



Wallington
Public Schools

THERE IS POWER IN PRIDE

106 King Street Wallington, NJ 07057

Phone: 973-777-4420

Fax: 973-574-9517

www.wboe.org

EMAIL

Notices will be sent to parents via email, and/or via Google Classroom. Please check your email and Google Classroom regularly for any announcements. Also follow us on FACEBOOK

Google Classroom code- **qmp7cac**

Google Classroom Link

[https://classroom.google.com/c/NTI1OTAxNDYyM
DA5?cjc=qmp7cac](https://classroom.google.com/c/NTI1OTAxNDYyM
DA5?cjc=qmp7cac)

ABOUT GAVLAK

Frank W. Gavlak School is a grade 3-6 building with four grade threes, four grade fours, four grade fives, and four grade sixes. Various programs are offered to meet the needs of students. Among them are basic skills remediation, speech, special education services, bilingual/ESL education, gifted and talented, and guidance services.

Please Note: The Administration reserves the right to change the information contained in this planner to maintain order, safety, and discipline.



Frank W. Gavlak School is 973-777-4420

DISTRICT CALENDAR

WALLINGTON PUBLIC SCHOOLS

"There is Power in Pride"

THE BOARD OF EDUCATION RESERVES THE RIGHT TO CHANGE THIS CALENDAR WITHOUT NOTICE

District Website - www.wboe.org

2022 - 2023



SEPT. - 18 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Elementary School Back to School Night
 Sept. 14, 2022 - Jefferson - Pre-K-2 (6:00 - 8:00)
 Sept. 20, 2022 - Gavlak - Gr. 3 - 6 (6:00 - 8:00)

FEB. - 15 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	




OCT. - 20 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Elementary School - Parent Visitations (12:55 p.m.)
 Feb. 8 & 9, 2023 - Gavlak & Jefferson (1:45 - 3:15)
 Feb. 8 - Jefferson - (6:00 - 8:00)
 Feb. 9 - Gavlak - (6:00 - 8:00)

MARCH - 23 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31




NOV. - 17 DAYS						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jr./Sr. High School Back to School Night
 Sept. 15, 2022 - (6:00 - 8:00)

Jr./Sr. H.S. - Parent Visitations (12:47 p.m.)

Dec. 1, 2022 (1:45 - 3:15 & 6:00 - 8:00)
 March 9, 2023 (1:45 - 3:15 Only)

APRIL - 14 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



(End of Marking Period 1)

Nov. 14 - 45 days

DEC. - 17 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



SCHOOL CLOSING ANNOUNCEMENTS

NEWS 12 NJ - Morning Edition
 Fox 5 - WNYW
 WNBC - TV
 WABC-TV Ch. 7

STATE TESTING

TBD

New Teacher Orientation
 Wednesday, August 31, 2022

Full Staff Convocation
 September 6, 2022

MAY - 22 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



(End of Marking Period 3)

April 6 - 45 days

JAN. - 21 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



(End of Marking Period 2)

January 26 - 45 days

JUNE - 13 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



(End of Marking Period 4)

June 19, 45 days

The 180th day is Monday, June 19, 2023, barring any closings due to inclement weather or emergencies.

If additional days are required due to emergency closures, the days will be added to the end of the school year in June. Should the number of days required exceed 3 days, the additional make up days will be taken from Spring Recess working backwards from April 14 then April 13, and so on until the days have been made up. Vacations scheduled during recess periods for staff or students are made at the individual's risk

DELAYED SCHOOL OPENING:

Administrators, Supervisors & secretaries report at **9:30 a.m.** All teachers report at **9:45 a.m.** All students report to school at **10:00 a.m.** Elementary lunch is **12:25 - 1:10**. Secondary school lunch is **12:23 - 1:03**. Dismissal: Kind. is 2:40 p.m. - Grades 1 - 3 is 2:50 p.m. Grades 4 - 6 is 2:55 p.m. - Grade 7 - 12 is 2:45 p.m.



School is Closed



12:55 Dismissal



Staff Only

Please Note: The Administration reserves the right to change the information contained in this planner to maintain order, safety, and discipline.

DISTRICT ADMINISTRATION

Superintendent of Schools
Business Administrator

Dr. James J. Albro
Mrs. Jody Pietrowitz

HIGH SCHOOL ADMINISTRATION

Principal
Technology Coordinator
Director of Curriculum and Testing

Dr. Yvette Lozanski
Mr. Vito D'Amelio
Ms. Barbara Sondej

GUIDANCE

Counselor

Mrs. Maria Mangieri

SUPERVISORS

Athletics
Guidance
K-12 Instructional
Special Education

Mr. Charles Vellis
Mrs. Mary Jane Machtemes
Mrs. Bonnie Luberto
Mrs. Dina Mohamed

WALLINGTON BOARD OF EDUCATION

President
Vice President

Ms. Nancy Ann Maciag
Mr. Thomas Brynczka

TRUSTEES

Mr. Bobby Ristovski
Mr. Joseph C. Smith
Mr. John D. Sobczyk
Mr. Michael Labriola

Mrs. Tracy Kasteen
Mrs. Theadora Calabrese
Mr. Tim Hlavenka

Dear Parents,

Welcome to all of our students and families as we begin the 2022-2023 school year. The Elementary Schools' faculty and administration both look forward to working with our parents so that we can provide the best possible educational experience for all of our students.

This handbook should serve as a guide about important school processes and procedures. Please review this handbook with your child; the information will help your child to do their best while in school. Also, I strongly encourage parental involvement with the school and your child's program. Do not hesitate to contact the school or your child's teacher if you have any questions.

We look forward to working and speaking with our parents as we act together as partners in educating all of our children safely and securely.

Additional information on our schools can be obtained by visiting the website at www.wboe.org.

******IMPORTANT: ALL FORMS ARE AVAILABLE IN THE PARENT PORTAL. Please fill out these forms before the start of the school year to ensure the safety of your child.***

Best,

A handwritten signature in black ink, appearing to be 'Yvette Lozanski', with a long horizontal flourish extending to the right.

Dr. Yvette Lozanski
Principal, Frank W. Gavlak School
Frank W. Gavlak School is 973-777-4420

EXPECTATIONS FOR STUDENT BEHAVIOR

Students, parents, school administrators, and boards of education agree that positive student commitment and behavior are essential to effective learning. At the same time, appropriate student deportment is essential to an effective school. It is important to help students realize that their attitudes and actions are directly related to their school experiences and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate behaviors that contribute to the effectiveness of schools and the worth of their learning experiences. Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning. Therefore, the students, parents, teachers, administrators, and the Board of Education of Wallington expect all students to fulfill the behavioral expectations of the school community.

BEHAVIORAL EXPECTATIONS

It is expected that students follow the following rules:

- STAND QUIETLY IN LINE WHILE ENTERING THE BUILDING AT 8:25 A.M.
- KEEP HANDS TO YOURSELF
- WALK QUIETLY IN THE HALLS
- FOLLOW THE CLASSROOM RULES
- ACT RESPECTFUL TOWARD OTHERS
 - SPEAK WITH KIND WORDS
 - LISTEN TO OTHERS WHILE THEY SPEAK
- LISTEN AND FOLLOW DIRECTIONS
- LEAVE THE BUILDING IN A QUIET AND ORDERLY MANNER AT DISMISSAL TIME.
- COME TO SCHOOL PREPARED TO LEARN ☺
- CELL PHONES ARE TO BE TURNED OFF AND KEPT IN BACKPACKS. DURING THE SCHOOL DAY, ALL PHONE CALLS NEED TO BE MADE IN THE MAIN OFFICE. UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO TAKE PICTURES IN SCHOOL.

