. Please note that staff members are not permitted to communicate with parents during instructional time and therefore will correspond with you after school hours. In the event of an emergency, please contact the Main Office for assistance.

### **CHANGE IN STUDENT INFORMATION:**

***IT IS VERY IMPORTANT THAT THE SCHOOL OFFICE BE NOTIFIED IMMEDIATELY OF A CHANGE OF ADDRESS, AND EMAIL ADDRESS AS WELL AS PHONE NUMBERS FOR HOME, OFFICE, OR CELL PHONES. EMERGENCY INFORMATION MUST BE UPDATED THROUGHOUT THE ACADEMIC SCHOOL YEAR!***

**SCHOOL HOURS: 8:30-2:55**

**MAIN OFFICE: 8:00AM-4:00PM**

**PROGRAMS FOR STUDENTS WITH DISABILITIES:**

Some children are born with or develop conditions that delay normal growth. Professional guidance and free special education programs are available. They are:

- For special children ages 3 to 21 years
- Free (regardless of income)
- Staffed by caring professionals
- Geared to meet each child's needs
- Designed to involve the family

Call the Cliffside Park Child Study team for more information: (201) 313-2320.

**Procedures for Arrival/Drop-Off:**

Parents/guardians may drop their children off at their designated location no earlier than 8:20am and no later than 8:30am. If you arrive earlier than the designated time, kindly wait with your child. Please note that there will be no supervision earlier than 8:20am.

**PARENTS' RESPONSIBILITY AT DISMISSAL:**

It is the responsibility of the parents/guardians of all students to pick up their children promptly at dismissal time 2:55pm. When your child is dismissed, please exit the school property immediately.

**LEAVING THE BUILDING WHILE SCHOOL IS IN SESSION:**

No student is permitted to leave the building during school hours unless he or she is signed out by a parent, guardian or a responsible adult designated by the parent in writing. A sign-out book is located in the main office or security desk for this purpose. It is also expected that any student who returns to school during the school day be escorted and signed back into the building by a parent or responsible adult. Entering the main door while satisfying all entry protocols with the security officer should be met prior to picking up/dropping off your child.

**SCHOOL CLOSING:**

1. **Cliffside Park Website and District App** will post information on any change in schedule.

2. Students and staff will also be notified by our **Notification System** as soon as there is a decision regarding school closures, early dismissal, or delayed opening.
3. To ensure that you will be called please make sure our records have your most recent home or cell number on file.

**ONE SESSION DAYS: 8:30-12:45**

All One Session Days are indicated on our District Calendar. Any changes or additions to these days will be communicated to you in a timely manner.

**DELAYED OPENING:10:00-2:55**

If a delayed opening is called, students and staff will be notified as mentioned above.

**Food Services**

For more information about menus, meal pricing, free and reduced lunch applications and more, please visit the district website under the parent section.

**K-6 - Meals:**

To qualify for free and reduced lunch, an application must be completed: [Lunch Application](#)

### **Emergency Preparedness:**

All schools are required to perform fire drills and security drills to teach the children how to safely exit the building or proceed to a safe place should an emergency arise. These drills are done on a regular basis with full participation from all people in the building. Anyone using the building before or after school hours is expected to comply and leave the building upon hearing the fire alarm. Security Plans for each building are in place and address a variety of emergency situations. The emergency plan will be executed only in the event of a situation or obvious danger to the students and staff. We strongly encourage all parents and guardians to refrain from contacting the school or BOE if you become aware of a security measure. Parents will be notified via swiftreach with necessary information.

### **PARENTS WILL NOT BE PERMITTED INTO THE BUILDING DURING ANY EMERGENCY RESPONSE SITUATIONS.**

### **VISITORS:**

To ensure the safety and security of students, faculty, staff, and guests visitors are required to present themselves to the security officer upon arrival at school. Visitors must present proper identification (driver's license or another form of I.D.), sign in, and receive a visitor's badge. Upon departure, visitors are asked to return to the security officer to sign out. The identification will be returned at this time. The school administration and guidance department will minimize the number of parents/guardians/visitors who request entry to a school building by scheduling appointments.

