



**2024 – 2025**

# **Handbook of Policies and Procedures**

*"And all thy children shall be taught of the Lord." Isaiah 54:13*

**Waldwick Seventh-day Adventist School**

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## **SCHOOL PERSONNEL**

### **Administration, Faculty, and Staff**

Wayne Edwards	Principal and Teacher
Nadia Cadavero	Administrative Assistant and Treasurer
Susana Sanchez	Preschool and Kindergarten, Art, 11 <sup>th</sup> & 12 <sup>th</sup>
Araceli Rodriguez	Teacher Assistant
Mary Williams	First and Second Grade Homeroom
Maxine Goulding	Third and Fourth Grade Homeroom
Guerline Plaisir	Fifth and Sixth Grade Homeroom
Stephanie Chavarria	Teacher Assistant
Victor Macucachi	Vice Principal, 7 <sup>th</sup> & 8 <sup>th</sup> Grade Homeroom
Denis Balyaev	Ninth and Tenth Grade Homeroom
Anthony Maestry	High School Teacher, 11 <sup>th</sup> & 12 <sup>th</sup> Grade
Daniel Arrebato	Music Nurse

### **Waldwick Adventist School Board**

Chairperson	Michael Meliti
Vice-Chairperson	Felipe Valle Ly
Executive Secretary	Wayne Edwards
Recording Secretary and Treasurer	Nadia Cadavero
Home and School Leader	Marrea Thompson
Pastor of Wayne and Waldwick Adventist Churches	Dr. Bruce Banner
Pastor of Hackensack Adventist Church	

### **Constituent Church Representatives**

Hackensack Adventist Church

Wayne Adventist Church

Waldwick Adventist Church

The Waldwick Seventh-day Adventist School Board is comprised of representatives from the above name churches and typically meets on the second Tuesday of each month to formulate operating policies and handle the business of the school.

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## **School History**

The Waldwick Seventh-day Adventist School (Waldwick Adventist School) was established in 1961 on a plot of land in the borough of Waldwick, New Jersey donated by the Negretti family. This educational institution was an expansion of an earlier school started in the basement of the First Seventh-day Adventist Church of Paterson.

## **Statement of Accreditation**

The Waldwick Seventh-day Adventist School operates under the auspices of the Office of Education of the New Jersey Conference of Seventh-day Adventists. It is approved to operate as a Preschool to 10<sup>th</sup> grade school through the New Jersey Department of Education. It is a fully accredited Preschool to 10<sup>th</sup> grade educational institution and facilitate the offering of 11<sup>th</sup> and 12<sup>th</sup> grade as a satellite campus through Lake Nelson Adventist Academy (partnership school), as established by the Accrediting Association of Seventh-day Adventist Schools, a member of the Middle States National Council of Private School Accreditation. The Office of Education of the North American Division of Seventh-day Adventists has accredited the School until December 1, 2024, at which time the school will undergo another full accreditation visit.

## **Governance**

The Waldwick Seventh-day Adventist school is owned and operated by the New Jersey Conference of Seventh-day Adventists, Inc. Waldwick Seventh-day Adventist School consists of three constituent churches, Hackensack Adventist Church, Waldwick Adventist Church, and Wayne Adventist Church. The Waldwick Seventh-day Adventist School Board is comprised of representatives from the three named churches.

## **Mission Statement**

“Our mission is to promote academic excellence by teaching students to serve man and God now and for eternity.”

## **Philosophy of Seventh-day Adventist Education**

The Seventh-day Adventist Church in North America operates a system of more than 1,000 elementary and secondary schools and 13 colleges and universities. The unique philosophy of Adventist Christian education is based on the Scriptures and the writings of Ellen G. White. All children and youth have been entrusted by the Church to the education system for spiritual nurture and educational excellence.

The primary aim of Seventh-day Adventist education is to provide opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform their lives, and to fulfill the commission of preaching the Gospel to the entire world.

The education program is predicated on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of the people in the home and society, and to become active members in the Church.

The distinctive characteristics of Adventist education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: to restore human beings into the image of their Maker. While God presents His infinitely loving wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. Its time dimensions span eternity.

Adventist education at Waldwick Seventh-day Adventist School seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of everyone's potential; and to embrace all that is true, good, and beautiful. An education of this kind imparts far more than academic knowledge.

Through talented and skillful teachers, the Waldwick Seventh-day Adventist School fosters a balanced development of the whole person – physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

*Adapted from North American Division of Seventh-day Adventists Office of Education*

## **RIGHT TO AMEND**

Waldwick Adventist School reserves the right to amend this Student Handbook as it deems necessary. Notice of amendments will be communicated by the principal to students and parents.

## SCHOOL ADMISSION

The Waldwick Seventh-day Adventist School is established primarily for the training of Seventh-day Adventist young people. Students of other religious backgrounds are welcome and show due reverence for the Word of God, maintain a respectful attitude during religious programs and classes, and observe all regulations of the school.

The Waldwick Seventh-day Adventist School does not discriminate on the basis of race, color, national or ethnic origins. This also includes activities and functions of the school. *It is the policy of the Seventh-day Adventist Church in all of its church-operated schools, at all levels, to admit students of any race, color, ethnic background, country of origin or gender; to proffer all the rights, privileges, programs and activities generally made available to students at its schools; and, to make no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs. (Columbia Union Education Code, 3055, p. 36)*

The Waldwick Seventh-day Adventist School does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the Waldwick Seventh-day Adventist School and the Seventh-day Adventist Church. *As per Columbia Union Conference of Seventh-day Adventists Education Code*

### **New Student Acceptance Admission Procedure:**

**Step 1** – Educational Consultation and receive an Admission Packet - Application Fee \$50.00

**Step 2** – Required Documents for Acceptance

- Recommendation Forms
- Transcripts/Current Grades
- Observation (Preschool – 2<sup>nd</sup> Grade) and as applicable

**Step 3** – Admissions Committee

- Principal
- Homeroom teacher
- Registrar

**Step 4** – Acceptance Letter or Non-Acceptance Letter

**Step 5** – Financial Plan: Meeting with Treasurer

**Step 6** – Required Documents Submission (Application Packet Forms including, but not limited to, Birth Certificate, Health Records, Consent Forms, etc.)

### **Additional information regarding admission:**

1. At the discretion of the school administrator, an achievement test or observation (Preschool – 2<sup>nd</sup> grade) may be required to determine the appropriate grade placement of the child. The school reserves the right, after testing the child and counseling parents, to determine the grade placement of the child.

2. All students enrolled must comply with the New Jersey requirements for immunizations. Verification of immunization must be in the student's school record file before the student enters school.
3. The school also requires records of a physical examination of the child at the time of first admission to the school, and for entry into Preschool, Kindergarten, first, fourth, sixth, seventh, ninth and eleventh grade.
4. A copy of the birth certificate is to be submitted at the time of the first application for admittance.
5. Transcripts from previous schools are to be mailed or hand-delivered through use of *transcript request form* included in the application folder. This includes all prior academic records.
6. All new students are admitted on an academic and disciplinary probationary period for the first nine weeks of the school year (first quarter). Upon review of a new student's academic and disciplinary progress, the administration, in consultation with the teaching staff and school board, will determine the student's acceptance for the remainder of the school year.

### Withdrawal Policy

In the event you may need to withdraw your child from school a written request must be given to the office administrative staff. The request may come in the form of a letter or e-mail.

## FINANCIAL INFORMATION

**Registration and all fees are combined with tuition fees for a total sum that becomes the yearly cost.** It is divided into twelve installments to determine the monthly tuition cost for a particular family. The first payment is due by July 1<sup>st</sup> and the final payment on June 1<sup>st</sup>. All payments are due monthly and should be paid directly to the school. There will be a **late fee of \$25.00** charge to your account on all statements paid after the 10<sup>th</sup> of the month.

### Registration and Fees

#### 1. Application Fee

An annual non-refundable application fee of \$50 will be charged to new and returning students to secure a seat for the child wishing to attend Waldwick Seventh-day Adventist School.

#### 2. Registration Fee

All enrolled students are required to pay a registration fee. The registration fee covers the cost of textbook rental, workbooks, art supplies, insurance, and library use. It does NOT cover the cost of personal items such as notebooks, pencils, papers, erasers, etc. A student who withdraws at any time during the school year will **not** receive a registration refund.

Preschool through Eighth Grade	\$500.00
Ninth through Twelfth Grade	\$600.00

#### 3. Music Fee

All enrolled students are to pay an annual Music Fee of \$200. The music fee covers weekly lessons in an instrument chosen in consultation with the music teacher and **does not** cover the cost of rental or purchase of the instrument or materials, books, or additional music supplies.



#### 4. Yearbook Fee

All enrolled students may purchase a single yearbook for \$25.00 per family. Additional yearbooks may be purchased at an additional cost of \$25.00 per student.

#### **Tuition**

The total yearly tuition rate is set annually by the school board. The tuition rate is included with the application packet and a copy is readily available from the Administrative Assistant.

#### **Please note the following important information:**

1. Sibling discounts of 10% off the tuition of the second child, and 15% off the tuition of the third and each additional child will be offered.
2. Tuition prepaid in full entitles the payer to a 4% discount. Tuition prepaid for a semester or half the school year entitles the payer to a 1.5% discount.
3. International students are required to pre-pay.
4. The school board reserves the right to revise these rates at any time.

#### **Delinquent Accounts**

Any person whose account is **30** days delinquent will have their child/children suspended from classes until satisfactory arrangements for payment have been made.

No student is permitted to register until all past due accounts are paid in full. Satisfactory arrangements for payments need to be presented to the Executive Committee of the School Board for approval.

**No student transcript will be released until all past due accounts are paid in full.** Students in grades 3-12 will not be permitted to take their final exams if their account is in arrears at the end of the school year. Students in Preschool, Kindergarten, Eighth and Twelfth grade will not participate in moving-up ceremony (for Preschool students) and graduation exercises (for Kindergarten, Eighth, and Twelfth Grade students) if their account is not paid in full.

#### **Scholarships**

Students attending Waldwick Seventh-day Adventist School may be eligible for “worthy student” assistance. It is the responsibility of the parents needing financial assistance to contact their local church board in writing to request the assistance they feel may be needed. In addition, students and parents who are members of a congregation within the New Jersey Conference of Seventh-day Adventists may qualify for the “Three-Way Scholarship” plan. Applications can be procured from the School treasurer and are to be completed and returned to the school office for processing.