Students are expected to:

- Prepare themselves mentally and physically for the process of learning.
 - Demonstrate respect for people and property.
 - Take responsibility for their own behavior and learning.
 - Use time and other resources responsibly.
 - Share responsibility when working as a member of a group.
 - Meet the unique requirements of each class.
 - Monitor their own progress toward objectives.
 - Communicate with parents and school personnel about school-related matters.
-
- “Right is right even if no one is doing it; wrong is wrong even if everyone is doing it.”— Saint Augustine

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F.W GAVLAK SCHOOL WALLINGTON, NJ



2021-2022 School-Year

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM 8:40 AM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
8:40 AM 9:25 AM	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1
9:25 AM 10:10 AM	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2
10:10 AM 10:55 AM	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3
10:55 AM 11:40 AM	GRADE 3+4 LUNCH/PERIOD 4	GRADE 3+4 LUNCH	GRADE 3+4 LUNCH	GRADE 3+4 LUNCH	GRADE 3+4 LUNCH
11:40 AM 12:25 PM	GRADE 5+6 LUNCH /PERIOD 5	GRADE 5+6 LUNCH	GRADE 5+6 LUNCH	GRADE 5+6 LUNCH	GRADE 5+6 LUNCH
12:30 AM 1:15 PM	PERIOD 6	PERIOD 6	PERIOD 6	PERIOD 6	PERIOD 6
1:15 PM 2:00 PM	PERIOD 7	PERIOD 7	PERIOD 7	PERIOD 7	PERIOD 7
2:00 PM 2:45 PM	PERIOD 8	PERIOD 8	PERIOD 8	PERIOD 8	PERIOD 8
<div style="border: 1px solid black; padding: 5px; display: inline-block; text-align: center;"> STUDENT ARRIVAL / DISMISSAL: </div>					
GRADE 3	GRADE 4	GRADE 5	GRADE 6		

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8:25 AM 2:50 PM	8:25 AM 2:55 PM	8:25 AM 2:55 PM	8:25 AM 2:55 PM
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PLEASE NOTE STAGGERED DISMISSAL TIMES!

Parents or guardians are not permitted to drive into the Frank W. Gavlak School driveway area because of the large number of children assembled on the grounds at this time. Should it be necessary because of emergency reasons to drive into the Gavlak School driveway area, please note one-way traffic regulations have been established. You must circle AROUND THE SCHOOL. PLEASE ADHERE TO THE "NO PARKING IN THE FIRE LANE AREAS."

ATTENDANCE



All children are expected to be in attendance each day unless they are ill, out due to religious reasons, or a family emergency arises. Parents **MUST CALL** the school when their children will be absent from school. **Frank W. Gavlak School is 973-777-4420 EXT 207** This should be done whether it will be for the full day or the a.m. or p.m. sessions only. If we don't receive a call, we will assume that the child should be in school. In such a case, we will initiate a call from the main office to inquire about the absence. Should a child be absent for 5 or more consecutive days, a doctor's certificate or note to the nurse indicating that the child is fit to return to school is required. We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts your child's instructional time. A note should accompany your child to explain the reason for his/her tardiness.

The Wallington School District attendance policy has been put into place to emphasize the importance of the students being in class for the entire classroom period. In order for students to learn and achieve their fullest potential, it is critical that they are in school and engaged in the learning process. Research shows that student absences/tardiness impact a child's ability to succeed in school. Arriving at school on time reinforces college and career readiness skills that will serve them for their lives after high school, and studies indicate that a student's school attendance can be a strong indicator of how they will perform in college and in the workplace. 10% of the school year 18 missed days or 2 days a month can knock students off track and put them behind. "Chronic Absenteeism" is defined in New Jersey's ESSA State Plan as the percentage of a school's students who are not present for 10 percent or more of the days that they were "in membership" at a school.

All school districts are required to report issues of chronic absenteeism and truancy to appropriate authorities because attendance at school is compulsory and required by law. *If applicable, we may submit a Truancy Report to the Division of Family Guidance, Juvenile Family Crisis Intervention Unit so that we are in compliance with the law.*

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Students are able to enter the building at 8:25 to prepare themselves for the school day. Beginning the day promptly is important and demonstrates a commitment to success. Please ensure your son/daughter makes maximum use of class time.

Thank you for your concern and anticipated cooperation in this matter.

EARLY DISMISSAL

We encourage you to try to schedule your child's medical/dental appointments around school hours. If this is not possible, a note is to be sent to the school informing us of the early dismissal. You must come to the main office to check your child out. A child must remain in school for one full hour to receive credit for that session. Other reasons for early dismissal: religious obligations and family emergencies

EMERGENCY DISMISSAL

It may be necessary to dismiss the entire school system earlier than the regular dismissal time during weather and civil defense emergencies. Parents will be contacted prior to student dismissal.

In the event that school is dismissed, one parent should be home to pick up or receive the child. If this is impossible, the parent should make arrangements for the child to go to the home of a relative or neighbor. In the case of individual illness, the same as the above applies.

EMERGENCY Information

Parents are able to complete Student Emergency Contact information **in the Genesis Parent Portal**. This information is used in locating parents when their children become ill, have had an accident while at school, or in the event of an emergency early closing of the school. There should be someone, other than the parents, listed in case the parents cannot be reached. This person should be notified that he/she may be called in such a case. Please list someone with a telephone and a car.

**It is very important that you notify the school office whenever there is a change in parent/guardian contact information.*

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GENERAL ACADEMIC REQUIREMENTS

Promotion and Retention

The Board of Education requires that all pupils move through the program of instruction in the Wallington Elementary Schools in accordance with their academic and social growth. Promotion in grades Kindergarten through 6 shall be based on consideration of each child's academic achievement as determined by teacher judgment using Progress Report grades, state assessment tests, achievement, and daily teacher observation as criteria. Social and emotional maturity will also be considered. The Principal and Child Study Team shall have input in the promotion/retention process. A copy of the promotion/retention policy can be found on the Wallington schools' website under B.O.E. school policies.



LUNCH PROGRAM

During the first week of school, all children will be given an application for free and reduced lunches online. Please keep in mind; that we are required to provide every parent with the opportunity to apply. Students may pay for their lunches on a weekly basis.

If a child must bring his/her lunch regularly or participates in the school lunch program, parents are required to sign the **"Lunchroom Permission Slip,"** which is included with the forms on the Genesis Parent Portal. **Please make sure these forms are completed during the first week of school.** These forms can also be filled out on the **Genesis Parent Portal**.

LUNCHROOM REGULATIONS

1. The Lunchroom Permission Slip or a note from a parent/guardian is required for permission for the child to stay and eat lunch in school for the school year.
2. Upon arrival in the lunchroom, the children will be seated in their assigned areas. To avoid choking on food and spilling beverages, all children are encouraged to sit quietly and eat their lunch for the first 15 minutes of the lunch period.
3. Soda bottles and other glass containers are not to be brought to school.
4. Appropriate lunchroom behavior is expected. It will include the following:
 - a. Following adult directions and respect for those in charge.
 - b. Following lunchroom rules.
 - c. No throwing of food or other objects
 - d. Always acting in a controlled and appropriate manner.
5. Radios, cell phones, musical instruments, toys, etc. are not permitted in the lunchroom.

6. Loud talking and shouting and unnecessary running around are not permitted inside the lunchroom.
7. Each child is responsible for cleaning up his/her areas.
8. Students must ask permission to use the bathroom facilities. They should ask for a pass and follow set procedures.
9. Students who do not follow the lunchtime rules will be required to eat in a designated area by the Principal or may be excluded from eating in school. In the event that they are excluded, the parents will be notified and may be responsible for providing them with a site for lunch.