### **CLASSROOM CELEBRATIONS**

The Cliffside Park School District has developed a wellness policy based on state nutritional guidelines in order to reduce childhood obesity, promote better health for children, and provide a safe, caring environment for all children. Due to these guidelines and potential allergy concerns, classroom celebrations and parties should focus on the interactive social benefits of such activities. For the safety of the students, food should not be offered during such events. Non-edible treats are recommended (pencils, stickers, vouchers to school store, etc.).

## **POLICIES**

### **DRESS CODE:**

The faculty, administration, and students of Cliffside Park Schools generally agree that certain standards of appearance are necessary to create and maintain an appropriate environment for learning. At the same time we believe that, within the framework provided by the New Jersey School Laws, school attire is primarily the responsibility of the student and his/her parents. Further, we recognize that styles and fashions change from time to time and that such changes will be reflected in the attire of the student body. Therefore, we believe that guidelines for school attire should exist and that they should be designed to preserve the learning climate through acceptable standards of dress, to respect individual student rights of dress and grooming choices, and to allow for changes in customs, styles and fashions. Primarily, students should be dressed in such a manner that they are safe and do not distract or offend others.

1. All Staff and Students are required to wear masks at all times and strive for social distancing in their classrooms and throughout the school.
2. Footwear must be worn at all times and it should be appropriate and safe for each activity. Flip flops, clogs or shoes without a back are dangerous and should not be worn.
3. Clothing shall be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics, halter tops, tube tops, low-cut tops, and bare midriffs are prohibited. All students' shirts, blouses, and dresses should cover the shoulder top. Dresses, skirts, and shorts must cover to at least mid-thigh length. Undergarments are not to be worn as outer garments. Torn or ripped garments are not to be worn.
4. Clothing or jewelry which displays obscene words or pictures will be prohibited. Chains or jewelry which could be used unsafely are also prohibited.
5. Basketball jerseys and tank tops are acceptable only if worn with a t-shirt or appropriate cover-up.
6. Hats, bandanas and other headwear are not to be worn in the building.
7. Students are prohibited from wearing, while on school property, any type of clothing, apparel, or accessory which indicates that the pupil has membership in, or affiliation with, any gang or group associated with criminal activities. Long t-shirts below the knee are prohibited.
8. Body adornments, including but not limited to, body piercing jewelry, which may jeopardize the safety and well being of the student or others are prohibited during physical education classes.
9. During the warmer months, from May 1<sup>st</sup> through October 1<sup>st</sup> students will be permitted to wear shorts. Shorts and skirts must be mid-thigh length.



*Any of the rules regarding the dress code are subject to the interpretation and/or discretion of the school administration. The administration also reserves the right to exclude students who are inappropriately attired from attending class.*

**DISCIPLINE:**

Each staff member accepts the responsibility for the maintenance of discipline. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect self-respect and consideration for the rights, feelings and property of others.

**STUDENTS' RESPONSIBILITIES:**

One of our educational goals is to help your child develop the life skills necessary for a happy and successful future, including a sense of responsibility and personal accountability. To assist us in achieving this goal we ask that all lunches, homework, gym clothes, instruments, etc. be brought to school with your child at the beginning of the school day. This will minimize classroom disruptions and allow for continuity of instruction. Any of the aforementioned items brought to school during instructional time must be left with the security officer.

**CODE OF CONDUCT:**

Students are expected to act in a civil, courteous, and studious manner. In so doing, children contribute to their own success and that of others. To focus on these desirable characteristics, a Code of Conduct has been developed. The following expectations represent a path to success:

1. Show respect to everyone
2. Not be violent in speech or action;
3. Not cheat or take items and not tolerate those who do;
4. Maintain studies as a primary goal at school;
5. Be honest in actions and relationships with others;
6. Always strive to make families proud;
7. Attend school daily;
8. Accept the consequences if mistakes are made;
9. Always strive to do the best;
10. Recognize that we are all unique individuals who should strive to apply our talents to make our school a better place.