#### **Student Supplies**

Students will be expected to secure their own required school supplies, as requested by the teachers and as necessary to complete schoolwork in the classroom. These supplies would include such items as paper, pencils, erasers, notebooks, crayons, scissors, glue, tape, etc. A list of needed supplies for each grade level will be available at the commencement of school. The school is not responsible for the loss of such items. Students who are assigned lockers are required to have a lock for their locker.

## FUNDAMENTAL STANDARDS OF SCHOOL CONDUCT

We are called to be a godly people who think, feel, and act in harmony with the principles of heaven. For the Spirit to recreate in us the character of our Lord we involve ourselves only in those things that will produce Christ-like purity, health, and joy in our lives. Christians in union with the Savior have but one ideal: that they should do their best to honor their heavenly Father.

The main rule upon which school life at the Waldwick Seventh-day Adventist School hinges is that of respect. Respect ought to be based upon love for God, love for others and love for self. Those who exercise respect should enjoy success throughout their time as members of our school family and beyond. If one respects God, self, others, and property, certain behaviors will emanate from this respect. Some of these are outlined below:

### Respect for God

- Be transformed into His likeness with ever-increasing glory (2 Corinthians 3:18).
- Be reverent in the Sanctuary.
- Participate in worship by singing, praying, and listening.

### Respect for Self

- Develop inner beauty rather than preoccupation with outward adornment.
- Complete all written class assignments neatly, carefully, and on time.
- Bring to class all supplies that are needed to do the day's work (pencils, rulers, lunch, gym clothes, projects, paper, etc.)
- Make up work missed during an absence from school or from class.
- Participate actively in all classes (asking/answering questions, listening to the teacher).
- Maintain academic honesty: refraining from cheating in any way, including the avoidance of plagiarism, and copying work from other students.
- Make the best effort in all things at all times.

### Respect for Others

- Resolve conflicts using the non-violent approach based on Matthew 18:15- 22.
- Uphold the good name, character, and reputation of each member of the school.
- Refrain from speaking, writing, or gesturing obscenities. Ephesians 4:29.
- Avoid behaviors that exclude other students in any way during the school day.
- Seek permission to use or handle the possessions of any other person.
- Refrain from using words or actions that undermine the dignity or rights of any member of our school community, such as teasing, name-calling, threatening, ridiculing and laughing at the mistakes of others.
- Respond to all persons—teachers, parents, volunteers, and students—in a tone and choice of words that is suitable and respectful.
- Show good manners throughout the day, in and out of school.

### Respect for Property

- Handle and use all school property carefully and only with permission.
- Maintain cleanliness of school property (books, furniture, walls, equipment and supplies).
- No gum chewing in the classroom or in the school building.
- Use the trash receptacles to dispose of trash. Recycle when appropriate.

- Refrain from writing on or deliberately damaging school property.
- Refrain from copying any academic work from other students.

## DISCIPLINE

Our Fundamental Standards of Student Conduct are predicated upon student integration of Christian virtues and their pursuit of godliness, by the grace of God and power of the Holy Spirit. As fallible human beings, we sometimes fall short of the ideals established for behavior and deportment. A student who violates a school standard has stepped outside of the school community and must be redeemed via appropriate acts of intervention.

It is the belief of the principal, faculty, and staff at Waldwick Seventh-day Adventist School that each student is responsible for his/her behavior and must adhere to the discipline code and Fundamental Standards of Student Conduct. These standards are to be applied in the classroom, throughout the school, and in the students' daily activities both on and off the school grounds. Students who do not accept this responsibility and choose to violate the Fundamental Standards of Student Conduct must accept the consequences.

It is a privilege, but not a student's right to attend the Waldwick Seventh-day Adventist School. Students must maintain Christian mores, acknowledge the dignity and respect of fellow classmates, and demonstrate personal growth through self-discipline.

It is the goal of every teacher to develop in each student an appreciation and understanding of the following principles and to integrate them daily in their lives:

- A. Christian Virtues: "Do what is true and honorable and right. Do things that are pure and lovely and admirable. Do things that are excellent and worthy of praise." Philippians 4:8.
- B. Goal to be reached: "Higher than the highest human thought can reach is God's ideal for His children. Godliness—Godlikeness—is the goal to be reached." Education, p. 18.

These principles are important because they apply to all types of behavior. Students who abide by these principles will demonstrate a high level of respect as well as value the rights of others.

### **Disciplinary Actions**

Upon admission, the student and parent/guardian agree to comply with the rules and regulations as published by the school and included in your application documents. All regulations, whether published in the handbook, adopted by the faculty, communicated to the parents, or announced to the student body have the same weight of enforcement. These regulations will remain in force throughout the school year; both on campus and during off campus events.

As shared before, the school supports a discipline policy that reflects Biblical principles. Emphasis is placed upon guiding students to make wise choices and be responsible for the consequences of their actions. We are preparing our young people to face spiritual, social, and academic challenges with Christian dignity and integrity. **In this endeavor, the school can succeed only with the help and support of parents and a nurturing, caring community.**

Remember, we choose to discipline rather than to punish because we believe that all attempts to redress grievances and correct wrongs ought to be based on discipleship – helping young people to grow into mature Christians. Students are expected to comply with all school and classroom rules. Classroom issues are usually resolved in the classroom with the teacher. Repeated offenses may require referral to the principal's office. Students referred to the principal's office will be

disciplined according to the severity and the frequency of their infraction. Parents will be notified concerning any disciplinary actions taken by the principal.

### **Zero Tolerance**

The NJ Conference K-12 Board of Education has identified seven areas of **Zero Tolerance**. It is felt that students participating in any of these acts will cause or create disruption in the daily activities at school or will interfere with the health, safety, well being or rights of other students to learn in a Christian environment. Violation in **any** of these areas (the first act) will lead to **automatic disciplinary action** ranging from a warning to detention to suspension and even expulsion (at the school board's discretion). Each area is to be taken seriously.

1. Stealing or causing intentional damage to school property or personal items that belong to any person
2. Fighting, threatening or bullying another student or any person
3. Use of profanity including obscene language or gestures as well as racial or ethnic slurs
4. Possessing, using or buying alcoholic beverages, drugs, or tobacco or having a weapon or facsimile thereof in one's possession

*A "weapon" is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive or incendiary device, poison gas, Mace, pepper spray, or knife with a blade exceeding three (3) inches in length. "Weapon" includes any device that is designed by its manufacturer or redesigned and/or altered by another for use as a weapon. "Weapon" also includes any device in a student's possession while at school, on school property, or at off-campus school-sponsored function that the student intends to use as a weapon for the infliction of bodily harm or harm to property. (Columbia Union Education Code 3510, p. 45)*

5. Inappropriate public display of affection including sexual harassment
6. Cheating on a quiz/test, unauthorized use of a Chromebook, or visiting a "questionable" website
7. Wanton, willful disrespectfulness toward a teacher and defiance of teacher's authority

As the Waldwick Seventh-day Adventist school has **zero tolerance** for bullying, the following pledge for all enrolled students will be discussed throughout the school year:

#### **Bullying Pledge for Waldwick Adventist School Students**

Waldwick Adventist School has zero tolerance for bullying of any kind.

This includes verbal, emotional, physical, or cyber bullying.

**I understand that silence is acceptance of bullying and,**

**"I will treat others the way that I want to be treated."**

Waldwick Adventist School follows the Olweus anti-bullying prevention program. As we strive to build characters for eternity, we will remember the following:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

### **Bullying and Harassment**

Definition: Any form of intimidation or aggression in written, verbal, or physical behavior or any electronic communication whether it be a single incident or a series of incidents that produces a hostile, violent, belligerent environment that creates discomfort to an individual when he/she is exposed, repeatedly and over time.

When, in the judgment of the administration, a student’s presence in the school ceases to be beneficial to him/her or to the school, the faculty and school board reserves the right to sever the student’s connection to the school. Any student who allows himself/herself to be placed in a situation where his/her morals are questioned, forfeits his or her rights to remain in the school. Any student suspended or placed on probation will automatically forfeit all offices held in the school organizations. When, in the opinion of the administration, the student’s conduct requires a conference with the parents, the school will expect cooperation of the parents in correcting the student’s behavior. At the administration’s discretion, discipline can include, but not limited to the following: community service, in-school suspension, off-campus suspension, or expulsion. Determination may be made by the school board.

### **Behavioral Referrals and Demerit Points**

Waldwick Seventh-day Adventist School follows a merit and demerit system of discipline measure to foster accountability and encourage positive behavior.

Students will receive **Behavioral Referrals** for the following inappropriate actions. A student’s behavior on and off school grounds may result in Behavioral Referrals. Behavioral referrals are intended to document and to correct inappropriate behaviors that affect the school community.

Demerit points are often assigned to the behaviors (as indicated in the behavior referral). The number and level of demerit points are assigned by the Administration and/or the teachers in consultation with the administration. The Demerit points range is listed below. Multiple factors are used in deciding the number of points that are assigned for each behavior. Any behaviors whether published below, adopted by the faculty, communicated to the parents, or announced to the student body have the same weight of enforcement (in reference to additions made to this list).