SCHOOL HEALTH SERVICES



All students must meet the mandatory health requirements established by the New Jersey Department of Education and the Wallington Board of Education.

During your child's school years, every available safeguard should be used to see that his/her physical and intellectual development reaches its fullest potential. Our professional school staff will join with you, the parents, in your efforts to promote the health and well-being of your child. A School Nurse is available full-time at all schools. Health folders are maintained in the Nurse's Office for all students. At the beginning of each school year, parents/guardians are asked to submit current health and emergency information. It is also requested that parents/guardians notify the school nurse immediately if any changes occur in the health/emergency information of the student during the school year. Immunizations on each student are kept on file, as well as reports of physical examinations, illnesses, and emergency information.

The school Nurse is not permitted to diagnose (illness, rashes, fractures, etc.), prescribe treatment, or prescribe medication to a pupil. She is available for conferences with the student or parent/guardian on matters of health or personal hygiene. In addition, she will implement the following schedule of yearly health screenings:

Height/Weight/Blood Pressure: All students

Physical Screenings: Students in Grades 3 and 6 by School Physician. Private physical examinations completed within 365 days of the school year will be accepted.

Vision Screening: Students in Grades 4 and 6 by the school Ophthalmologist. Referrals from other grades are followed through by the school nurse.

Audio (hearing) Screening: Grade 3. Referrals from other grades are followed through by the school nurses.

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Scoliosis Screening: Students in Grade five by the School Nurse.

When screening results deviate from the normal, parents will be notified in writing of these results. We strongly encourage immediate correction of any remedial defect as soon as possible as it may affect the child's performance in school. We are concerned with the total health status of your child. This is only accomplished through such means as parent, teacher, and nurse observation; screening tests; physical fitness tests; study of information concerning the pupil's past health experience; and medical and dental examinations. It is strongly recommended that students receive physical examinations by their primary care physician at least once during each of their developmental stages: early childhood (pre-school – grade 3), pre-adolescence (grade 4-6), and adolescence (grade 7-12). The results of exams should be forwarded to the health office.

ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS

For your child to receive any medication during the school day, the following conditions must be met as required by the Department of Education and the Wallington Board of Education. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed oral medications should be avoided but will be permitted when failure to take such medication would jeopardize the student's health, or the student would not be able to attend school if the medicine were not administered during school hours. Medication will be administered only after the following conditions have been met and must be renewed for each new school year.

1. Your physician must provide a written order for medication which includes the child's name, diagnosis, name of the medication, dosage, time to be given, duration of medication to be administered, and possible side effects.
2. Prescription medication must be brought to the school nurse in a pharmacy-labeled container by the parent/guardian. The label must state the child's name, name of the medication, dosage, time to be given, and name of prescribing physician. The label may not say "as directed". Pharmacy if asked, will split prescriptions for home and school use.
3. A written request must be completed by the parent/guardian allowing the nurse to give the medication as per the physician's orders.
4. Permission may be granted to a student for the self-administration of medication for asthma or other potentially life-threatening illnesses (i.e.: inhalers, Epi-pens, Glucagon, etc.) provided by the Parent/Guardian and the Physician's Authorization is completed including written certification regarding the student's condition and that the student is capable and has been instructed in self-administration of the medication.
5. Absolutely no over-the-counter medications (i.e.: Tylenol, Advil, etc.) will be administered in school unless ordered by a physician.
6. All medication must be kept in the health office unless provisions for special life-threatening situations exist. If the medication is to be discontinued, the parent must notify the school nurse in writing. If the medication must be changed during the school year, a newly written order must be presented by the physician. All discontinued medication must be picked up from the health

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office by the parent/guardian. Medication will be held for five days after the end of the school year, and if not picked up, will be discarded.

Please see the School Nurse for forms to be completed for school medication administration.

COMMUNICABLE DISEASES

The control of communicable disease is a situation in which there must be cooperation between the school and the home. You, as a parent, are an important member of the health team. If any of the signs or symptoms below are present, it is recommended that your child stays at home for the protection of himself/herself and of others:

1. Flushed or pale face, "glassy" appearance to the eyes
2. Stuffy or "running" nose, coughing, sneezing, tearing, or other signs of a common cold
3. Rash of any kind
4. Swollen glands
5. Sores on skin
6. Nausea or vomiting- the child should be symptom-free and be able to hold down fluids and food for 24 hours before returning to school
7. Pink or red eyes, especially with discharge
8. Lethargy or listlessness
9. Fever- any student who has a fever should be off of fever medication and without any fever for 24 hours before returning to school
10. Head Lice- student is excluded until the application of medicine has been completed and all nits are removed. Students must be examined by the school nurse upon returning to school.

One or any combination of the above symptoms may be indicative of illness or communicable disease. Certain communicable diseases are reportable to the Board of Health (i.e. Whooping Cough or Pertussis-German Measles or Rubella-Measles-Mumps-Scarlet Fever, etc.). Chicken Pox, Strep Throat, Pink Eye or Conjunctivitis, and Head Lice are contagious and must be reported to the school nurse at all times. Children who have been absent from school with certain contagious diseases must secure a release from their physician before returning to school. Our main goal is to prevent and control the spread of disease and to provide a healthy environment for your children.

PLEASE CALL THE SCHOOL WHEN YOUR CHILD IS ILL AND/OR ABSENT:

FRANK W. GAVLAK SCHOOL ATTENDANCE LINE- 973-777-4420 ext. 207

ILLNESS/INJURY

If a student becomes ill or injured during the school day, the student is to report to the nurse's office. If the nurse is not present, the student is to report to the main office. Students will be sent to the nurse's office if staff members notice the following visual signs...rashes, red eyes, open wounds, bruises, swelling, casts, elastic bandages, or any other unusual signs.

If a student must be sent home due to illness, the nurse will telephone the parent/guardian or person designated on the emergency card to make arrangements for the child to be picked up. There are for Frank W. Gavlak School is 973-777-4420

specific reasons, such as elevated temperature, vomiting, and rashes that require students to be excluded according to the Board of Education Policy. All students are excluded based on the clinical assessment of the nurse.

In the case of injury, the school nurse will provide emergency treatment. All school injuries are to be reported promptly. A parent/guardian or person designated on the emergency card will be called if a student requires more than first aid. If they cannot be reached, Emergency Services will be called.

Parents/guardians will be notified of all puncture wounds. All head injuries may be possible concussions. Therefore, students with head injuries will be sent home for observation.



DOCTOR'S NOTES

Any student absent five (5) school days in succession must present a note from the family physician upon returning to school. The note is then sent to the Nurse's Office and recorded on the student's Individual Health record.

Gym excuses for one week or more must be in writing by a physician with the diagnosis and date for resuming all physical education activities. Students that are excluded from the gym will not be permitted to participate in recess unless a note is provided by the physician. Gym excuses for three (3) days or less will be honored with a note from the parent/guardian. All information given to the School Nurse is kept confidential and maintained in her office.

SUBSTANCE ABUSE PREVENTION AND CONTROL POLICY

With the realization that there has been an increase in drug/alcohol usage among school-age children, our district has adopted a set of guidelines to prevent substance abuse in our schools. The policies ensure the constitutional rights of our students and are consistent with the legal requirements for the state of New Jersey. Substances related to this policy include drugs, alcohol, and anabolic steroids.

It is clear that the unlawful possession and use of alcohol are wrong and harmful. Our substance abuse prevention and control policy is based on this premise. The following is a summary of the key parts of the policy related to student standards of conduct and disciplinary sanctions.