### **RECESS RULES: (IF PERMISSIBLE)**

**These rules are established for the safety of all children to prevent accidents or injuries.**

1. Listen to and respect the adults on duty. Follow their directions the first time they are given.
2. Use playground equipment (balls, jump ropes) properly and safely. Include others in your games and share so everybody has a turn.
3. Display positive sportsmanship.
4. Play in designated game areas only.
5. Football, Soccer and Soft gym balls are permitted on the blacktop. **DO NOT** retrieve balls over the fence without permission from an adult.
6. Basketballs are for only playing basketball.
7. Kickball or tag type games permitted only in restricted areas with permission by the adults on duty.
8. Physical contact, verbal abuse or bullying in any form is not permitted.
9. Treat everyone in a safe and helpful way.
10. Line up to enter the building in a quiet, orderly fashion immediately after the whistle is blown.

### **HARASSMENT, INTIMIDATION, AND BULLYING (HIB):**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others. For further information and clarity, please visit: <http://www.cliffsidepark.edu/index.php/student-code-of-conduct/>

### **CELL PHONE POLICY:**

Students may carry cell phones to schools provided they are stored in a backpack or locker. Cell phones must be turned "**off**" at all times. **This means "off", not on the muted or vibrate mode.** Upon entering the building in the morning, phones and all electronic devices must be turned off and should not be visible.

If a student phone or any other personal electronic device is discovered turned "on", it will be confiscated by the staff member and sent to the office and the following disciplinary actions will be implemented:

**First Offense:** A parent will be contacted and the cell phone / personal electronic device will be returned to the student at the end of the day.

**Second Offense:** A parent will be contacted, the student will serve an after – school detention and a parent will be required to come into the school to pick – up the cell phone / personal electronic device.

**Third Offense:** The third offense constitutes “defiance of authority” and will result in a suspension and loss of cell phone privileges for the remainder of the school year.

*The district is not responsible for lost, stolen, or damaged cell phones or personal electronic devices.*

### **HOMEWORK POLICY:**

The purpose of homework is to practice newly taught skills, review previously learned skills, develop independent study habits and enrich the curriculum. Homework should be purposeful and relevant for all stakeholders.

### **RESPONSIBILITIES OF THE STUDENT:**

- REPORT TO ALL CLASSES ON TIME
- BE PREPARED FOR CLASS WHETHER; HAVE MATERIALS AT HAND
- REFER TO YOUR TEACHERS WEBPAGE/GOOGLE CLASSROOM FOR ASSIGNMENTS.
- IF YOU NEED ASSISTANCE WITH ASSIGNMENTS, REACH OUT TO YOUR TEACHER FOR SUPPORT.
- If possible, find a homework buddy to clarify assignments.
- If you do not understand the assignment go to extra help or speak to/email your teacher first thing the next day..
- Take pride in all of your assignments!

*\*In addition to daily homework, all students are expected to read independently or with parental guidance and support for 20-30 minutes depending on their grade level.*

### **RESPONSIBILITIES OF THE PARENT:**

- Provide a quiet, well-lit area for your child to complete homework.
- Be familiar and visit teacher websites/google classroom to learn about assignments and upcoming events.
- Be familiar with the Parent Portal.
- Be available or have someone available to support your child, but do not do the homework for him/her.
- Communicate with the teacher when there is a homework concern or question.
- Inquire about strategies and techniques to assist your child with their assignments.
- Make homework time a positive experience; give breaks when necessary and be sure your child gets adequate sleep each night.

**STUDENT PERFORMANCE & EVALUATION: REPORT CARDS:**

**Grades K-5:** Report cards will be on the RealTime Parent Portal at the end of each trimester. **Report cards will be available on the following dates:**

12/1/23      3/11/24      6/18/24

**Grade 6:** Report cards will be on the RealTime Parent Portal at the end of each marching period. **Report cards will be available on the following dates:**

11/20/23      2/3/24      4/13/24      6/20/24

**Please see the full calendar for reporting student performance at: [Calendars – Cliffside Park School District](#)**

**PROMOTION AND RETENTION POLICY:**

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development. Parent(s) or legal guardian(s) and students will be provided a minimum of three reports each year as to a student's progress towards meeting promotion standards. A student will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.

- Students who are at-risk may be recommended for summer school.
- If a student is in danger of retention, the teacher will initiate the process by providing the Building Principal complete forms in accordance with the specified timelines.
- The principal will review each case and, in consultation with the teacher, render a final decision.
- Parent(s) or legal guardian(s) may appeal a promotion/retention decision to the Superintendent whose decision is final.