<b>Demerits</b>	<b>Behavior</b>
<b>1</b>	<ol style="list-style-type: none"> <li>1. Incomplete/no homework</li> <li>2. Violation of in class rules</li> <li>3. Tardiness to class</li> <li>4. Dress Code and/or School uniform Violation</li> <li>5. Chewing gum</li> </ol>
<b>2</b>	<ol style="list-style-type: none"> <li>1. Unsafe conduct/disruptive classroom behavior/horseplay in common areas and/or classroom</li> <li>2. Unauthorized use of electronics</li> </ol>
<b>3</b>	<ol style="list-style-type: none"> <li>1. Arguing/Rudeness</li> <li>2. Misrepresentation of facts (lie)</li> </ol>
<b>4</b>	<ol style="list-style-type: none"> <li>1. Forgery/cheating/ plagiarism</li> <li>2. Leaving class without permission</li> <li>3. Vandalism/minor damages to school property/supplies (may require restitution)</li> <li>4. Intentionally skipping/cutting class</li> </ol>

<b>5</b>	<ol style="list-style-type: none"><li>1. Misuse of school technology (inappropriate searches, cyber bullying etc.)</li><li>2. Stealing or receiving stolen property</li><li>3. Instigating or participating in physical altercations</li><li>4. Willful defacing or destroying school/private property (may require restitution)</li><li>5. Truancy off school property</li><li>6. Profanity/vulgar language/obscene gestures (written or verbal)</li><li>7. Public Display of Affection (PDA)</li></ol>
<b>6-13</b>	<ol style="list-style-type: none"><li>1. Possession or involvement in drugs/alcohol/tobacco or related paraphernalia</li><li>2. Fighting: Deliberate physical attack</li><li>3. Open defiance and contempt for authority</li><li>4. Insubordination</li><li>5. Bullying (ongoing aggressive behavior with malicious intent)</li><li>6. Harassment (physical, verbal, sexual or otherwise)</li></ol>

The teachers, staff, and administration work with each student to meet these guidelines. A student who does not respond to redirection and makes other choices will receive the following consequences:

Total Demerits	Consequences of Actions
<b>4</b>	<ol style="list-style-type: none"> <li>1. 1 day Lunch detention (for grades 3 and up)</li> <li>2. Teacher Directed Recess (TDR) if for grades (Preschool - 2)</li> <li>3. Conference with student</li> </ol>
<b>5</b>	<ol style="list-style-type: none"> <li>1. 2 days Lunch detention (for grades 3 and up)</li> <li>2. Teacher Directed Recess (TDR) if for grades (Preschool - 2)</li> <li>3. Possible loss of field trips, overnight trips etc. (at the discretion of Administration)</li> <li>4. Conference with student</li> </ol>
<b>6</b>	<ol style="list-style-type: none"> <li>1. 3 days Lunch detention (for grades 3 and up)</li> <li>2. Teacher Directed Recess (TDR) if for grades (Preschool - 2)</li> <li>3. Possible loss of field trips, overnight trips etc. (at the discretion of Administration)</li> <li>4. Conference with student and parent</li> </ol>
<b>7</b>	<ol style="list-style-type: none"> <li>1. In-school suspension (ISS) and/or After school detention</li> <li>2. Conference with student and parent</li> <li>3. Possible loss of field trips, overnight trips etc. (at the discretion of Administration)</li> <li>4. Written reflection</li> </ol>
<b>8</b>	<ol style="list-style-type: none"> <li>1. In-school suspension (ISS), # days to be determined by administration. (repeat offenses will greatly affect #days)</li> <li>2. Conference with student and parent</li> <li>3. Possible loss of field trips, overnight trips etc. (at the discretion of Administration)</li> <li>4. Written reflection</li> </ol>
<b>9</b>	<ol style="list-style-type: none"> <li>1. In-school suspension (ISS), number of days to be determined by administration. (repeat offenses will greatly affect #days)</li> <li>2. Conference with student and parent</li> <li>3. Possible loss of field trips, overnight trips etc. (at the discretion of Administration)</li> <li>4. Written reflection</li> </ol>
<b>10</b>	<ol style="list-style-type: none"> <li>1. Out of school suspension (OSS), number of days to be determined by administration (repeat offenses will greatly affect #days)</li> <li>2. Conference with students and parents</li> <li>3. Possible loss of field trips, overnight trips etc. (at the discretion of Administration)</li> <li>4. Written reflection</li> </ol>
<b>11</b>	<ol style="list-style-type: none"> <li>1. Out of school suspension (OSS), number of days to be determined by administration (repeat offenses will greatly affect #days)</li> <li>2. Conference with students and parents</li> <li>3. Possible loss of field trips, overnight trips etc. (at the discretion of Administration)</li> <li>4. Possible denial of acceptance for the next school year</li> <li>5. Written reflection</li> </ol>
<b>12</b>	<ol style="list-style-type: none"> <li>1. Out of school suspension (OSS), number of days to be determined by administration</li> <li>2. Possible loss of field trips, overnight trips etc. (TBD at the discretion of administration)</li> <li>3. Conference with students and parents to determine status at Waldwick, including but not limited to               <ul style="list-style-type: none"> <li>-loss of privilege to participate in graduation services</li> <li>-loss of privilege to participate in, in &amp; out of school activities</li> <li>-withdrawal from Waldwick Adventist School or expulsion</li> </ul> </li> <li>4. Possible denial of acceptance for the next school year.</li> <li>5. Written Reflection</li> </ol>
<b>13+</b>	Eligible for Immediate Expulsion

School Administration holds the right to give an immediate In-School Suspension or Out-of-School Suspension to a student when it is deemed necessary. The student does not have to accumulate all the demerits necessary for a one time aggrieved event. Students may lose leadership position, sports team participation, and/or traveling school group participation over one aggrieved event. Students suspended for any disciplinary action will be required to complete all class assignments as arranged with the teachers.

## DISCIPLINE MEASURES

- **Detention**

When the violation of a policy merits detention will be held in a designated room during lunch time as silent lunch. A specified teacher or staff will hold the detention. If detention needs to be held after school, parents are asked to make necessary arrangements regarding transportation.

- **In-School Suspension**

In-school suspension is a measure in which the student is removed from his regular classroom and required to do all regular class work under the supervision of the principal or designee. Each subsequent offense will add a day to the time the student must spend in “in-school suspension.”

Please note the following:

1. The student and parent will be notified of the suspension.  
The principal, member of the administration, or the Disciplinary Committee may notify the parent of the in-school suspension.
2. During an in-school suspension the student will arrive at the beginning of the school day and spend the school day and aftercare time, if necessary, in the administrative offices or under a specified teacher and room.
3. Students are expected to do classwork during in-school suspension.
4. Students in-school suspension cannot participate in school related activities.
5. Detention absences may result in suspension.

- **Off-Campus Suspension**

Off-campus suspension is a serious disciplinary action taken when a student’s actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. The principal can impose an “off-campus suspension” for up to three days without School Board approval. A vote by the School Board is required for an “off-campus suspension” of more than three-days. Following a formal suspension, the student will be readmitted to school only after a conference with the parents, teacher and principal. Parents are to sign a formal agreement in which they state their understanding of the problem and agree to assume responsibility for the student’s future behavior. Please note the following:

1. The student and parent will be notified of the suspension.  
The principal, member of the administration, or the Disciplinary Committee may notify the parent of the in-school suspension.
2. Students in out-of-school suspension are not allowed on school property and cannot attend or participate in school-related activities during suspension.
3. If a student is called in for a hearing that is the only time that a student in out-of-school suspension is allowed on school property.

- **Expulsion**

Expulsion is viewed as a radical action at which point the school is saying either that the student’s interest would be better served in another environment or that the individual’s behavior is a serious threat to the school, community, or both. When an action by a student appears to constitute a potential case for expulsion, the child will be removed from the school environment by the principal until the case is discussed with the school board. Any expulsion would be effective only upon the



formal vote of the school board. Parents have the right to appeal suspensions or expulsions to the School Board.

## OFFENSES INVOLVING DRUGS AND ALCOHOL

### Substance Abuse

Drug/alcohol use, possession, distribution and/or sale on or off school grounds and/or at off-campus school functions will not be tolerated (*Columbia Union Education Code 3505 Substance Abuse Policies*).

### Definition:

- Drug shall be defined as any substance, illegal or otherwise, when ingested, is metabolized or causes an addiction, habituation or a marked change in consciousness in the human body (*New Jersey Code Section 2C:35-2*).
- In addition, “look-alike drugs” shall be defined as any substance, chemical or medication offered as or possessed to pass for a drug.
- “Drug-Paraphernalia” shall be defined as any equipment, product or material of any kind or form intended to prepare, test, package, store, conceal, ingest, inhale, or in any form be used to introduce drugs, chemicals or any substance to the body.

### Possession or Use:

- If a student has noticeable smell of alcohol or drugs on the student or based on other factors, or Waldwick Adventist School has reasons to believe a student has used or is under the influence, the student will be taken to the nurse’s office for verification in the event verification is found to be difficult or not obvious.
- If a student is in possession of drugs and/or paraphernalia, the student shall be immediately taken to the office.
- If verified that the student is under the influence or in possession of drugs or paraphernalia, the following actions shall take place:
  1. A student will receive an automatic Level 6-13 demerits
  2. Parents will be notified
  3. Have a three-day out-of-school suspension. The student will forfeit the privilege of participating in athletic and extracurricular activities for the same period or any other school activity or event.
  4. The student’s name will be taken before the Disciplinary Committee for possible consideration of expulsion.
  5. The student and his/her parent/guardian may be invited to the Disciplinary Committee meeting. If further disciplinary actions, such as expulsion is necessary, the Disciplinary Committee will give a written notice to the student/parent: (1) Date, time, and place of hearing (2) Reason(s) expulsion is being considered; and (3) Student’s and/or parent’s/guardian’s right to appear at the hearing.
  6. The student and/or parent may request and receive a hearing before the group marking the expulsion decision.
  7. The student may voluntarily withdraw from the school after receiving written notification of possible expulsion.

## ADDITIONAL OFFENSES

### **Insubordination**

The refusal or conscious denial to follow a direction or order from a school staff member or any adult in authority may result in-school suspension, out-of-school suspension, or expulsion.

### **Lying**

Deliberate acts of giving false information or withholding important information from the administration, teacher, staff member, or any adult in authority may result in in-school suspension, out-of-school suspension, or expulsion.

### **Profane and Disrespectful Language**

The use of profane language, the use of disrespectful words that shame, provoke, disgrace, or humiliate a person or a group of people may result in an in-house suspension or out-of-school suspension.

### **Public Display of Affection**

Waldwick Adventist School has a hands-off policy. Waldwick does not allow displays of affection such as: holding hands, kissing, snuggling, etc. Such acts may result in and/or out-of-school suspension.

## Endangering Acts Policy

### **Fighting**

- If a student starts a fight they will be suspended from school. The length of the suspension will be determined by the administration upon reviewing the details of the incident.
- In the event it cannot be determined who started a fight, all students involved will be suspended.
- A student will receive DEMERITS based on our discipline policy (as stated in this handbook)

### **Weapons**

**Definition:** A “weapon” is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive or incendiary device, poison gas, Mace, pepper spray, or knife with a blade exceeding three (3) inches in length. “Weapon” also includes any device that is designed by its manufacturer or redesigned and/or altered by another for use as a weapon. This includes all toys or look-alike weapons and props. “Weapon” also includes any device in a student’s possession while at school, on school property, or at off-campus school-sponsored function that the student intends to use as a weapon for the infliction of bodily harm or harm to property.

All weapons are banned from schools and school activities.

- A student will receive DEMERITS based on our discipline policy (as stated in this handbook)
- Students possessing weapons will be immediately suspended and expulsion recommended in line with the school’s disciplinary procedures.
- Applicable state and federal laws or guidelines will be followed.

### **Terroristic Threat and Acts**

**Definition:** A terroristic threat shall be defined as a threat to commit a crime of violence or a threat to cause bodily injury to another person or community.