1. The selling, transferring, or possessing of drugs or alcohol during school hours, at a school function, or at any time on school grounds is strictly prohibited. Student violators will be reported to the principal, who will notify the parents and the police. The students will be suspended from school.

2. If a student appears to be under the influence of drugs or alcohol, he/she will be reported to the principal, who will notify the parents.
3. In both cases, a physical examination of the student will be required. Attendance at school will not resume until a written report is submitted which certifies that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.
4. Students who test positive for drug usage will be out of school and suspended for a minimum of three days. A second offense will result in a minimum of five days of out-of-school suspension. Subsequent instances will be addressed on an individual basis.

Our district is aware that a substance abuse control program should be both preventive and remedial. Drug Prevention education programs are part of the instructional process. The Guidance Counselor is available to our students and families. For further information, please contact Gavlak School at 973-777-4420, ext. 217.

HARASSMENT, INTIMIDATION, OR BULLYING

STUDENTS NEED TO TREAT EACH OTHER WITH RESPECT: ACTS OF HARASSMENT, INTIMIDATION, OR BULLYING WILL NOT BE TOLERATED. Examples include: hitting, pushing, spitting, tripping, teasing, spreading rumors, ridiculing, writing offensive notes, graffiti, threatening to take one's possessions, stealing, hiding or damaging property, and posting inflammatory information about other students on the Internet are all prohibited. Please be aware that students exhibiting these behaviors will have consequences. If your child has been the victim or has observed an incident of Bullying, it should be immediately reported to a school staff member (Teacher, Principal, Counselor, or any adult staff member) so that it may be addressed.

The Elementary School Counselor serves as the school's Anti-Bullying Specialist.

****WE ENCOURAGE PARENTS TO MONITOR STUDENT SMARTPHONE USE**



PARENT CONFERENCES/SCHOOL VISITATION

We welcome conferences between teachers and parents. However, such conferences are scheduled after school hours so that the teacher is free to devote his/her time and attention to the discussion with the parents. Please call 973-777-4420 for all appointments.

Your invitation to visit the school stands throughout the school year. We ask only that you use the following procedures:

1. ALWAYS report in at the office whenever you enter the building, state the nature of your visit **and sign in.**
2. If you wish to visit a class, please make an appointment with the teacher in advance.

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3. Please do not ask a teacher to step out of his/her class *during the school day* to talk. This interrupts valuable instructional time.

Your cooperation in complying with these requests is very much appreciated.



The school and the home have the common objective of helping your child make the greatest academic progress possible. It is very important to work with the school and your child is reinforcing the importance of homework. Try to have a consistent and quiet place at home where your child can study and complete assignments. The teacher will make every attempt to explain what has been assigned so that the child may work independently. Parents have the opportunity of sharing in the educational process through the supervision of such homework.

Benefits of Homework

1. Homework keeps parents in touch with the school program and their child's progress, thus creating a closer bond between home and school.
2. Homework teaches a child to follow directions and helps him/her learn how to organize his time.
3. Homework teaches the child to accept responsibility; helps him/her develop self-reliance in his or her work; and improves study skills and work habits.
4. Homework reinforces school learning and gives needed review on work started in class.
5. The amount of knowledge required by the curriculum simply cannot be imparted during school hours alone.
6. Discipline and consistent completion of homework build character.

Homework Hints

1. Homework should be completed shortly after the end of the school day, if possible.
2. As a suggestion, Children in grades 1, 2, 3, and 4 should be in bed between 8:00 and 8:30 p.m.; grades 5 and 6 between 8:30 and 9:00 p.m.
3. Children should be expected to study for 15 minutes in kindergarten two to three times per week; 20 to 30 minutes daily in grade 1; 30 minutes daily (minimum) in grades 2 and 3; 1 hour daily in grades 4 and 5; and 1 hour to 1½ daily in grade 6.
4. Reading with a parent or independently enhances the learning process and is encouraged.
5. If homework is completed before the study time is up, there is plenty of valuable reading to be done.
6. Children should join the public library; wide and diversified reading is a must in today's world.

The Parents' Part

1. Cooperate and support the school in making homework effective.
2. Provide their children with suitable study conditions (desk, light, books, and supplies), and *reserve quiet and time for homework.*

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3. *Encourage your child's efforts but avoid undue pressure.*
4. *Show interest in your child's work, but do not do their work for them.*
5. Understand what the school expects homework to accomplish.
6. Homework Assignments Requested by Absent Students- Should your child be absent you may pick up the assignments of the day either by yourself or with another student. The request cannot be honored until 2:50 p.m. Please make the request through the office by 11:30 a.m.

PROGRESS REPORTS

Progress reports will be issued to students after the close of each of the four grading periods. Progress Reports will contain both academic and behavior grades. Attendance will be reported on the Progress Reports. Interim reports are provided for students in Grades 3-6.

GENESIS

Parents of students in Grades K-6 are able to access student grades, Interim reports (Gr. 3-6) and Progress Reports through the Parent Portal. You will be provided with information regarding this process. If you have any questions regarding the Parent Portal procedure, please contact the Gavlak office.

WITHDRAWAL OF STUDENTS

If you are moving, or are withdrawing your child from school for any other reason, please call or come by the school at least five (5) days prior to the withdrawal date. This will provide ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.



FIRE DRILLS & SECURITY DRILLS

Fire Drills and Security Drills are necessary for the safety of the student, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he or she may be. Specific information for fire drills is posted in each room.

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PARENT-TEACHER ASSOCIATION (PTA)



Parents are encouraged to join and participate in the Wallington Elementary P.T.A. The P.T.A. is organized during the first month of school and has membership in both the state and national organizations. The P.T.A. works with our families in support of our children, our schools, and the community. Parents will be notified when meetings take place.

FIELD TRIPS

Field trips are an extension of our curriculum and we expect all students to attend and benefit from these wonderful curriculum-based experiences. Students should act in an appropriate manner when participating in school excursions in order to keep everyone safe. Behavioral infractions may result in the loss of this privilege.

ACCESS TO CHILD'S SCHOOL RECORD

New Jersey law provides parents with the right to review their child's records. This may be arranged by setting an appointment through the main office at the elementary schools, telephone number 973-777-4420.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because children bring articles to school which is safety hazards to others or which interfere in some way with school procedures. Such items, brought in as toys and playthings, are undesirable and will be confiscated. Parents are requested to help children understand the necessity of such regulations. Also, children are not to carry spending money or valuable objects to school. Only school activity money is to be submitted to the classroom teacher immediately upon arrival. The school cannot be responsible for valuable items brought to school by students. Any item construed to be a weapon will be confiscated and submitted to the local police department. Students may receive disciplinary action and parents will be contacted for a conference.

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BIRTHDAY PARTIES

If you wish your child to distribute birthday invitations in the classroom, permission must be secured from the teacher with a written note. Permission will only be granted if all children receive an invitation.

September 2023

SCHOOL NUTRITION

Dear Parents/Guardians:

We have many students in our schools with a variety of serious allergies to nuts, milk, soy, wheat, fruits, and other foods, as well as dietary restrictions due to medical status, such as diabetes, celiac disease, etc. The safety of all our children is our priority, however, it is becoming increasingly difficult to monitor the ingredients of food treats that are brought into schools for parties and/or holiday celebrations.

We realize that celebrating a birthday is a big event for elementary students. To ensure all students may participate fully, we have adopted food-free guidelines for these celebrations. We have provided some suggestions of non-food options to honor your child's birthday or school holidays:

- Have your child bring in their favorite book to share to have the teacher read it to the class.
- Donate an item for the classroom (books, game, plant, music).
- Provide a special non-food item for your child to give to the class, such as pencils, bookmarks, stickers, erasers, notepads, bubbles, etc.
- Bring in an item that all children can sign as a birthday treat for the birthday student (T-shirt, tote bag, pillow case, autograph stuffed animal).

