



Fairview Public Schools

Number Three School

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STUDENT HANDBOOK 2023-2024

The policies and procedures contained in this handbook are the result of concentrated efforts on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of value in helping you and your parent/guardian to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Each student will develop and accept the responsibilities and obligations of good citizenship and will learn to participate successfully in the world of tomorrow. We hope all students will participate in our varied activities and find that our preparation will help them live a better life and achieve their goals in our society.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Rights

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

Responsibilities

1. Students have a responsibility to come to school every day, on time, and prepared to learn.
2. Students have the responsibility not to deny others their right to learn.
3. Students have a responsibility to respect others and self.
4. Students have a responsibility not to act in a way, which threatens, scares, or injures others.

5. Students have a responsibility not to litter or deface school property.
6. Students have a responsibility to ask for help in a polite manner.
7. Students have a responsibility to report acts of harassment, intimidation or bullying to a person in authority.
8. Students have a responsibility to be informed of, and adhere to school regulations and to report concerns to the staff and/or administration.

IMPORTANT SCHOOL INFORMATION (in alphabetical order)

ATTENDANCE AND TARDINESS

State law requires regular attendance at school. When a student is absent or late, the parent/guardian must notify the school by contacting the attendance line as soon as possible at 201-943-9577. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level.

A student is expected to attend school daily and meet at a minimum the state attendance requirement of 90% attendance. Frequent excused and unexcused absences shall be evaluated on a case by case basis. Excessive absences may result in a possible retention at the end of the school year.

Please note: If a child is absent for three or more consecutive days, a doctor's note is required.

If your child is absent 5 or more cumulative days, we will call home to schedule a parent meeting with the principal to develop an attendance action plan. The Absence Intervention team will meet to discuss absences.

If your child is absent 7 or more cumulative days, the Fairview Police Department will conduct a welfare check at your home.

If your child is absent from school 10 or more cumulative days, the student will be referred to DCP&P and truancy charges will be filed.

Please review the school website for complete details of the attendance policy.

CELL PHONES

For the safety and security of the school and our students, cell phones are NOT permitted to be used in school.

Cell phones must be turned in to the teacher upon arrival and locked up for the day. Phones will be returned to students at the end of the school day. IF A STUDENT DOES

NOT TURN IN HIS/HER PHONE DURING HOMEROOM, AND IT IS CONFISCATED, IT WILL ONLY BE RETURNED TO A PARENT.

CHILD ABUSE OR NEGLECT

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

Computer User Agreement

Parent and pupil acknowledge that in order to receive a Fairview School District (referred to herein as “the District”) provided technology device, the Fairview School District Provided Technology Device Agreement must be read, acknowledged, and signed by the parent or guardian of the minor pupil user, or if the pupil user is over eighteen (18), by the pupil user, and in doing so agree to the following:

1. A District provided technology device must be used only by the pupil for District authorized use;
2. A pupil shall comply with the District’s Provided Technology Devices to Students Policy No.7523 which is available on the District website in his or her use of any school district provided technology device;
3. Any District provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the District the cost of any technology device that is lost (\$225), damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be repaired under the district’s insurance policy or cannot be returned to the district in accordance with the terms of this Fairview School District Provided Technology Device Agreement;
5. A parent/pupil will be required to report any hardware or software problems in the operation of the device to the school principal within two school days of the commencement of the problem;
6. A parent/pupil must report to their Principal within two school days in the event the technology device has been damaged or is missing;
7. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, the parent or pupil will submit a copy of the police report to the principal;
8. A pupil shall be required to provide routine cleaning and care of the device;
9. The pupil shall have the technology device in their possession in school as required; and

Anti-Big Brother Act, N.J.S.A. 18A:36-39 - Parent and pupil must acknowledge that you have been notified that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device.

Parent and pupil must acknowledge that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil.

Individual Responsibility - Parent and pupil must acknowledge that use of any network through the Device includes the potential for accessing websites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the Internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member or parent. If a student finds that other users are visiting offensive or harmful sites, they should report such use to the proper authorities.

Practice Personal Safety – Parent and pupil must acknowledge and affirm that no personal information, such as full names, home address, phone or credit card numbers or other information be disclosed through the Device. We, parent and pupil, further acknowledge and affirm that no arrangements for or actual face-to-face meeting with someone “met” on the Internet will be made.

Warranties - The Fairview School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of the Device, its computer networks and/or the Internet provided herein. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By executing this Agreement, a user is taking full responsibility for his or her use if the user is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the provider that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, staff, or any other agents of the Fairview School District harmless from any and all loss, costs, claims or damages resulting from their user's access to its computer network and the Internet, and any use of the Device, including but not limited to, any fees or charges

incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the Fairview School District's network.

Parent and pupil will have read the terms, understand the terms, and agree to abide by these terms, and shall comply with all school district policies for the use of a school district provided technology device.