**Definition:** A terrorist act shall be defined as the calculated use of violence or the threat of violence through intimidation or coercion or instilling fear of offense against property or involving danger to another person while in school, out of school, or in school sponsored function.

If a terrorist threat or act has been determined:

- A student will receive DEMERITS based on our discipline policy (as stated in this handbook)
- Principal or acting administrator will contact parent/guardian
- Student will be suspended for no less than three days
- The incident will be reported to the authorities immediately and an incident report will be filed.
- The principal or acting administrator may recommend expulsion.

### **False Alarm**

**Definition:** A false alarm shall be defined as the deliberate set off, without legitimate reason, of an alarm system or the false report of an emergency.

Causing a false fire alarm, bomb scare, or false 911 calls is a crime.

- A student will receive DEMERITS based on our discipline policy (as stated in this handbook)
- Principal or acting administrator will contact parent/guardian
- If a student is responsible for a false alarm, the student will be suspended from the school for no less than three days.
- The principal or acting administrator may recommend expulsion.

### **Violations in Instructional Areas**

A first violation of safety regulations in areas such as, but not limited to, gym, technology education, science lab will result in disciplinary action:

- A student will receive DEMERITS based on our discipline policy (as stated in this handbook)
- Parent/guardian notified.
- Subsequent violations may result in referral to the Disciplinary Committee.

## **Student Harassment/Sexual Harassment/Cyberbullying**

### **Sexual Harassment**

**Definition:** Any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct, which may include, but is not limited to, sexually suggestive comments or jokes, crude language, and unwelcome physical contact which is of a sexual nature.

### **Cyber Bullying and Off-Campus Behavior**

Off Campus behavior and social network postings or any behavior categorized as cyber bullying that impacts or disrupts the school's environment and interferes with the educational functions of the school will result in disciplinary action such as suspension or expulsion.

### **Disciplinary Procedures for any form of Harassment or Bullying**

- A student will receive DEMERITS based on our discipline policy (as stated in this handbook)
- Parents will be notified.
- Student will be referred to the Disciplinary Committee for further action.

### *Complaint Procedure:*

- Any student who feels harassed, bullied, or discriminated against should report it to the teacher, principal or any member of the administration immediately.
- Reports of harassment, bullying, or discrimination will be investigated by the school administration.
- A finding that a student has engaged in bullying, harassment or discriminatory acts will be subject but not limited to counseling within the school, parental conference, behavioral contract, loss of school privileges, exclusion from school-sponsored activities, suspension and/or recommendation for expulsion.

## Expression of Concern and Grievance Procedure

Persons having concerns about school personnel or programs have a legitimate right to express those concerns and receive answers to their questions. To resolve the issues as quickly as possible with those involved, please follow the following Parent-Teacher Conciliation Procedure as per the *Columbia Union Education Code 3065* as adapted by the *New Jersey Conference Office of Education*.

Please remember that the common goal for Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliatory procedures based on Matthew 18 and 1 Corinthians 6 **should be used** for resolving the problem.

The objective is to resolve the problem on an informal basis, if possible, and then on a formal basis if necessary. This procedure pertains to misunderstandings between parents and teachers.

**Step 1** – The parent should **first talk with the teacher involved** and attempt to resolve the problem informally. Note: This does not mean that you are also going to inform the principal or other administrator as a “by the way...” statement/strategy.

**Step 2** – The parent should then **ask the school principal to help** resolve the problem informally. (This step would be skipped if the teacher is also the principal).

**Step 3** – If the problem is not resolved at the school level, the parent then **contacts the school board chair** who will attempt to resolve the problem informally.

**Step 4** – If the problem is still not resolved, the **school board chair will convene a formal meeting with the parent, the teacher, and the school principal**. When such a meeting takes place, the local conference superintendent must be informed of a potential problem.

**Step 5** – If the problem is not resolved by the school board chair, the **parent then contacts the Conference Office of Education – Superintendent of Schools** and explains the problem in writing. The Superintendent will attempt to resolve the problem by meeting with the parent(s), teacher, principal, and the school board chair.

## PROPERTY

### **Damaged School Property**

Students are expected to use the school property responsibly. Any damage done to school property must be paid for within 30 days. This includes textbooks and computers that are the property of the school. Students will be charged for damaged books according to the damage done.

#### **Theft:**

To take something from another person or attempting to take anything owned by another individual, school, or other organization.

- Student will receive a level of 6-12 Demerit points
- Parents will be notified.
- Student will be referred to the Disciplinary Committee for further action.

#### **Accidental Damage to School Property:**

Students who accidentally cause damage will be asked to repair or replace the damage at cost without penalty, provided the teacher or administration is notified promptly of the damage that was caused.

#### **Purposeful Damage to School Property:**

Students who purposefully deface and/or vandalize school property will be asked to pay for the repair or replacement of the damage and will be disciplined at the discretion of the administration.

#### **Unauthorized Presence on the School Roof:**

Students who are found on the school roof without authorization will be fined \$50 in addition to the cost of repairs if damage is done to the roof.

#### **Textbooks:**

All students are required to keep textbooks in the condition in which they were received. Any misuse due to carelessness or neglect may be considered cause to charge the student a fine for that textbook. **(There should be no writing or drawing, damaged covers, pages, etc. to the textbooks provided.)**

#### **Graffiti**

Anyone found guilty of desecrating or vandalizing Waldwick Seventh-day Adventist School's property will be suspended from school. Length of suspension will be determined by the Disciplinary Committee & Administration.

### **Personal Belongings**

Waldwick Adventist School advises students and parents to not bring possessions of value to school. If a student or parent/guardian chooses to bring personal possessions of value to school or to keep them in school, they should be sure their own insurance protection is adequate to cover such possessions.

The school is not responsible for students' personal belongings. Students may be provided with lockers. If so, students are required to lock these lockers and they must provide their own locks in addition to giving a duplicate key or combination to the homeroom teacher.

Certain items must not be brought to school or be taken on school-sponsored trips. If any of these items are discovered by school personnel, at their discretion, they will be confiscated and may not be returned before the end of the school day or year.

Items that do not belong in school or on school-sponsored field trips:

- Items of clothing, playing cards, hand-held devices, backpacks or lunch bags that contain images, words or any references to items that do not adhere to the fundamental standards of the Seventh-day Adventist Church.
- Items that may be considered dangerous to the health and safety of students.
- Other personal belongings that students bring to school should be in harmony with the highest Christian standards.

Regarding electronic devices: The School will not be responsible for the loss or damage of a personal electronic device that is brought to the school. These are not to be used during school hours or on school campus without permission of a staff member. **An electronic device may be confiscated at a school personnel's discretion due to its inappropriate usage and disciplinary actions will follow.**

### **Cell Phone Policy**

All students are to turn in their cell phone upon arrival and can be picked up in the school office before exiting the building. **A cell phone may be confiscated at a school personnel's discretion due to its inappropriate usage and disciplinary actions will follow.**

- The use of cell phones, electronic games, video games and hand-held consoles and their use are prohibited in school.
- No electronic games, video games and hand-held consoles are allowed during before care, school classes or during after care.
- When a device is allowed to be used, no sound should be heard from the device or the device may be confiscated.

#### **Disciplinary Measures for violation of Cell Phone Policy:**

- **1<sup>st</sup> Offense:** The device will be returned to a parent.
- **2<sup>nd</sup> Offense:** The device may be returned to a parent after a period of five school days.
- **3<sup>rd</sup> Offense:** The device will not be returned until the end of the school year.

### **Office Telephone Policy**

The school's telephone is to be used for business only. A student or parent must first have permission before using the school phone. It is extremely important that classroom activities not be interrupted with frequent calls. **If it is not an emergency, please reach us via email.**

## **MOTOR VEHICLES AND TRAFFIC SAFETY INFORMATION/POLICIES**

### **Traffic/Parking Safety**

All vehicles are expected to enter and leave the premises in a safe manner, obeying the posted/published speed limit and traffic flow directions. A safe distance needs to be maintained from pedestrians, school property, and other vehicles.

### **Traffic Safety Rules:**

- SPEED LIMIT 5 mph
- TURN OFF car engine when parked
- DO NOT PARK in undesignated spaces or fire lane(s)/designated spaces
- BE WATCHFUL when entering and exiting the school building.
- FOLLOW all traffic signs
- DO NOT leave children unattended outside or in the car without adult supervision

### **Ridesharing Services as Uber/Lyft**

If a parent chooses to have his/her child picked up by ridesharing Service, the school must receive written permission before the student will be dismissed. Waldwick Adventist School is not responsible for any accidents or events that may happen while serviced by a ridesharing Service.

### **Search and Seizure Policy**

#### Lockers

- Lockers and other storage areas remain under the care and control of Waldwick Adventist School
- All lockers and other storage areas remain under the property of Waldwick Adventist School and provided for students to use.
- Waldwick Adventist School reserves the right to inspect the lockers at the school at any time, as part of the school property. Lockers may be searched for maintenance, inspection, or at the discretion of the administration.
- Prior to locker search, students will be notified and given an opportunity to be present unless the administration deems a threat to the health, welfare, or safety of students in the school.
- No stickers, writing, posters, or other items are to be placed on the outside of the lockers.
- No pictures or messages of drugs, gang reference, sex, derogatory messages or message against our Christian values and Seventh-day Adventist principles can be displayed inside the locker.

#### Backpacks

Waldwick Adventist School reserves the right to inspect a student's backpack when deemed necessary by the principal or another member of the administrative staff.

#### Retention of Items Seized

Waldwick Adventist School Administration retains the right to seize anything found in the course of a search conducted in accordance to Waldwick Adventist School policies, which is evidence of a violation of the student handbook or which presents a threat, danger, or physical harm to any person.



## **PHOTO/IMAGE/VIDEO CONSENT AND RELEASE FOR MINORS** (to be signed off on a yearly basis)

The Waldwick Adventist School gathers images, through the course of a child's schooling, to tell the story of the school's mission and to promote quality Adventist education. The school's board, administration, and faculty appreciate your cooperation and consent in allowing school officials to photograph you (your child) for use in various, school-related publications and activities. You have our assurance that these images will be used only for official purposes and with the respect and consideration to which all parties are entitled.

For valuable consideration, I hereby confer on Waldwick Adventist School and its employees, agents and assigns, the absolute and irrevocable right and permission with respect to the photographs that he/she takes of my minor child in which he/she may be included with others:

- To copyright the same in Waldwick Adventist School's name or any other name the school may select
- To use, re-use and republish the same in whole or in part, separately or in conjunction with other photographs, in any medium now or hereafter known, and for any school-related purpose, including (but not by way of limitation) illustration, promotion or other non-commercial use, and
- To use my name or my child's name in connection therewith if he/she so decides.