**Retention and Summer School Policy for Grade 6**

- I. Summer school will be **REQUIRED** for any student who fails English Language and/or Mathematics. A conference with the Principal and parent is mandatory. If a student does not attend or complete the required summer school, the student **MAYBE** denied promotion (retained) by the Principal or Superintendent.

2. If a student fails Science and/or Social Studies summer school is **RECOMMENDED**. A conference with the Principal and parent is mandatory.
3. Students who fail **three (3) subjects** (Language Arts, Mathematics, Science or Social Studies) will be **RETAINED** in 6th grade.

#### Attendance 2022-2023 School Year

##### K-6

- It is expected that students attend school every day. Classroom and special subject teachers will take attendance. Students not attending must have a parental phone call indicating and verifying their absence with a reason. Secretaries will call students who are absent without a parental phone call.
- Students with excessive absences will require a parent conference.

***Please note: Any student who is absent for ten consecutive school days without a doctor's note must re-register at the Board of Education. Please refer to the school calendar before making vacation plans.***

##### **Tardiness:**

Tardiness also affects a student's performance in school. Negative effects of tardiness include anxiety, disorganization, and falling behind in all subject areas. At the discretion of the principal and/or teacher, students with an excessive number of tardies may be assigned disciplinary consequences. Parents will also be notified when students are excessively tardy.

##### **NJ Health Education**

The Cliffside Park School District acknowledges that families are the primary health educators for their children. We are excited to partner with you as we move forward with our new Health curriculum. This year, like many other districts in Bergen County, we will continue to use the, "*Great Body Shop*," an age appropriate health curriculum. After further discussion, we have been able to carefully narrow down the potentially delicate topics within each grade level. If you would prefer for your child to **not participate** in the topic(s) listed below, please complete the opt-out section on the district curriculum website. Please note Health is a mandatory subject in the State of New Jersey.

The Health Committee, Director of Curriculum, Health/PE Supervisor and Elementary Supervisors have reviewed all of the New Jersey standards and curriculum and identified the following topics as potentially delicate.

The full detailed list of topics and sub-topics can be found at:

[Great Body Shop: K-6 Program Guide.](#)

For OPT OUT information, please visit the [Great Body Opt Out forms.](#)

## TECHNOLOGY

### **ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES POLICY:**

The Cliffside Park School District is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical and legal manner. Access to telecommunications (Internet and e-mail) is provided for students to conduct research and communicate with others in relation to schoolwork. Access to these network services is given to students who agree to act in a considerate and responsible manner. Parent or Guardian permission is required.

*Access is a privilege, not a right.* Therefore, based upon acceptable use guidelines outlined in this document, district administration will deem what is inappropriate use and their decisions are final. Users must acknowledge their understanding of this policy as a condition of using the network facilities.

### **Acceptable Use**

Acceptable use of telecommunications and the network includes activities which support teaching and learning. Use of District accounts should be for assignments or research for school-related activities or courses.

- Use of telecommunications must be in support of education and research and be consistent with the purposes of the Cliffside Park School District
- Etiquette for electronic mail should be followed

### **Unacceptable Use**

Unacceptable uses of telecommunications and the network include but are not limited to:

- Using the network for any illegal activity, including but not limited to, violation of copyright or other contracts
- Using the network for financial or commercial gain
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals, except that a teacher or administrator shall have the right to monitor, inspect, or otherwise review any student's work or file for the purpose of ensuring compliance with the rules set forth herein.
- Using an account owned by another without authorization
- Posting personal communications without the author's consent
- Posting anonymous messages
- Placing unlawful information on a system
- Using profanity, obscenity or any abusive or otherwise objectionable language in either private or public messages
- Sending messages that are likely to result in the loss or recipient's work or systems

- Sending “chain letters” or “broadcast” messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others
- Using the Cliffside Park School District’s network, telecommunications or e-mail to promote political or religious goals
- Using the network or the Internet in a careless or wasteful manner
- Any use of the network for commercial or for profit purposes, product advertisement or political lobbying is prohibited
- Use of the network for personal and private business is prohibited
- Users shall not intentionally seek information about, obtain copies of, or modify files, other data, or passwords belonging to other users
- Users shall not misrepresent themselves or other users on the network
- Users shall not reveal personal information such as addresses, phone numbers, social security numbers or credit card numbers
- The network shall not be used to disrupt the use of other users
- Hardware or software shall not be destroyed, modified or abused in any way
- Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited
- Use of the network to develop programs that harass other users or infiltrate a computer or computing systems and/or damage the software components or a computer or computing system is prohibited
- Standard copyright restrictions must be observed
- Use of the network to access or process sexually explicit material is prohibited
- Use of inappropriate text files or files dangerous to the integrity of the network is prohibited.