Parent and pupil must acknowledge that the pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's Acceptable Use Policies; Pupil Code of Conduct; any provision of the School District Provided Technology Devices to Pupils Policy; or any provision of this School District Provided Technology Device Agreement.

CONTACT INFORMATION CHANGES

Parents/Guardians whose address or telephone number change are required to notify the school office at 201-943-0563.

CUSTODIAL ISSUES

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

DELIVERY OF FORGOTTEN ITEMS

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

DISCIPLINE

Fair and consistent discipline reinforces expectations for acceptable behavior and individual accountability. All students are bound by the law and policies of the Board of Education. Pupils may be disciplined for misconduct away from school premises and school-sponsored events when that conduct interferes with the administration of the instructional program or jeopardizes the maintenance of order in the school. The staff

and administration understand the importance of discussing discipline problems and disciplinary actions with parents. Parents who wish to discuss any situation may contact the school and request a conference with the teacher and/or administrator.

Disciplinary Measures

1. Speak to the student

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

2. Temporary Removal from Classroom

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

3. Deprivation of Privileges

The pupil will be deprived of the privilege of moving freely about the school building.

4. Lunch Detention

Detentions are assigned to students who disrupt the learning of students, or the performance of the teacher in the classroom, or for noncompliance of school regulations. Lunch detentions occur during the student's recess time.

5. Grading

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

6. In-school suspension (ISS)

Any student remanded to ISS will be isolated from the student population.

7. Suspension from School (OSS)

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

8. Expulsion

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

Remedial Measures

1. Restitution and Restoration

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

2. Counseling

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

3. Parent Conferences

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

DRESS CODE

Students must adhere to the Fairview Public School District Uniform Policy.

DRILLS

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

EARLY DISMISSAL

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

EMERGENCY SCHOOL CLOSINGS and DELAYED OPENINGS

1. The Superintendent of Schools will inform you of an early dismissal, delayed opening or school closing.

2. Fairview Public Schools will remain closed to pupils for the full day in case of an emergency closing.
3. Delayed Opening– School day will begin at 10:00 AM. Adult supervision is not available until 9:50 AM.

EQUAL ACCESS TO EDUCATIONAL PROGRAMS

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

GRADING SYSTEM

Grades in each subject are determined by a student's achievement, interest, application, and sense of responsibility.

The marking system is as follows:

A+ 97-100	A 94-96	A- 90-93
B+ 87-89	B 84-86	B- 80-83
C+ 77-79	C 74-76	C- 70-73
D 65-69		

F BELOW 65

S: Satisfactory

N: Needs Improvement

U: Unsatisfactory

I: INCOMPLETE (Students will have ten days from the end of the marking period to complete any work that was missed. Students who do not submit the make-up work will receive a failing grade for the marking period.)

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

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

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and

3. A reasonable person should know, under the circumstances that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C.6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

HEALTH SERVICES

Illness

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

Accident

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

General Health Regulations

Students absent for 3 or more days must bring in a doctor's note prior to returning to school.

Fever: The child must be free of fever (temperature below 100.2F), or signs of a fever without the use of fever reducing medications for at least 24 hours. If your child has a

fever in the evening prior to school, please keep your child home to prevent the spread of infection.

Vomiting/ Diarrhea: The child must remain out of school for 24 hours and/or until the child is symptom free to prevent the spread of infection. If your child had diarrhea or vomited the evening prior to school, please keep your child home.

Strep Throat: The child must be on antibiotics for at least 24 hours, and also must be fever free for 24 hours without the use of Tylenol, and upon returning to school must be accompanied by a doctor's note describing a negative throat culture.

Covid-19: As per the NJ Department of Health (NJDOH)

Conjunctivitis (Pink Eye): The child must be on antibiotics for at least 24 hours and upon returning to school must be accompanied by a doctor's note.

Food Allergies: The Fairview Public School District is Peanut/Treenut free. NO student will be permitted to eat foods that contain nuts while in school. This includes Peanut/Nut butters, Nutella, granola bars with nuts, products that may contain peanuts/tree nuts, and foods made in factories that may contain nuts. For those students with severe food allergies accidental ingestion can result in a life threatening allergic reaction called anaphylaxis. We ask that all parents not send peanut/nut products to school for lunch or snacks.

Lice: It is school policy if your child is diagnosed with head lice that the child must remain out of school for 24 hours and treated with the appropriate product recommended by the family physician. Upon returning to school must be examined by the school nurse and given clearance to return to class.

Immunizations: New Jersey State Law requires all children to be in compliance upon entering school to have the mandatory vaccinations required. All new students must have a physical examination form completed by their pediatrician.

Medications: All medications sent to school must be prescribed by a doctor and sent to school with the proper paperwork (Allergy Action Plan, Asthma Treatment Plan, Seizure Action Plan or other medications). Medications must be brought to school in their original packaging with your child's name on the label from the pharmacy.