Please note that it is not food that makes the birthday special, but how a child is treated! We promise birthdays will be celebrated and recognized!

Please note that there may be curricular events such as field trips, science experiments, art projects, field days, etc., where food may be involved. Advanced notification will be sent prior to any special events.

As always, student snacks and lunches are encouraged to follow our School Nutrition Policy (available online). **Healthy foods are encouraged, and food items with sugar listed as the first ingredient are not acceptable.** Please remember Wallington School District is a **Nut-Free** School District. Food items that contain nuts are not allowed in school.

We appreciate your understanding of this issue and thank you in advance for cooperating with our Nutrition Policy. As always, the safety of our students is our priority. If you have any questions or concerns, please feel free to contact us.

Dr. Yvette Lozanski Principal
Gavlak School

Ms. Donna Coldon
Gavlak School Nurse

Frank W. Gavlak School is 973-777-4420

Phone: 973-777-4420 ext. 205

Email: Lozanski@wboe.org

Phone: 973-777-4420 ext. 207

Email: Coldon@wboe.org

"This Institution is an Equal Opportunity Provider"

Class Parties/Birthday Celebrations

BIRTHDAY PARTIES

If you wish your child to distribute birthday invitations in the classroom, permission must be secured from the teacher with a written note. Permission will only be granted if all children receive an invitation.

CLASS PARTIES

Please note:

- **No food items will be allowed to be brought to school for celebrations.**

Party Schedule:

- Grade 3- Halloween, holiday, and 2 collective birthday parties per year.
- Grades 4-6- Halloween and holiday

Please join us in our commitment to providing students with healthy and nutritious foods throughout the school day.

HONOR ROLL

Superior Achievement

1. Mark of 95 or better in all academic subjects.

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2. Passing mark in remaining subjects.

First Honor

1. Mark of 90 in all academic subjects (minimum of four)
2. Passing mark in remaining subjects.

Second Honors:

1. Mark of 85 or above in all academic subjects (minimum of four)
2. Passing mark in remaining subjects.

UNIFORM DRESS CODE

Students are required to wear their uniform dress on a daily basis unless exempted by the Board of Education Policy.

Long or Short sleeve polo-style shirt with a collar (with or without logo). Acceptable colors shall be royal blue, white, or gray. For clothing with a logo, the Wallington Public School logo will be printed on the left side.

- A gray, royal blue, or white cardigan or fleece (without a hood) may be worn in addition to a polo shirt.
- A long sleeve shirt (WITHOUT writing on the sleeve) may be worn under the polo shirt.
- Bottoms can be any shade of khaki, black, or non-denim navy blue.

Bottoms may include

1. Slacks (must be worn at waistline)
2. Skirts & skorts (no shorter than 2" above the knee) during designated times of the year.
3. Capri pants

Please be aware that leggings are allowed only when wearing a skirt.



PHYSICAL EDUCATION

All students in Grades K through 6 will participate in physical education instruction during the school year. Additionally, children will be required to wear sneakers during Physical Education class.

Students may be excused from Physical Education due to physical disability, upon written request from the doctor. If there is any other reason for a child to be excused, contact the school principal.

Elementary Students have the option of wearing the following on days they participate in Physical Education; the official school uniform **or students may wear nylon athletic/jogger pants (NON-BODY CONFORMING) and a polo shirt. The pants can be black, navy blue, or khaki.**

Dress Code

The following will not be permitted:

- Hooded Sweatshirts
- Hats, Headbands, or bandanas of any type (boys and girls)
- Bare midriffs or tops that are offensive, revealing, or immodest
- Bare feet
- Crocs or Crocs style footwear is not permitted.
- Beach style flip-flop sandals or slides
- "Ugg" slippers
- Undershirts or tank tops which leave the underarms exposed (boys)
- Wristbands or belts containing metal studs
- T-shirts with obscene or off-color designs or sayings.
- Pajama style pants

In addition to the items that are not permitted, it should be noted that:

- Jackets may not be worn in school.
- Skirts and shorts may be worn provided they are not excessively short or tight.
- Small chains attached to a wallet or keys will be permitted, but chains with no practical purpose may not be worn.
- Appropriate shorts will be permitted from September 1 to October 15 and from May 1 until the end of the year.

****The Administration reserves the right to prohibit any inappropriate style of dress not specifically mentioned above.**

WALLINGTON PUBLIC SCHOOLS UNIFORM DRESS CODE POLICY

1. The Board of Education believes school dress can influence pupil behavior and a school uniform policy will enhance a school's learning environment. In accordance with N.J.S.

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18A:11-7 and N.J.S.A. 18:A11-8, the Board adopts a uniform dress code provision of its Dress Code Policy to require all pupils to wear a uniform mode of dress.

2. The approved attire to be worn in each school shall be selected by a representative committee of staff and parent(s)/legal guardian(s) of the pupils attending the school. The approved attire to be worn shall be presented to the Board by the Principal for Board approval.
3. A description of the approved attire for each school shall be maintained in the Principal's office at each school.
4. The approved attire to be worn to school may be purchased by the parent(s)/Legal guardian(s) directly from the vendors who have been determined to provide the approved uniform clothing, or from other vendors of the parent(s)/Legal Guardian(s) choosing. The approved attire shall be allowable with or without the school logo.
5. The Board believes the cost of outfitting students in uniform dress will result in less expense over time for each family. However, each school, working with the school's parent organization (when allowable), may develop fundraising opportunities, community donation programs, and corporate sponsorships to defray the cost of school uniforms for economically disadvantaged pupils. Additionally, the Board reserves the right to fund any programs in an effort to defray these costs, should they so choose.
6. This uniform dress code addendum to the dress code does not prohibit pupils who participate in nationally recognized youth organizations (Girl Scouts, Boy Scouts, etc.) that are approved and/or recognized by the Board, from wearing organization uniforms to school on days the organization has a scheduled meeting or for a scheduled and specific purpose for wearing such organization uniform approved in advance by the Principal.
7. Principals may permit students to participate in dress-down days with advance notice.
8. A parent(s)/legal guardian(s) may request an exemption for their child wearing the approved apparel by completing the application for Uniform Dress Code Policy Exemption stating a bona fide religious or philosophical objection to wearing the approved apparel.
 - a) The Application requires the applicant to indicate the objection with specificity and to provide the alternative dress the pupil will wear to school to be in compliance with the bona fide objection.
 - b) The Principal will designate a committee of school staff members to consider all exemption requests and the committee will grant exemptions upon a finding that the objection is based on deeply held religious or philosophical beliefs.
9. A pupil who does not wear approved apparel without permission and/or an exemption shall be subject to the following:

INCIDENTS:

1. The school will contact the parent(s)/legal guardian(s)-The student will receive a written warning

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that will be sent home to the parent(s)/guardian(s).

The student will have the opportunity to change clothes, if possible.

2. The school will contact the parent(s)/guardian(s)-The student will receive a second written warning that will be sent home to the parent(s)/guardian(s).

The student will have the opportunity to change clothes, if possible.

3. The school will contact the parent(s)/legal guardian(s)- The student will receive a written warning that will be sent home to the parent(s)/guardian(s).

The student will have the opportunity to change clothes, if possible.

The student will serve lunch detention.

4. The school will contact the parent(s)/legal guardian(s)-The student will receive a written warning that will be sent home to the parent(s)/guardian(s), and/or phone conference.