District staff will teach proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for making sure that students understand that if they misuse the network, they will lose use of their telecommunications privileges. In order for students to obtain use of a District account, students, their parents or guardians, and sponsoring staff members must fill out the Student Application For Use of a Network Account on a yearly basis. The person using the account is responsible for its proper use.

### **Violations**

The Cliffside Park School District will rigorously uphold laws pertaining to the use of technological equipment and the information contained in them and/or generated by its use. Anyone found to be violating such laws will be subject to suit for civil damages as well as prosecution by the District to the full extent of the law.

Disciplinary actions include but are not limited to:

- Use of the network only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension from school (students);
- Expulsion from school (students);

- Legal action and prosecution by the authorities;
- Responsible for the cost of reinstalling software or technical maintenance as needed as a result of unauthorized installation or modification of computer hardware or software.

### **Health Procedures:**

To ensure a happy and healthy school experience for all of Cliffside Park's children please adhere to the following health guidelines:

The nurse's office is a place to come when students are injured or become ill in school. In the event of a serious injury/illness, the parent/guardian may need to be notified. Therefore, it is extremely important that the school have up to date phone numbers including home, business or cell phone.

To maintain the health and well-being of your child and other students, please review the following health guidelines:

- **Fever:** Do not send your child to school if he/she has a temperature of 100.0°F (38° C) or higher. If your child experiences a fever, he/she must remain at home for at least 24-48 hours. Your child may return after he/she is fever-free for 24-48 hours without the use of any fever-reducing medication.
- **Vomiting:** Do not send your child to school if he/she is experiencing vomiting. Your child should remain home from school for at least 24 hours after the last episode of vomiting and should be eating a normal diet
- **Diarrhea:** Do not send your child to school if he/she is experiencing diarrhea. Your child should remain home for at least 24 hours and may return after the 24-hour period IF diarrhea is resolved. \*\*Your child may come into school if he/she is known to have diarrhea from a *documented* medical condition.
- **Cough/Runny nose:** Students will not be excluded from school unless symptoms are accompanied by a fever and/or any other secondary symptom(s)
- **Contagious or unexplained rash:** A student should be kept at home if the rash is accompanied with a fever or until a physician has determined that the rash is not a communicable disease. If your child is sent home due to a questionable rash, a doctor's note will be required in order to return to school.
- **Conjunctivitis (Pink Eye):** If your child's eye appears red, crusty, teary, and/or itchy, he/she should be seen by a healthcare provider for evaluation. If your child is diagnosed with pink eye and prescribed antibiotics, he/she may return to school 24



hours after starting the antibiotic. If your child is sent home for symptoms of possible pink eye, a doctor's note will be required in order to return to school.

- **Strep throat:** Please keep your child at home if strep test results are pending. If strep test is positive, your child may return to school 24 hours after starting antibiotic treatment.
- **Impetigo:** Students with suspected impetigo must be evaluated by a healthcare provider. If impetigo is confirmed by a healthcare provider, he/she may return to school 24 hours after treatment has been initiated and all sores must be dry.
- **Head Lice or Nits**—If you suspect or if you have treated your child for lice please contact the school nurse for clearance to return to school. This is a Nit-Free School-Policy therefore students should be nit-free before returning to school.

*\* It is very important to discuss and update your child's medical condition with your school nurse and his/her healthcare provider. Please provide the nurse with a copy of the individual health plan along with the prescribed medications.*

#### **COMMUNICATION WITH THE SCHOOL NURSE:**

A doctor's note is needed if your child has a contagious illness or a contagious illness is suspected. When not seen by a doctor a note from the parent might be acceptable. All notes should contain a diagnosis or a description of the problem.