Medical examinations: Each child shall be examined as required below:

1. Upon entry into school Pre-K/K
2. Transfer students
3. Pursuant to a comprehensive child study team evaluation as required by NJAC6A:14-3.4
4. Subsequent medical examinations/physicals should occur during each developmental stage, grades Pre- k through 3, pre-adolescence grades 4 through 6; and adolescence 7 or 8.

HOMEWORK

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

HONOR ROLL

Every Marking Period, students maintaining an average of 85 or above in All Major Subjects will receive an honor roll certificate. Work Habits/Conduct/Special Subjects must be Satisfactory. (No "N" or "U" on the report card)

INTERVENTION AND REFERRAL SERVICES TEAM (I&RS)

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

LOST AND FOUND

All articles found in the building or on the school grounds should be turned in to the Lost and Found located outside the Main Office. If unclaimed after a reasonable amount of time, the lost articles will be given to charity.

LUNCH PROGRAM

Number Three School offers a Free or Reduced Breakfast and Lunch Program funded by the Federal/State Government.

If a parent/guardian would like an application, please see the main office staff. A new application must be submitted each school year . All regulations of the subsidizing agency must be observed. Please check www.fairviewps.org for breakfast/ lunch menus.

REPORT CARDS

Report cards are designed to help the parent/guardian monitor their child's academic performance. Parents/guardians and students are encouraged to review the reports together and to contact the teacher(s) and/or guidance counselor as needed.

Parents/guardians will be notified of the possibility of a failing grade at the midpoint of the marking period. All progress reports and report cards for grades 1-4 are made available to parents via the Realtime Parent Portal.

PUPIL RECORDS

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

RETENTION

A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent/guardian. Every effort should be made to remediate a pupil's deficiencies before retention is recommended. Classroom teachers shall recommend to the Principal retention. Parents/guardians may appeal a retention decision to the Principal. The parent/guardian will be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than March of the school year when the possibility of a pupil not being promoted is determined. A student is expected to attend school daily.

SAFETY POLICY

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

SCHEDULE

Morning Arrival	8:25 a.m. - 8:32 a.m.		
1st Period	8:35 a.m.- 9:18 a.m.		
2nd Period	9:21 a.m. – 10:06 a.m.		
3rd Period	10:09 a.m. – 10:54 a.m.		
4th Period	10:57 a.m. – 11:42 a.m.		
5th Period	11:45 a.m. – 12:30 p.m.		
6th Period	12:33 p.m. – 1:18 p.m.		
7th Period	1:21 p.m. – 2:06 p.m.		
8th Period	2:09 p.m. – 2:54 p.m.	Dismissal	2:55 pm

IMPORTANT: Students SHOULD NOT arrive at school prior to 8:15am UNLESS they attend the breakfast program. There is NO adult supervision in the schoolyard until 8:15am. Please do not leave children unattended in the schoolyard. The office will make phone calls to parents of students left unattended.

SCHOOL MATERIALS and PROPERTY

The student is responsible for the proper care and use of school materials and property. Students will be charged replacement costs for any lost or damaged school material. Pupils who cause damage to school property shall be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of school property.

SEARCH OF DESKS

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

SUBSTANCE ABUSE

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

**** Important**** Please detach this page and return to your child's teacher. Handbooks should be kept at home.

CODE OF STUDENT CONDUCT CONTRACT

Student's name (Please Print)

Teacher/ Homeroom

Address

Phone number

Students, parents/guardians, teachers, counselors, administrators and office staff all play important roles in our schools. With so many people working together, problems may still occur from time to time. Rules have been made to address these problems. Like laws, rules apply to everyone and they work only when everyone cooperates.

This booklet lists the rules for students in Number Three School. The rules apply to all activities occurring on school grounds, on sites being used for school activities and for any vehicles authorized for the transporting of students. **Please read them.** Parents, students, school faculty and staff must be familiar with the rules.

Since parents/guardians can be held responsible for the actions of their child/ (children), it is important that they are aware of the rules and consequences if the rules are violated. Parents/guardians need to become involved in the education of their children and have the responsibility to provide the school with current emergency contact information, email addresses and/or telephone numbers. They also have the responsibility to notify the school of anything (such as a medical condition), which may affect their child's ability to learn, to attend school regularly or to take part in school activities. Parents should take special notice of the Attendance, Tardy and exclusion policies, which are in accordance with the Fairview Board of Education Policy.

The school must have proof that every student and every parent or guardian has had the opportunity to either read this handbook or hear it read aloud. Please detach this page, sign it and send it back to school within 5 days.

YOUR SIGNATURE MEANS THAT YOU HAVE READ THIS BOOKLET AND ARE AWARE OF THE SCHOOL RULES. (It does not necessarily denote agreement with the rules and regulations.)

Student's Signature : _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