The student will have the opportunity to change clothes, if possible.

The student will serve lunch detention.

5. The school will contact the parent(s)/legal guardian(s)-The student will receive a written warning that will be sent home to the parent(s)/guardian(s).

The student will have the opportunity to change clothes, if possible.

The student will serve after-school detention.

6. The school will contact the parent(s)/legal guardian(s)-The student will receive a written warning that will be sent home to the parent(s)/guardian(s).

The student will have the opportunity to change clothes, if possible.

The student will serve after-school detention.

7. The school will contact the parent(s)/legal guardian(s)-The student will receive a written warning that will be sent home to the parent(s)/guardian(s).

The student will have the opportunity to change clothes, if possible.

The Student will serve Saturday Detention

There will be a mandatory parent meeting.

For further violations of the policy, the principal will have the discretion to impose disciplinary measures that are deemed appropriate inclusive of curtailing extra-curricular involvement or other

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privileges.

A pupil will not be penalized academically or otherwise discriminated against nor denied admittance to school if the pupil is granted permission to be excused from the school uniform requirement by the Principal, or designee, or is granted an exemption.

The Board of Education will evaluate the effectiveness of this Policy on an annual basis before the end of each school year. The Principal of each building will compile a report to the Superintendent to be presented to the Board.

The Building Principal of each school will distribute a copy of this Policy:

- A. To all parent(s)/legal guardian(s) of all pupils in the school;
- B. To parent(s)/legal guardian(s) of all pupils entering the school from another school in the district;
and/or
- C. To parent(s)/legal guardian(s) of all pupils entering the school during the school year from another school district.

A. OFFICIAL SCHOOL WEAR - ALL SCHOOL

Long or Short sleeve polo style shirt with a collar (with or without logo). Acceptable colors shall be royal blue, white, or gray. For clothing with a logo, the Wallington Public School logo will be printed on the left side.

A gray, royal blue, or white cardigan or fleece (without a hood) may be worn in addition to a polo shirt. A long sleeve shirt (WITHOUT writing on the sleeve) may be worn under the polo shirt. Hooded Sweatshirts are not permitted in class including in physical education (hoodies). Bottoms can be any shade of khaki, black, or non-denim and non-fleece/sweatpant style navy blue. Material cannot be denim and/or fleece or sweatpant type material.

BOTTOMS MAY INCLUDE

- Slacks (must be worn at waistline)
- Skirts and skorts (no shorter than 2" above the knee)
- Ankle Length Skirts
- Shorts (no shorter than 2" above the knee) during designated times of the year.
- Capri pants
- Material for acceptable bottom attire cannot be Adidas style, denim, and/or fleece or

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sweatpant/ type material. Leggings are allowable in school when worn under an approved skirt.

- Footwear must follow criteria in the current Student Dress Code.
- Students shall wear their clothing only in ways that are permitted in the dress code, so as to maintain safety and minimize unnecessary distraction.
- LEGGINGS ARE NOT PERMITTED

B. OFFICIAL SCHOOL WEAR - PHYSICAL EDUCATION

- Elementary Students will wear Official Physical Education School Wear the entire school day on the day(s) they participate in Physical Education.
- High School Students come to school in their Official School Wear and change into and out of Official Physical Education School Wear during their Physical Education class period.
- Gray T-shirts with the Wallington Public School logo will be available for students.
- Sportswear or spirit wear purchased through approved Wallington sports, activities or PTA/Home & School are acceptable as Official Physical Education Wear as approved.
- Writing horizontally across the back of sweatpants or shorts is not acceptable.
- Outerwear on days when physical education is held out of doors shall not include hooded sweatshirts (hoodies).
- *Any family who has a question about this policy or regulation should contact their child's school directly.
- LEGGINGS ARE NOT PERMITTED

WALLINGTON PUBLIC SCHOOLS CHEMICAL SUBSTANCE ABUSE PREVENTION AND CONTROL POLICY

The full policy for chemical and substance abuse can be found on the district Website and it is posted in all student homerooms. [\(Policy 5530\)](#)

SEXUAL HARASSMENT POLICY

I. THE POLICY

- A. It is the policy of the Wallington Public Schools to maintain a learning and working environment that is free from sexual harassment.

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- B. It shall be a violation of this policy for any member of the Wallington Public Schools staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

II. DEFINITION

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

A. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks to a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

III. PROCEDURES

- A. Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Grievance Procedure. Filing of a grievance will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

IV. SANCTIONS

A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline procedure.

V. NOTIFICATION

Notice of this policy will be circulated to all schools and departments of the Wallington Public Schools on an annual basis and incorporated in the Policy Handbook.

HARASSMENT, INTIMIDATION, AND BULLYING

Wallington High School Anti-Bullying Specialist:

Mrs. Jackie Schwartzer

Wallington School HIB Coordinator:

Mrs. Mary Jane Machtemes

I. POLICY

- A. The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in the 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. Harassment, intimidation, or bullying is defined in the Anti-Bullying Bill of Rights Act but includes unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

II. DEFINITION

- A. "Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that
1. Is reasonably perceived as being motivated by either 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,
2. or by any other distinguishing characteristic;
 3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
 - A reasonable person should know, under the circumstances, that the act(s) 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/her person or damage to his/her property; or
 - Has the effect of insulting or demeaning any student or group of students, or
 - Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

You can view the Wallington School District HIB Policy at [Wallington HIB Policy](#)

Determined by the outcome of the investigation, disciplinary action may include Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-school Suspension and/or Out-of-School Suspension and Counseling; suspensions and the filing of criminal charges when necessary.

STUDENT GRIEVANCE PROCEDURE

DEFINITION

A grievance shall mean a dispute or unresolved difference arising from the daily interaction and conduct of the student/teacher/school employee relationship(s), in school-sponsored athletic and/or co-curricular activities, and the academic classroom.

1. Any student who feels he/she may have a grievance must first discuss it with the person involved within five (5) school days. If the deadline is not met, then it cannot be grieved.
2. If the matter is not resolved to the student's satisfaction, then it may be presented, in writing, to the Faculty Student Council Board. This action must take place no later than five (5) days after the initial meeting with the staff person involved.
3. The Board shall consist of the Student Council President and Vice President, a representative of the WEA, and a faculty member. The Supervisor of Guidance will act as chairperson for academic matters, the Vice Principal for discipline matters, the Athletic Director as chairperson for athletic matters, the Student Activities Coordinator for other co-curricular matters, and the Student government Coordinator for concerns regarding school elections. The parties involved in the dispute will be present and may have witnesses present. The Affirmative Action Officer will

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also be present.

4. The Board will have three (3) school days in which to respond in writing to the complaint.
5. If the matter is still not resolved to the satisfaction of the student, he/she has three (3) school days to submit the grievance, in writing, directly to the principal. The principal has three (3) days to respond, in writing to the student and parent/guardian.
6. If the principal's decision is unacceptable, then the matter may be submitted in writing to the superintendent no later than five (5) school days after the principal's decision has been rendered.
7. The superintendent has five (5) school days to respond, in writing, to the student and parent/guardian.
8. If the superintendent's decision is not accepted, the matter can be appealed to the Board of Education within (7) seven school days. The student and/or parent must notify, in writing, the Superintendent of Schools. A meeting with the Board will be scheduled by the Superintendent.
9. If the Board's decision is not accepted, the matter may be pursued through the New Jersey Commissioner of Education's office.