Any child coming to school with sutures, crutches, casts or immobilizers needs a note from a physician stating the diagnosis, activity limitations and when activity can be resumed. If medication needs to be administered in school it is necessary to contact the school nurse in order to obtain the proper approval forms. No medication of any kind can be administered by any school personnel without these forms being completed and approved.

#### **HEALTH SCREENINGS:**

The following services are performed by the school nurse at each grade level. Parents will be notified of any deficiencies. Your healthcare provider should be notified if a deficiency is found. A report from the health care provider should be sent to the school.

Audio Screening – Grades K, 1, 2, 3, 7, and 11

Vision Screening – K, 2, 4, 6, 8 and 10

Heights and Weights – K, 1, 2, 3, 4, 5, 6 and for Sports Physicals

B/P Screening – Grades 1, 2, 3, 4, 5, 6 and for Sports Physicals

Scoliosis Screenings - Grades 5, 7, 9, and 11

\*In Grade 5, female students will receive instruction in growth and development from their school nurse. If you would like to excuse your daughter from these services, please contact your school nurse. There is a letter available under parent resources on the district website.

If further information is needed please contact the school nurse at the following number:

**PHONE NUMBERS FOR SCHOOL NURSES:**

**School Three**

201-313-2334

**School Four**

201-313-2346

**School Five**

201-313-2352

**School Six**

201-313-2362

**CLIFFSIDE PARK SCHOOL DISTRICT**

**STUDENT APPLICATION FOR USE OF A NETWORK ACCOUNT**

**APPLICATION MUST BE RENEWED EACH ACADEMIC YEAR.**

**STUDENT**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**School:** \_\_\_\_\_

- I have read and agree to comply with the Acceptable Use Procedures.
- I have discussed this policy with my parent or guardian and my sponsoring teacher/staff member.
- I understand these policies.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

.....  
**SPONSORING TEACHER/STAFF MEMBER**

**After discussion with the above student, I agree to sponsor and to supervise his/her responsible use of the network as defined by the District policies while he/she is in school.**

**Teacher/Staff Signature:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**PARENT OR GUARDIAN**

- I have read the Use of Telecommunications Policy and Rules and Regulations of telecommunications.
- I will monitor my child's use of the network and his/her potential access to the Internet, and will accept responsibility for supervising him/her when he/she is not in a school setting.
- I understand that my child may be subject to certain disciplinary consequences if he/she violates these rules.
- I realize that under law I may be held financially responsible for the willful, malicious or unlawful damage of property by my minor child.
- I will not hold the Cliffside Park School District responsible for controversial materials acquired while on-line.
- I give my permission for my child to be allowed to use a District account and certify that the information on this form is correct.

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Business Phone:** \_\_\_\_\_

**CLIFFSIDE PARK SCHOOL DISTRICT**

**PHOTO CONSENT FORM**

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

Throughout the year, Cliffside Park School District's students participate in activities, events or projects in which students may be photographed or videotaped. This includes but not limited to school portraits, student projects, field trips or special events. Please fill out this form and return to your child's school.

\_\_\_\_\_ **YES** I do give my consent to the Cliffside Park School District to use pictures taken of my child in school publications, Cliffside Park School District Website, bulletin boards, class-made projects, and student multimedia projects.

\_\_\_\_\_ **YES** I do give my consent to the Cliffside Park School District to use pictures taken of my child in outside publications including but not limited to The Bergen Record, and school Social Network sites such as Facebook, Instagram, Twitter. Student may be identified by first and last names.

\_\_\_\_\_ **NO** I do **not** give my consent to the Cliffside Park School District to use pictures taken of my child in school in school publications, Cliffside Park School District Website, bulletin boards, class-made projects, student multimedia projects, social media sites (Facebook, Instagram, Twitter) or outside publications including but not limited to The Bergen Record.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent or Guardian)

**Name of Parent or Guardian:** \_\_\_\_\_  
(Print Name)

**IF THIS FORM IS NOT RETURNED IT WILL SIGNIFY THAT PERMISSION IS GRANTED**

**CLIFFSIDE PARK SCHOOL DISTRICT**

**PARENTAL SIGNATURE PAGE**

**STUDENT HANDBOOK**

I have read and discussed with my child the **Information and Policies** within the **Student Handbook** and agree to follow all regulations.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent's Name (Please Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student's Name (Please Print)