I hereby release and discharge Waldwick Adventist School from all and any claims and demands ensuing from or in connection with the use of photographs/images, including any and all claims for libel and invasion of privacy. This authorization and release shall insure to the benefit of the legal representatives, licensees, and assigns of the Waldwick Adventist School, including the person(s) for whom he/she took the photograph(s).

### **VIDEO CONSENT AND RELEASE**

Effective as of the date shown below, approval of past use and consent for present and future use of video or still, and likeness and sound of my voice as recorded on audio or video is being granted to New Jersey Conference of Seventh-day Adventists, Inc. ("NJ Conference") without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and I hereby waive the right to inspect or approve the finished product wherein my likeness appears.

I release all persons acting under NJ Conference's permission or authority from all claims of libel, slander, invasion of privacy, infringement of copyright or right of publicity or any other claims related to the image and/or voice. Additionally, I waive any right to any royalties or other compensation arising or related to the use of my image or recording.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. This release applies to any photographic, audio or video recordings collected.

## CHROMEBOOK LOAN AGREEMENT

One Chromebook and charger are being loaned to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is and will always remain the property of Waldwick Adventist School and is provided to the student on loan for educational purposes only for the duration of the [ACADEMIC] school year. Should the Chromebook be lost (this includes stolen devices) or damaged, a parent/guardian will be responsible to replace the device by paying to the school the cost of the device as communicated by the school.

The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his or her right to use the Chromebook. The equipment will be returned when requested by Waldwick Adventist School, or sooner, if the student withdraws from Waldwick Adventist School prior to the end of the school year.

### *Parent/Guardian Responsibilities*

Your son/daughter has been loaned a Chromebook to improve and personalize his/her education during this school year.

- I will supervise my child's use of the Chromebook at home
- I will supervise my child's use of the Internet.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft dry cloth.
- I will pay the cost of the Chromebook if damaged.
- I will report to the school any problems with the Chromebook.
- I will not load or delete any software from the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I agree to make sure that the Chromebook is returned to school when requested and/or upon my child's withdrawal from Waldwick Adventist School.

### *Student Responsibilities*

Your Chromebook is an important learning tool and is to be used for educational purposes only.

- When using the Chromebook at school or at home I will follow the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone; it will stay in my possession at all times.
- I will not Chromebook any software or programs or remove files from the Chromebook.
- I will not give personal information to others when using the laptop.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with others.
- I will not attempt to repair the Chromebook.
- I will return the Chromebook when requested and/or upon my withdrawal from the Waldwick Adventist School.



**New Jersey Conference of Seventh-day Adventists  
Waldwick Adventist School  
Acceptable Use Policy  
For the Internet, Computer & Other Technology Media  
(to be signed off on a yearly basis)**

## **1. Purpose**

At Waldwick Adventist School we understand that access to technology gives students greater opportunities to learn, engage, communicate, and develop 21<sup>st</sup> century skills. With that purpose, we provide access to technologies to students. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies.

- The Waldwick Adventist School network is intended for educational purposes.
- All activities over the network may be monitored and saved.
- Access to the internet over the network may be restricted according with our policies.
- Students are expected to follow the same rules of respect online as offline
- Misuse of school technology and resources can result in disciplinary action
- Waldwick Adventist School makes a reasonable effort to ensure student safety and online security but will not be held accountable for any harm or damages that result from its use.
- Any user should inform a teacher, the school principal or staff immediately with concerns regarding safety and security.
- Cyber bullying and illegal activities are strictly prohibited.

Use of these resources is a privilege, not a right, and permission to use may be revoked at any time. Use of these resources is available to authorized users only.

## **2. Definitions**

21<sup>st</sup> century skills – skills that help students thrive in today’s world which include; collaboration, digital literacy, critical thinking, and problem-solving.

Acceptable Use Policy (AUP) – set of rules and guidelines for using the school network, and technologies.

Email – message sent electronically through the computer.

Internet – A global computer network that provides information and communication capabilities.

Netiquette – The use of the internet, network resources and online sites in a courteous and respectful manner.

Network – shared digital connection.

Plagiarism – Use of content that is not original including words and images from the internet without citing the original creator.

Search engine – a program that searches and identifies items using keywords specified by user to find websites on the world wide web.

Social media – websites and applications that users can create and share content, which includes blogs, video hosting sites (YouTube), Instant Messaging, social networking sites (Facebook, Instagram, Snapchat)

Technology – any equipment used for the purpose of education in school.

Website – a location connected to the internet that has one or more pages on the world wide web (www).

World Wide Web (WWW) – an information system on the internet that allows documents to be connected to other documents using hypertext links and allowing user to search and move from one document to another.

### **3. Acceptable Use Policy (AUP)**

The use of all technologies are provided as a privilege to the user and this Acceptable Use Policy provides the school's expectations and the responsibilities of the user. This applies to students using school technology. It includes all school-owned technology both on and off school grounds, accessing school accounts from home using personal devices and the use of school network.

### **4. Internet**

Waldwick Adventist School provides access to the internet including websites, resources, and online tools. There are networked devices accessible to students in school with restrictions according to school policies. Web browsing and activity may be monitored and saved. Students will receive guidance and instruction on internet safety and appropriate online use and behavior.

### **5. Email**

Waldwick Adventist School provides an email account for educational purposes and communication. Personal information should not be sent via email and unknown emails and files should not be opened. All communication via email should follow the same respectful guidelines and school code of conduct. Email usage may be monitored and saved. School email is only to be used for school technology resources.

### **6. Social Media**

Social media is to be used only for educational purposes in school with teacher permission and guidance using a school provided account. School code of conduct and policies are to be followed. Students should not have access to teachers and staff personal accounts.

## **7. Acceptable Use**

- Use the network in accordance with the school's code of conduct.
- Use the network only for school-related activities.
- Use netiquette, be courteous, and respectful in your messages to others.
- Encourage positive, constructive discussion when allowed to use technology for collaboration.
- Cite the sources of information properly, when using online sites and resources.
- Alert a teacher or staff member if you see any inappropriate or harmful content online.
- Use the technology with care and caution.
- Help to protect the safety and security of yourself and others.
- Acknowledge that the use of technology is a privilege.

## **8. Unacceptable Use**

- Do not use school technology in an inappropriate manner. Use of these resources must comply with Christian standards as set forth in the student handbook and Columbia Union Code.
- Do not try to find, send or receive inappropriate content online. This includes, but is not limited to, receiving or sending of pornographic, violent, or obscene text, graphics, video or audio materials, or access to these types of Internet sites.
- Do not misuse school technology equipment.
- Do not engage in cyberbullying, or disrespect towards others including sending or creating hateful, discriminatory, offensive, or harmful communication.
- Do not use inappropriate language that you wouldn't use in the classroom when communicating online.
- Do not try to hack the safety measures and filters established by the school
- Do not try to gain unauthorized access (hack) to resources or other's accounts. All users are expected to respect the privacy of other users.
- Do not access personal accounts while on school grounds or during school events.
- Do not plagiarize online information.
- Do not try to impersonate someone online.
- Do not disrupt the work of others.
- Do not copy, distribute, or share copyrighted materials without written permission.
- Do not access unauthorized websites, games, files or media.
- Do not post or communicate personal information about yourself or others.
- Do not engage in communication with anyone unknown or attempt to meet in person.
- Do not engage in illegal activities.

## **9. Consequences of violating this Acceptable Use Policy may include:**

- Temporary or permanent suspension of technology and/or computer privileges.
- Parent communication of student's misuse and/or violation.
- Disciplinary action which could include suspension from school activities, school, and/or expulsion.
- Any suspected illegal activity will be reported to authorities.

## DRESS CODE

Waldwick Adventist School requires students to follow the designated dress code as indicated below. We believe this policy is important to achieve our goals as a Seventh-day Adventist school. Uniform helps promote an environment conducive to learning and safety while installing values of modesty. Students are to wear the academy’s uniform with dignity knowing they represent God first, their home, school, and themselves.

ALL students are subject to a uniform dress code that can be purchased:

**Flynn & O’Hara (Emerson Plaza)**

473d Hook Road, Emerson, NJ 07630 | 201-634-0111

You can also go to: [www.flynnohara.com](http://www.flynnohara.com) and follow the directions.

<p><b>PHYSICAL EDUCATION UNIFORM</b> Required for <b>ALL Students</b> and to be worn as scheduled.</p>
<ul style="list-style-type: none"> <li>● Grey t-shirt printed with school logo</li> <li>● Navy shorts or navy fleece pants (cold weather wear ONLY) with school logo</li> <li>● Navy sweatshirt</li> <li>● White/Black/Navy socks</li> <li>● Sneakers (NO other type of shoe is acceptable)</li> </ul>

<p><b>REGULAR UNIFORM for ALL PRESCHOOL Students</b> (to be worn as scheduled)</p>
<ul style="list-style-type: none"> <li>● <b>Shirt:</b> Yellow, light blue, or royal blue polo shirt <b>without</b> school logo</li> <li>● <b>Sweater:</b> Navy Long Sleeve Sweater</li> <li>● <b>Shoes:</b> <b>ALL</b> Black non-marking shoes (closed flat shoes and NO sandals); <b>all black sneakers are acceptable</b></li> <li>● <b>GIRLS - Jumper:</b> Navy Blue Knee-Length Jumper with white/black/navy hosiery or socks; <b>Navy uniform pants ONLY may be worn during extreme cold weather.</b></li> <li>● <b>BOYS - Slacks:</b> Navy Blue with white/black/navy socks</li> </ul>

<p><b>REGULAR UNIFORM for ALL Kindergarten – High School GIRLS</b> (to be worn as scheduled)</p>	
<p style="text-align: center;"><b>Grades K-4:</b></p> <ul style="list-style-type: none"> <li>● <b>Shirt:</b> Yellow or light blue shirt <b>with</b> school logo</li> <li>● <b>Jumper:</b> Plaid Jumper</li> <li>● <b>Sweater:</b> Navy, long sleeve sweater, fleece Jacket, or hooded sweatshirt <b>with</b> school logo</li> <li>● <b>Socks:</b> Black/Navy Hosiery; Socks should cover ankles</li> <li>● <b>Shoes:</b> Black non-marking Shoes (closed shoes: NO high heels, CROCS, or sandals); <b>all black sneakers are acceptable</b></li> </ul> <p style="text-align: center;"><b>Navy uniform pants ONLY may be worn during extreme cold weather.</b></p>	<p style="text-align: center;"><b>Grades 5-High School:</b></p> <ul style="list-style-type: none"> <li>● <b>Shirt:</b> Yellow or light blue polo shirt <b>with</b> school logo</li> <li>● <b>Skirt:</b> Plaid Kilt Skirt, Pleated Skirt</li> <li>● <b>Sweater:</b> Navy, long sleeve sweater, fleece Jacket, or hooded sweatshirt <b>with</b> school logo</li> <li>● <b>Socks:</b> Black/Navy Hosiery; Socks should cover ankles</li> <li>● <b>Shoes:</b> Black non-marking Shoes (closed shoes: NO high heels, CROCS, or sandals); <b>all black sneakers are acceptable</b></li> </ul> <p style="text-align: center;"><b>Navy uniform pants ONLY may be worn during extreme cold weather.</b></p> <p style="text-align: center;"><b>Additional Option - High School Students ONLY:</b> Khaki-colored and navy-blue uniform pants</p>

**REGULAR UNIFORM**

Required for **ALL Kindergarten – High School BOYS** and to be worn as scheduled.