****Failure to meet any of the timelines will terminate the grievance procedure.****

DISCIPLINE PROCEDURES:

TEACHER INTERVENTION: THE FIRST PERSON A CHILD WILL ENCOUNTER WHEN THE NEED ARISES FOR BEHAVIOR GUIDANCE WILL BE THEIR TEACHER. THE GENERAL PROCEDURE IS AS FOLLOWS:

- Identification of inappropriate behavior
- teacher/student problem-solving session
- Possible parent contact
- Follow-up as needed

ADMINISTRATIVE INTERVENTION: IF A BEHAVIOR PROBLEM BECOMES PERSISTENT OR SERIOUS IN NATURE THE STUDENT WILL BE REFERRED TO AN ADMINISTRATOR. THE GENERAL PROCEDURE IS AS FOLLOWS:

- Conduct will be recorded in the Parent Portal. Parents will receive notification of the incident. If you would like further details, please contact the main office.
- Persistent, inappropriate behavior identified by the teacher
- Parent contact
- Lunch detention
- After-school detention
- Parent meeting

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If the behavior continues, it is possible the student will be referred to the school counselor, who will provide guardians with the appropriate resources.

STUDENT DEPORTMENT/INFRACTIONS

To provide a common understanding of rules concerning student behavior in this school, below is a list of major infractions/incidents. Please be aware there may be infractions not listed:

- 1. Minor Infractions /behaviors or conduct violations not specifically addressed, Sent to Vice Principal or other incidents of misconduct - addressed on a case-by-case basis, verbal warning, parent contact, counseling session, lunch detention, central detention, Possible Saturday Detention*
- 2. Sent to Vice Principal or other incidents of misconduct-verbal warning, parent contact, counseling session, lunch detention, central detention, Possible Saturday Detention*
- 3. Insubordination (directed at a staff member)-verbal warning, parent contact, counseling session, lunch detention, central detention,Possible Saturday Detention*
- 4. Accessing other Students' Accounts-Possible Saturday Detention-see Chromebook policy*
- 5. Leaving School Grounds-verbal warning, parent contact, counseling session, lunch detention, central detention,Possible Saturday Detention*
- 6. Class Cut/Truancy -verbal warning, parent contact, counseling session, lunch detention, central detention,Possible Saturday Detention*
- 7. Forgery (Warning Notices, etc.) verbal warning, parent contact, counseling session, lunch detention, central detention,possible Saturday Detention*
- 8. Fighting*

Possible Saturday Detention

POSSIBLE SUSPENSION

A report of the incident may be forwarded to the police.

- 9. Smoking (including vaping, or possession of vaping device/paraphernalia)
Parent contact*

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Detention

Possible Saturday Detention

Mandatory meeting with the counselor/possible drug screening

A report of the incident may be forwarded to the police.

10. Profanity - verbal warning, and or parent notification, mandatory PBIS

11. Theft- verbal warning, parent contact, counseling session, lunch detention, central detention, possible Saturday Detention

12. Inappropriate behavior towards peers- warning, parent contact, counseling session, PBIS, repeated offense lunch detention, after-school detention., possible Saturday detention

13. Destruction to School Property -verbal warning, parent contact, counseling session, seek appropriate restitution, police may be notified, lunch detention, central detention

14. Dress Code Violation

-DESCRIBED ABOVE

15. Fireworks, Stink Bombs, Etc. -verbal warning, parent contact, counseling session, seek appropriate restitution, police may be notified, lunch detention, central detention, Saturday detention

16. Cell Phones/earbuds/headphones/smartwatches

-confiscation with parental notification and return; subsequent violations can result in police notification, confiscation, and/or detention. For all subsequent incidents, the parent must come to pick the phone up from the Vice Principal. The phone will not be returned to the student.

17. Student Harassment (Racial, Sexual, Etc.)

-consequence will be as stated in the School's Harassment Policy

-Possible Court referral for legal action, which includes a monetary fine.

18. Weapon or Drug Possession

-OUT OF SCHOOL SUSPENSION

-Possible Court referral for legal action, which includes a monetary fine.

19. Fire Alarms / Bomb Threats

-OUT OF SCHOOL SUSPENSION

-Possible Court referral for legal action, which includes a monetary fine.

20. Opening outside doors to students after the late bell or to visitors/guests- verbal warning, parent contact, counseling session, lunch detention, central detention, Saturday detention

SATURDAY DETENTION PROGRAM

Saturday detention will run from **8:00 - 12:00 noon** in Room 111. The length of time required will be assigned as per the offense. A **minimum** of three and one-half hours will be required.

1. THREE AND ONE-HALF HOURS *

Excessive tardies as per the Tardy Policy
Initial violations regarding
Cutting class
Profanity
Smoking (Subsequent offenses are reported to the WPD)
Insubordination
Physical confrontations (non-fighting)
Leaving school grounds
Possession of Vaping Devices/paraphernalia or E-cigarettes

2. FOUR HOURS *

Truancy
Fighting - Non-aggressor (This is the person who responds in defense)
Any repeat of the aforementioned violations may result in a four hour discipline.
*Other offenses not included here are up to the determination of the administrator

Please Note:

Inclement Weather

Should inclement weather occur during the winter months, Saturday detention will be postponed until the following weekend.

A student assigned to Saturday detention is prohibited from participating in any activity scheduled on that day from 8:00 - 12:00. ***This includes athletic contests, academic decathlon, band, etc.***

- Food, beverages, radios, headphones, and earbuds are not permitted.
- Students must be in dress code (dress code infractions will be followed according to school policy).
- Students who arrive late will be referred to the Vice Principal for additional Saturday detention or suspension.

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Failure to attend Saturday detention will result in an in-school suspension on Monday with a **required parental notification and a rescheduled Saturday**. The parents of students who are absent will be contacted Saturday morning. If an emergency prevents a student from attending, a parent should contact the disciplinarian's office on

Monday morning. Medical emergencies must be properly documented. In addition, the Saturday detention will have to be made up.

NOTE: Students who do not attend a Saturday detention will be prohibited from participating in extracurricular activities as follows:

- a. athletes/cheerleaders/marching band – one athletic event, at the same level (varsity, J.V.) until the detention is completed
- b. other students - student council meetings, dances trips, and attendance at athletic events during the week following the violation

Students who are disruptive will be sent home and assigned to additional discipline based on the nature and circumstances of the infraction.

FIRE DRILL REGULATIONS/SECURITY DRILLS

THE GAVLAK SCHOOL WILL PARTICIPATE IN A MINIMUM OF 2 DRILLS PER MONTH. ALL PARENTS WILL BE NOTIFIED VIA EMAIL THAT THE DRILL TOOK PLACE.

Every student should be familiar with:

1. EXIT

- A. Regular exit and emergency exit
- B. This information is posted in every room

2. FIRE DRILL ORGANIZATION

- A. Pass in double file.
- B. Return in double file.
- C. Blocked exit - countermarch to the emergency exit.
- D. Pass briskly, quietly, and orderly.
- E. Never go for clothing or other belongings.
- F. Hands-free and empty.
- G. If something is dropped, leave it.
- H. Door monitors - hold doors for their class only and move to the end.

Students should gather with their teacher for attendance and instructions. (teachers will have

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colored room signs)

3. WHAT TO DO DURING DRILLS EXECUTED AT VARIED TIMES:

- A. **Dismissal time** Classes are to use exits and follow procedures designated for their homerooms. Students will be dismissed outside at a given signal after the drill is completed by the entire school.
- B. **Classes in another room:** Classes are to use exits and follow procedures designated for that room and posted therein.
- C. **Students carrying equipment:** When a student is carrying equipment such as visual or auditory aids, etc. the student should deposit it in any room or alcove that is near, making sure that it is
not blocking the right of way. The student should then go to the nearest exit and try to rejoin his or her group outside.
- D. **Students not in class:** (in the lavatory, hall, etc), that student should exit the nearest safe exit and find their class or report to an administrator.
- E. **Between Classes:** If a drill should occur while classes are passing, students should go to the nearest safe exit and find their classroom number from the colored placards.