- **Shirt:** Yellow or light blue polo shirt **with** school logo
- **Slacks:** Navy Slacks
- **Belts:** Navy/Black Belt
- **Sweater:** Navy, long sleeve sweater, fleece Jacket, or hooded sweatshirt **with** school logo
- **Socks:** White/Black/Navy Socks
- **Shoes:** Black Shoes (NO sandals or CROCS); **all black sneakers are acceptable**

**Additional Option-High School Students ONLY:** Khaki-colored and navy-blue uniform pants

**During the months of August, September, May, and June:**  
BOYS and GIRLS are allowed to wear NAVY BLUE knee-length shorts.

**Dress Code for Other School Activities/Programs:**

Dress Code for class parties and dress-down days (non-uniform designated days):

- No see-through shirts or clothing showing a bare midriff
- No low-cut tops, shirts with narrow shoulder straps or tops that reveal cleavage, spaghetti strap tops, or tank tops
- No T-Shirts that reflect any innuendoes of drugs, gang reference, sex, derogatory messages or message against our Christian values and/or Seventh-day Adventist church principles
- No excessive baggy and/or low riding pants where underwear is exposed
- No jeans or pants with holes that expose underwear or bare skin
- No pajamas-type attire

Dress Code for field trips: This attire will be specified by the designated teacher and/or administration.

Dress code for school programs:

Dress code for school programs will follow Waldwick Adventist School's dress code policies. Dress code will be specified by the designated teacher, program leader, and/or administration. All guidelines are to be followed at all programs within the school or off-campus programs and/or events.

**WE STRONGLY ADVISE FOR EVERY STUDENT TO BE IN UNIFORM EVERY DAY  
FROM THE FIRST DAY!**

### ADDITIONAL GUIDELINES:

1. **Where to purchase:** Parents are required to buy student uniforms at the Flynn & O'Hara Uniforms. Skirts and pants can also be purchased through Lands' End.
2. **Time frame:** Uniforms MUST be worn starting from the first day of entrance in school. Extended deadlines are made for new students through the first quarter.
3. **GIRLS' ONLY Length of Attire:** The length of skirts, jumpers, and dresses must reach the knee with no slits or unbuttoned buttons reaching above the knee.
4. **GIRLS and BOYS:**
  - a. **Pant Fit:** At all times, pants worn should fit appropriately at the waist and in seam.
  - b. **Shirts:** Shirts worn should fit properly and be tucked in.
5. **Leggings:** Leggings of blue or black colors to the ankle ONLY may be worn under the regular uniform.
6. **Hair:**
  - a. Should be neatly styled and cleaned.
  - b. Trend setting hairstyles and clothing are not permitted.
  - c. Hair must not be below the shoulder for boys.
  - d. Highlights are acceptable of natural hair colors ONLY. If any other color or shade (of red, orange, yellow, green, blue, purple, or pink), student, in consultation with a parent) will be asked to remove such color from hair.
  - e. No tinted spray or frosting of an unnatural color will be acceptable.
7. **Headwear:** Head coverings are not a part of the school uniform. Therefore, no hats, hoodies, bandanas, or sweatbands are to be worn. Hair accessories worn in a professional and modest manner are permitted.
8. **Jewelry:** Bracelets, rings, necklaces, earrings, body adornment, body piercing, or any other type of jewelry should not be worn.
  - a. **No jewelry** in the form of: leather, rubber, or cloth bracelets may be worn.
  - b. **A student in need to wear a medical alert bracelet or necklace (not considered jewelry) must register the medical alert bracelet in the school office.**
9. **Cosmetics/Nail polish:** Students in grades 5-10 may use cosmetics natural to their skin tone and clear nail polish.
10. **Tattoos:** Tattoos of any kind may not be displayed on the body.
11. **Sunglasses:** Sunglasses are not to be worn inside the school building.
12. **Gloves:** Gloves are not to be worn in the classrooms.
13. **Body Piercing:** No body piercing of any kind can be displayed as part of Waldwick's dress code policy.
14. **Footwear:** Closed toe footwear is to be always worn. Footwear that is a hazard will not be allowed, such as sneakers with skates, slippers, or flip-flops.
15. **End-of-Day:** Students must leave school premises in proper uniform.



**Overall reminders:**

Clothes must be worn modestly, neatly, and tastefully, including on dress down days when non-uniform attire is worn. No tight-fitting, form-revealing clothing will be permitted.

**Students who fail to abide by the uniform policy:**

1. Will be cited in writing by teacher or other school personnel, which may also include in-school consequences.
2. After three citations a conference with the parents may be arranged. Students with three citations may also have additional in-school consequences and may be fined for being out of uniform.

**LEVEL I:** 1 demerit

1. At any point a student may be given a demerit for a dress code violation where the Principal or designee may attempt to correct the dress code violation.
2. The student may end up spending the day in the office if the dress code cannot be corrected at that time.

**LEVEL II:** Multiple Offenses (at 4+ demerits) - See Demerit Consequences of Actions

**ALL CLOTHING ITEMS MUST BE LABELED WITH THE STUDENT'S NAME**

## ACADEMIC PROGRAM

The evaluation of the academic achievement of students is based on the premise that students have diverse capabilities, interests, and individual patterns of growth and learning. The issuance of grade or other instruments of assessment on a regular basis serve to promote a process of continuous evaluation of the student's performance.

### Reporting Student Performance

#### Report Cards/Conferences

Preschool students will be given a narrative report of each student's progress. Kindergarten – High School students are issued student report cards and available to parents at the end of each quarter according to the schedule given on the school calendar.

Parents are expected to attend parent-teacher conferences three times a year—at the end of the first, second (if needed), and third quarters—to discuss the academic, social, emotional, physical, and spiritual progress of the student and to gain insights from the teachers that may assist in advancing the student. **Second quarter conferences are required ONLY if your child has a grade in any subject of C or below, while all are still welcome to schedule a conference regardless of academic grades.**

#### Within Quarter Grades

For students in grades 1 – High School, academic grade updates will be prepared by the classroom teacher regularly to inform parents of the overall academic performance of the student via electronic format to each parents' and students' email address through use of FACTS (online grading system-formerly known as *RenWeb*). It is the responsibility of the parent to review students' grade through this online system available via email.

In addition, we require all parents to create an account through FACTS to regularly check students' progress reports.

If additional information is required, the parent should contact the teacher. **It is the parent's responsibility to schedule meetings during the school year at a mutually convenient time for both the teacher and the parent to discuss the student's progress.**

#### Homework

Homework is an important part of the school experience. Teachers assign the amount of homework that is considered developmentally appropriate at each grade level. The amount of time is in increments from grade to grade and during the school year. Parents should develop with their children a homework routine with realistic time management goals. Children should have a scheduled time for homework. Homework assignments are to be completed with a minimum of parental assistance. **Please read additional information following the grade scale.**

#### Quarter and Final Examinations

Teachers administer quarter exams at the end of each marking period to students in grades 1- High School. These exams cover either current or cumulative material (at the teacher's discretion). In addition, teachers administer final examinations to students in grades 1 – High School near the end of

the school year. These exams cover material taught during the school year. The grade received on these exams will be one of the determining factors in a students' final grade for the school year.

### **Standardized Testing**

Standardized testing is administered to students in grades Kindergarten through High School to determine and identify concept areas that are strengths and weaknesses for our students as individuals and as a group. Reports of student performance on tests given three times a year and are distributed with each marking period report cards. The principal or designee will meet with parents wishing additional information. The standardized tests currently used are offered from NWEA MAP Testing program.

### **Student Textbooks and Supplies**

Included in the registration fee are textbook rentals, workbooks, and all general learning supplies made available to the students in the classroom. Textbooks are expected to be kept in good repair and free of unnecessary marks. Book covers are required for hardcover books as they can be used to help keep textbooks in good condition.

Each teacher will provide a list of necessary supplies for the students in the summer months prior to the start of the school year. Parents should communicate with their child/ren to ensure they keep sufficient quantities of school supplies on hand at school. A good time to check on supplies is at the beginning of each quarter.

Additional textbooks or supplies may be required by your child's teacher during the school year.

## **Grade Scale and Report Card Marking Codes**

Once a student completes a class, the final grade is recorded using the grading scale below. All grades are final and will not be removed without Curriculum and Standards Committee action.

### **Kindergarten:**

The following grade scale will be used to evaluate all students in **Kindergarten**.

I (I+, I, I-)	INDEPENDENTLY achieves objectives and performs skills
P (P+, P, P-)	PROGRESSING toward achieving objectives and skills
NT (NT+, NT, NT-)	NEEDS more TIME to develop
<i>Grayed out field indicates skill was not addressed and/or evaluated at this time.</i>	

### **First and Second Grade:**

The following grade scale will be used to evaluate all students in **first and second grade**.

E (E+, E, E-)	Excellent
S (S+, S, S-)	Satisfactory
N (N+, N, N-)	Needs to Improve

### **Levels of Understanding:**

4	Exceeds: I understand. I can teach a friend. I can even show you more.
3	Proficient: I understand and can do it by myself.
2	Developing: I understand some and can get started, but I'm a little confused.
1	Novice: I don't understand. I can't start without help.

*Grayed out field indicates skill was not addressed and/or evaluated at this time.*

**Social Development/Work Ethic:**

O	Outstanding
S	Satisfactory
N	Needs improvement

**Third – Sixth Grade:**

The following grade scale will be used to evaluate all students in **third – sixth grade**.

A	93-100	Excels in understanding content and applying concepts
A-	90-92	
B+	88-89	Masters most content and skills
B	82-87	
B-	80-81	
C+	78-79	Demonstrates basic understanding of the concepts and skills
C	72-77	
C-	70-71	
D+	68-69	Understanding of concepts and skills is limited and incomplete
D	62-67	
D-	60-61	
F	00-59	Shows an unacceptable level of understanding and/or effort
-----		
P	Pass	
F	Fail	

**Skill Grades:**

4	<b>Exceeds:</b> I understand. I can teach a friend. I can even show you more.
3	<b>Proficient:</b> I understand and can do it by myself.
2	<b>Developing:</b> I understand some and can get started, but I'm a little confused.
1	<b>Novice:</b> I don't understand. I can't start without help.
Blank	Skill was not addressed and/or evaluated at this time.

**Instructional Level:**

X	Student is working with enrichment materials and/or accelerated instruction
Y	Student is using grade level materials and functioning without modification or extra assistance
Z	Student is receiving modification in the subject

**Social Development/Work Ethic:**

O	Outstanding
S	Satisfactory
N	Needs improvement

**Seventh – Eighth Grade:**

The following grade scale will be used to evaluate all students in **seventh and eighth grade**.

A	93-100	Excels in understanding content and applying concepts
A-	90-92	
B+	88-89	Masters most content and skills
B	82-87	
B-	80-81	
C+	78-79	Demonstrates basic understanding of the concepts and skills
C	72-77	

C-	70-71	
D+	68-69	<b>Understanding of concepts and skills is limited and incomplete</b>
D	62-67	
D-	60-61	
F	00-59	<b>Shows an unacceptable level of understanding and/or effort</b>
-----		
P	Pass	
F	Fail	

**Skill Grades:**

4	<b>Exceeds:</b> I understand. I can teach a friend. I can even show you more.
3	<b>Proficient:</b> I understand and can do it by myself.
2	<b>Developing:</b> I understand some and can get started, but I'm a little confused.
1	<b>Novice:</b> I don't understand. I can't start without help.
Blank	Skill was not addressed and/or evaluated at this time.

**Social Development/Work Ethic:**

O	Outstanding
S	Satisfactory
N	Needs improvement

**High School:**

The following grade scale will be used to evaluate all students.

A	93-100	<b>Excels in understanding content and applying concepts</b>
A-	90-92	
B+	88-89	<b>Masters most content and skills</b>
B	82-87	
B-	80-81	
C+	78-79	<b>Demonstrates basic understanding of the concepts and skills</b>
C	72-77	
C-	70-71	
D+	68-69	<b>Understanding of concepts and skills is limited and incomplete</b>
D	62-67	
D-	60-61	
F	00-59	<b>Shows an unacceptable level of understanding and/or effort</b>
-----		
P	Pass	
F	Fail	

All classes will have assignments and class activities entered in FACTS (formerly known as RenWeb), which is a computer-based organization tool for teachers and administrators designed by the North American Division Office of Education. Assignments and class activities will be weighed depending on your child's grade. Each class will have a weighing system. The following is an example:

1. 60% = Homework and daily assignments
2. 40% = Tests, quizzes, and/or reports/projects

- **Eleventh and Twelfth Grade:** Homework and daily assignments along with tests, quizzes, and/or reports/projects are evaluated by Lake Nelson Adventist Academy.

## Quarterly Academic Recognition

Principal's List, Honor Roll, and Perfect Attendance are awarded at the end of each quarter.

### Grade K-2

- Principal's List is defined as incurring all A's throughout the quarter.  
Kindergarten = All I's  
Grades 1 & 2 = All E's
- Honor Roll is defined as a student receiving all B's or higher in the quarter.  
Kindergarten = P's and I's  
Grades 1 & 2 = E's and S's
- Perfect Attendance is defined as being present all day with no tardiness.

### Grade 3-5

- Principal's List is defined as obtaining all A's.
- Honor Roll is defined as a student obtaining A's and B's.
- Perfect Attendance is defined as being present every day.

### Grade 6 to High School

- Principal's List is defined as obtaining a GPA Average of 3.9 and above.
- Honor Roll is defined as a student obtaining a GPA of 3.5 – 3.75.
- Perfect Attendance is defined as being present every day.

## 8<sup>th</sup> Grade Graduation Requirements

In order to graduate from the eighth grade, pupils must satisfactorily complete the following:

- Passing grades in all subjects offered that year in the 8<sup>th</sup> grade
- 50 hours of Christian service beginning in the 5<sup>th</sup> grade

### 8<sup>th</sup> Grade Diplomas Offered

Graduating eighth-grade students are eligible for four different diplomas. Students may receive more than one diploma at the time of graduation.

1. *Diploma of Graduation* – awarded to students with passing grades in all required eighth grade subjects.
2. *New Jersey Conference Honors Diploma* – awarded to students with a cumulative grade point average of 3.5 or higher over a period of four years.
3. *Christian Service Diploma* – awarded to students who have accumulated 200 or more hours of Christian service over a period of four consecutive years.
4. *Certificate of Attendance* – Students who complete eighth grade work but fail to meet the basic requirements for graduation are entitled to a Certificate of Attendance. This signifies that the student has not completed all required subjects with passing grades.

This certificate may be exchanged for a Diploma of Graduation when the designated work is successfully completed. Students issued this certificate cannot be promoted to ninth grade until a Diploma of Graduation is earned.

5. *Valedictorian and Salutatorian Awards:* In the event that two students hold the highest GPA both students will share the Valedictorian and there will be no Salutatorian.

### **11<sup>th</sup> & 12<sup>th</sup> Grade Program**

Students in the 11<sup>th</sup> and 12<sup>th</sup> grade are enrolled in Lake Nelson Adventist Academy, a fully accredited senior academy of the New Jersey Conference based in Piscataway, New Jersey. As a satellite campus of Lake Nelson Adventist Academy, students attend classes at Waldwick Seventh-day Adventist School under the supervision of a Program Coordinator/Facilitator or Teacher, whose focus is to keep the students on task and assist them in completing their assignments. Upon completion of the 12<sup>th</sup> grade, students receive Lake Nelson Adventist Academy high school diplomas. Graduation exercises are conducted at the school.

### **Failing Grades:**

A student that failed a semester or both semesters (two quarters = a semester) must retake the class. Opportunities during the summer months will be made available for the student to retake the failed class.

**Music Classes:** All students at the Waldwick Seventh-day Adventist School are required to take music classes and learn to play an instrument. Students will be designated an instrument from grades Preschool – 6<sup>th</sup> Grade and may choose an orchestra instrument in consultation with the Music Teacher from 7<sup>th</sup> Grade – High School. Classes are offered in a group setting one period a week and students are required to practice regularly while actively participating in class. Parents are required to rent or purchase the instruments before the school year begins.

**Field Trips:** Field trips are a valuable part of the school experience and should not be considered optional. Students are expected to participate in all class and school-wide field trips. Students must have written permission from a parent or guardian to go on a field trip. Please note that permission for a student to participate in a field trip may NOT be given via the telephone. The school will make all the necessary arrangements, and the students will be charged a fee to cover the cost of the expenses. Parents who may be unable to afford the expense of a particular trip should contact the school in advance. A student who does not participate in a field trip will be marked absent.

## ATTENDANCE POLICY

Regular school attendance is essential for education. A school calendar is given to the parents with this handbook. We trust that parents will cooperate fully with the school in assuring that their children's education is not interrupted by excessive tardiness or absence from classes and/or other school functions. Waldwick Seventh-day Adventist School defines education broadly as the sum total of school activities and experiences. We often schedule community service activities as a part of our program. Sometimes these events may take place during the evening or on a weekend. Students are expected to be present and on time for these events. Remember all absences are detrimental to the goal of achieving a thorough education.

### **School Hours**

School hours are from:

- 8:15 am to 3:15 pm Monday through Thursday
- 8:15 am to 2:00 pm on Friday

**Beginning of Day:** School doors OPEN at 7:45 am. Please note that there is no guarantee that a child will be supervised before 7:45 am on any school day. **We kindly remind parents to wait until 7:45 am in their vehicles before allowing the students to enter the building.**

**End of Day:** Parents can pick up their children from 3:15 pm – 3:40 pm. After 3:40 pm, all students will AUTOMATICALLY participate in our AFTERCARE PROGRAM.

Aftercare for Waldwick Students is available at a half-hour and hourly fee:

- Monday – Thursday: 3:40 – 4:10 pm
- AFTERCARE is not available on Fridays

### **Definitions:**

- **Absence:** when a student is not present at any time during the scheduled school hours
- **Tardy:** arriving after the scheduled starting time
- **Perfect Attendance:** when a student has no absences and no tardiness during a quarter or semester.

### **Daily Attendance**

1. All students are required by law to attend school.
2. If a student knows he/she will be absent from school, a note from his/her parent/guardian explaining and giving reason should be presented to the school office.
3. In case of chronic or irregular absences, school administration may require a physician's note stating such absences are justifiable.

### **Tardiness**

Tardy students unfairly disrupt the classroom routine for teachers and classmates. Students are expected to be in the school gymnasium for morning routines at 8:15 am. Students arriving after 8:15 am must sign in at the front office. A courtesy email from the truancy officer will be sent to parents after excessive unexcused tardiness have been accumulated.



Tardiness falls in to two categories: excused and unexcused.

1. An excused tardy is due to:
  - extended illness
  - family death
  - doctor's note
  - accident or another urgent reason
2. All other tardiness reasons are unexcused (including vacation, overslept, late start)

We understand that unexpected situations may occur and certain situations can be excused by the administration and truancy officer. However, continuous problems (including traffic, car problems, etc.) will not be excused.

### **Tardiness Discipline:**

Students who are late to school after 8:15 am on a regular day or after the start of the designated school day, will be marked with a tardy.

- Unexcused Tardy:

Excessive tardiness is a serious issue and will result in additional disciplinary action.

- Probation Letter:

When 10 unexcused days of tardiness are accumulated, parents will receive a probation letter from the administration and truancy officer for the purpose of improving timeliness. If unexcused tardiness continues to exceed after the probation letter is sent, the parent must meet immediately with administration and the truancy officer.

Final authority for judging the legitimacy of tardiness rests with the administration and the truancy officer.