4. WHAT STUDENTS DO IF THEY DISCOVER A FIRE

- A. Tell the nearest teacher, janitor, or employee.
- B. Activate the nearest alarm.

SEARCH AND SEIZURE

School lockers remain the district's property even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations, and search by law enforcement officials on the presentation of a proper warrant.

The principal or other official designated by the Board of Education may inspect lockers or other storage facilities provided for use by students as long as the parents and students are informed in writing at the beginning of each school year that inspections may occur. Wallington High School administration will execute at least one unannounced search of all student lockers at least once per marking period.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is

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violating either the law or the school's rules. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil and with administrative approval. Before instituting such a search, except in cases of emergency, the principal shall attempt to inform the parents/guardian and request their presence.

SMOKING (Including Vaping)

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff. (Regulation 5533)

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an

electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4. (Regulation 5533)

Students smoking will not be permitted on any part of the school grounds or buildings. Violation of this regulation will result in the student receiving a Saturday detention or in-school or out-of-school suspension. All violations will result in charges filed with the possibility of a municipal fine.

- If a fire alarm is set off because of smoking or vaping, the school will file a complaint with Police. This will result in legal action, which includes a court appearance and a monetary fine

LOST AND FOUND

A student should report the loss of an item to the vice principal's office immediately.

LAVATORIES

Students who need to use bathroom facilities; the number of students allowed in the bathrooms will be limited to a maximum of two at one time.

OTHER CONSIDERATIONS

- Students will be allowed to bring their own water bottles.
 - Students will refrain from using water fountains other than to fill up their bottles
 - Students will be encouraged to have personal hand sanitizer.

USE OF RADIOS, "IPOD", OR OTHER LISTENING DEVICES

As of September 1, 2013, students may not listen to personal radios, iPods, MP3s, or other listening devices while inside the school building without the express permission of the principal. If such devices are used in violation of the statute, they will be confiscated, whereupon disciplinary action may be taken. This is a matter of health and safety as well as a disruption to the educational environment.

CELLULAR SMARTPHONES

Students are not permitted to use cellular telephones while school is in session. Cellular phones must be turned off while the student is in the school building and may be turned on after school. Cellular phones that are turned on in violation of this policy may be confiscated by the Building Principal and the pupil will be subject to disciplinary action.

DATES OF IMPORTANCE

September 7 - First Day of School	January 16 - School Closed/Staff Only
September 20 - Back to School Night	January 26 - End of 2nd Marking Period
October 10 - School Closed	February 20 - 24 - School Closed
November 8 - School Closed/Staff Only	February 8, 9 - Parent Visitation
November 10,11 - School Closed	April 16 - End of 3rd Marking Period
November 14 - End of 1st Marking Period	April 7-14 - School Closed
November 24,25 - School Closed	May 29 - School Closed
December 26 - December 30- School Closed	June 19 - End of 4th Marking Period

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OTHER MISCELLANEOUS

ASSEMBLY ETIQUETTE

Some students expect assembly programs to be strictly entertaining. However, the artistic and educational value of other types of entertainment should be understood. Good music, plays, or the message of an outstanding speaker may be equally rewarding.

Assembly programs are planned to reinforce the curriculum, reflect the activities of the school, promote school spirit, and recognize significant events. The purpose of assemblies is to provide a planned program that broadens a student's knowledge, interests, and experience in order to promote the consideration of new ideas and abilities, and the interests of others.

During assembly programs, only the best behavior is acceptable to the student body. Programs will vary in quality, but this should not be an excuse for discourteous behavior. Wallington High School assemblies should exemplify high-quality student behavior.

The following procedures must be observed:

- Students must come to prompt attention when the program chairperson indicates that the program is ready to begin.
- When students appreciate a program, they are expected to respond with applause. Whistling, shouting, stamping of feet, and rhythmic applause are considered inappropriate behavior.
- Students are required to maintain courteous and respectful attention at all times.
- Students who are unable to comply with these simple rules will be removed from the area and sent to the Vice Principal's office.

LEAVING THE SCHOOL GROUNDS

While school is in session, students may not leave the school grounds once they have arrived unless they have permission from an administrator. THIS IS AN ESPECIALLY IMPORTANT REGULATION.

COMPUTER RESOURCE USE

The Board provides access to computer networks/computers for educational purposes only and retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. Any individual engaging in the following actions when using computer

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network/computers shall be subject to discipline or legal action:

- A. Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, and local laws, and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network/computers to violate copyrights, institutional or third-party copyrights, license agreements, or other contracts.
- C. Using the computer network in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;
 - 2. Degrades or disrupts equipment or system performance;
 - 3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
 - 4. Steals data or other intellectual property;
 - 5.
 - 6. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - 7. Gains or seeks unauthorized access to resources or entities;
 - 8. Forges electronic mail messages or uses an account owned by others;
 - 9. Invades privacy of others;
 - 10. Posts anonymous messages;
 - 11. Possesses any data which is a violation of this policy; and/or
 - 12. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

[Refer to Chromebook Policy and Procedures for more information](#)

CONSENT REQUIREMENT

No pupil will be allowed to use the computer network and the Internet unless they have filed a consent form signed by the pupil and his/her parent(s) or guardian(s).

VIOLATIONS

Individuals violating this policy shall be subject to the consequences as indicated in Regulation [No. 2361](#) and other appropriate disciplines which include but are not limited to

- 1. Use of the network only under direct supervision;
- 2. Suspension of network privileges;
- 3. Revocation of network privileges;
- 4. Suspension of computer privileges;
- 5. Revocation of computer privileges;
- 6. Suspension from school;
- 7. Expulsion from school; and/or

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8. Legal action and prosecution by the authorities.

ILLNESS DURING SCHOOL

- Anyone who becomes ill during school hours is taken to the school nurse. If necessary, the parent is contacted. In case of an accident or injury in school, first aid will be administered by the school nurse or physical education instructors if the nurse is out of the building. Parents are notified if further medical care is needed, or if the injured student is to be taken home or to the hospital.

HEALTH SERVICES

The school has the responsibility and unique opportunity in influencing positive attitudes and providing services that will promote optimum health in the future of each student.

The goals of the school health services include

- The Identification of health problems and needs of students.
- Assisting students to become increasingly responsible for their own health.
- Promoting an optimal level of health and safety within the school and during school-related activities.
- Providing health education and health counseling to all students.

Student Health Appraisals consist of the following examinations and screenings which are conducted at various grade levels recommended or mandated by the State Dept. of Health and Education:

Physical Examination Weighing & Measuring

Vision Screening Dental Screening

Hearing Scoliosis Screen

Tuberculin Testing Classroom inspections for various health problems

LOST AND FOUND

Any money or valuables lost should be brought to the Main Office and left with the secretary. Other miscellaneous lost items will be placed in the lost and found. Please put identification on all of your child's belongings. UNCLAIMED ITEMS WILL BE PERIODICALLY DONATED.

SATURDAY BRIDGE PROGRAM

"Saturday Bridge Program" will be offered by the Wallington School District. The Frank W. Gavlak School is 973-777-4420

program is designed to assist students who are struggling academically by providing intervention and remediation in coordination with the student's teachers and guidance counselors. The program is scheduled to take place Saturday mornings from 8:00 am to 11:00. Dates are TBD.

AFTER SCHOOL HELP

Time is set aside each day for students who need extra tutoring or individual attention. Please contact your child's teacher to schedule extra help.