### **Absences**

Regular school attendance is essential for education. *Punctual and consistent attendance is essential for the optimal academic and social progress of our students. The school staff and administration encourages parents not to take their children out of school for vacations, medical appointments, or other reasons. In addition, the school staff and administration encourages parents to schedule medical appointments after school or during school breaks, if possible.*

Accurate and prompt reports of irregular attendance and truancy are required by law of 10 or more cumulative unexcused absences. Any student absent 10 or more days will be required to present a letter from the school family with an explanation regarding the student's absence and may result in students having to repeat the school year.

Absences fall in to two categories: excused and unexcused.

1. An excused absence is an absence due to:
  - personal illness (must be followed by a doctor's note, as provided)
  - serious illness in the family
  - death in the family (bereavement)
  - school-sponsored trips

- quarantine (doctor's note)
- medical, dental, or optometry service appointments (with doctor's note)
- other unexpected emergencies will be considered excused

In addition, the following are allowable reasons for absence:

- religious observance
- a college visit (up to 3 days per school year, for students in grades 11 – 12)
- “Take Our Children to Work Day” or other rule issued by the state Commissioner
- participation in observance of Veterans’ Day or other approved days
- closure of a home school district that prevents a student from having transportation to the receiving school

2. All other absences are unexcused (including vacation)

It is encouraged that routine medical appointments be scheduled outside regular school hours. After an absence, the student is responsible to make-up any missing classwork, quizzes, projects, tests, and any other assignments as designated by the classroom teacher.

● Probation Letter:

When 10 unexcused absences are accumulated, parents will receive a probation letter from the administration for the purpose of improving attendance. If unexcused absences continues to exceed after the probation letter is sent, the parent must meet immediately with administration and the student may be asked to withdraw.

Final authority for judging the legitimacy of an absence rests with the administration and the truancy officer.

Chronic absenteeism and tardiness are serious matters. In order to enforce students’ regular attendance and punctuality at school, the Truancy Officer may recommend one or more of the following options to be administered by Administration:

1. Imposing restrictions on future absences and tardiness
2. Other appropriate disciplinary response options according to the handbook

## **Truancy**

**Definition:** A truancy is an unlawful or unexcused absence from school.

Under no circumstance a student is to walk off or drive off campus. A student may only leave campus when an authorized adult signs the student out in the office. If the student has permission to drive to school before leaving for the day, the student must sign out in the office before leaving.

Students that leave campus without permission or caught off school property without the permission of school personnel will be considered truant.

Truancy may lead to in-school suspension or out-of-school suspension.

## **Pre-Arranged Absences**

When an Extended Absence is anticipated, parents or guardians are asked to notify the administration and classroom teacher immediately. Parents are to write a letter and submit to the administration and

truancy officer for approval. All absences will be considered excused or unexcused at the discretion of the administration and truancy officer.

Students shall be permitted to make up work missed during an excused absence. All work missed during an excused absence shall be made up as follows: for every day the student misses, s/he shall receive the same amount of days to complete make-up work. Students (with parental assistance for lower grades) are encouraged to pick up missed work at school AFTER students are out more than one day.

### **Notification of Absence by Parents to the School**

Parents or guardians must notify the school Administrative Assistant before 9:00 am on the day of an absence and each day of absence thereafter. Parents are also required to complete a Google Form for any daily absence of a student.

If the Administrative Assistant must make a call home because the parents have failed to call, we kindly request your cooperation in explaining the student's absence and in completion of the Google Form.

### **Failure to Pick-up Student**

Students must be picked up from school within twenty-five minutes after dismissal. If students are not picked up on time and if no contact has been established with parents/guardians after the hours that school is in operation, students may be reported to the police or the child welfare services as abandoned.

### **Illness and Emergencies**

1. For any illness longer than three school days, or in all cases of contagious disease, the school nurse requires a doctor's note from all students upon their return to school.
2. If during the school day a student becomes seriously ill and unable to attend class, they must report immediately to the school office. The nurse will determine whether or not the student should be sent home. If the student is sent home, a person or designated emergency contact-person will be notified to pick up the student.
3. Play during recess and the physical education period is a part of the educational activities. If a student is too ill to participate, they should remain at home.
4. Students who need to leave campus because of an emergency other than personal illness must have permission from the principal. Permission may be granted in response to a written request from a parent or guardian.
5. When parents are out of town they must notify the school of the name and telephone number of the temporary guardian of the student.

### **Appointments during School Hours**

All medical and dental appointments should be made outside of school hours. All private lessons must be made outside of school hours. In the event of an emergency appointment, the Administrative Assistant must receive a written notice from the parents. The student must also bring a note from the physician treating the student.

## **HEALTH and SAFETY INFORMATION**

Upon admission, it is mandatory that students present proof of immunizations. A complete health history must be in the student's school record file. If it is ascertained that a student does not meet these requirements, that student must withdraw from school until proof of immunization requirements has been met. Students must also undergo a physical examination before entering in the first, fourth, sixth, seventh, and ninth grades, and for all students entering a Seventh-day Adventist school for the first time.

### **First Aid**

Treatment by the School Nurse or his/her designee is limited to first aid care for injuries occurring at school. Injuries occurring outside the school premises must be cared for at home.

### **Illness**

Children should not be sent to school when there are symptoms of illness. We suggest as a good health practice to keep your child at home at least 24 hours after an elevated temperature has returned to normal.

### **Emergencies**

In cases of medical emergencies, the school will call an ambulance service and will make every effort to immediately contact the parent/guardian in order to facilitate necessary care.

### **State Mandated Screenings**

During the course of the school year, the following procedures will be performed by the School Nurse to comply with the mandates of the State of New Jersey:

- Vision Screening, Hearing Screening, Scoliosis Screening (for students 10 years of age and older), Height, and Weight

### **Physical Exams**

Students must undergo a physical examination before entering Preschool, Kindergarten, First, Third, Sixth, Seventh, Ninth, and Eleventh grade, and for all students entering the school for the first time. If proof of physical examination is not received before October 1<sup>st</sup>, the student will be asked to withdraw until proof of examination is in the student's health record file.

### **Immunizations**

Upon admission, it is mandatory that students present proof of immunization requirements as listed below. A complete health history must be in the student's permanent record folder. If it is ascertained that a student does not meet these requirements, or the student may be asked to withdraw from the school until proof of immunization requirements has been met.

- Diphtheria-Tetanus and Pertussis (DPT or Td) inoculation
- Oral Polio Vaccine (Sabin)
- Measles Vaccine
- Rubella Vaccine
- TB clearance, as required by local regulations (Mantoux Test)

All students attending Waldwick Adventist School must comply with the State of New Jersey requirements for immunizations. Students may be exempt for medical or religious reasons at the discretion of the school nurse in consultation with the school administration. Verification of immunization must be in the student's health record file before the student enters school. A student may be asked not to attend school until proof of immunization has been provided or a letter stating medical or religious exemption.

### **Exclusion of Students who are Ill:**

- When there is evidence of departure from normal health of any student, the principal of the school shall act upon the recommendation of the school nurse to exclude the student from the building.
- The classroom teacher may exclude the student from the classroom and place under the nurse care or office staff.
- The student whose presence at the school is contagious to other students and staff will be asked to be excluded from school and others school activities while in a contagious stage.
- The principal may, upon the recommendation of the school nurse, can exclude from the school any student who has been exposed to a communicable disease.
- The school nurse, principal, teacher or office staff shall notify the parent or guardian of the reason for the exclusion. The parent or guardian is required to immediately remove the student from the school.

### **Returning to School**

- After the student has received medical treatment, the student must present a signed physician's note certifying that the student may return to school
- At the time a student is deemed non-contagious he/she may return to the classroom that day.
- Do not drop your child off without proper Doctors' notice of return, otherwise you will be asked to pick up your child until doctors' clearance is available.

**These rules are set in place to protect all children and staff of Waldwick Adventist School.**

- Fever– If a student goes home or stays home from school with a fever of 100 degrees or more, according to NJ Health Policy they must stay home for 24 hours or until fever free for 24 hours without medication.
- Diarrhea/Vomiting: Students vomiting and/or with diarrhea must go home or stay home for 24 hours or until free of vomiting and/or diarrhea.

### **Illness and Communicable Diseases**

- If a child is ill with a low or high fever, diarrhea, vomiting, severe cold symptoms, etc., he/she should remain at home. If a child becomes ill at school, parents/guardians must make arrangements to pick up their child. A low-grade fever is considered as 99-100 F.
- When communicable diseases occur, the school must be advised so that notices can be sent out. Your child(ren) must have a written note from their physician to be permitted to return to school after having any of the following diseases:

- Chicken Pox
- Conjunctivitis (pink eye)
- Dermatitis, Skin Eruptions or Rashes
- German Measles
- Hepatitis
- Impetigo
- Mononucleosis
- Mumps
- Plantar's Warts
- Rash of unknown origin
- Ringworm of skin or scalp
- Scabies
- Scarlet Fever
- Strep throat or infection
- Tuberculosis
- COVID-19

**NOTE:** Despite our best efforts, no one can assure that a student will not be exposed to or contract any illness or virus.

### **Medication**

The school seeks to avoid the administration of medication whenever possible. *Teachers will not diagnose a health condition or give any internal medications, including aspirin, except as indicated below: Any student who is required to take medication prescribed by a physician during the regular school day may be assisted by the school nurse or other designated school personnel if the school receives the following:*

1. *A signed written statement from a physician detailing the time schedules, amount and method by which the medications are to be taken.*
2. *A signed written statement from the parent or guardian of the student requesting the school to assist the student in matters outlined in the physician's statement. The medication will be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, the serial number and date of the prescription, the name of the person for whom such drug is prescribed, the name of the member of the medical profession who prescribed the drugs and the directions for use as prescribed by a member of the medical profession. (Columbia Union Education Code, 3540, p. 47-48)*

### **Child Abuse**

New Jersey Law requires that teachers and/or school personnel report all cases of suspected child abuse to the Department of Youth and Family Services (DYFS).

## Student Accident Insurance

Supplemental accident insurance is included in the registration fee. Coverage applies to school time only and sponsored field trips.

- Minor accidents occurring during the school day are treated by the classroom teacher office staff or registered nurse. If the injury appears serious, the registered nurse or school staff member will call the parent.
- If the parent cannot be reached, the school then will call the emergency number provided on the enrollment form. If the parent or the designated emergency contact are not available, and the injury requires immediate aid, the child will be taken to the nearest hospital by paramedics. A responsible staff member will accompany the child while school staff continues to try to locate the parent.
- Each child in every Seventh-day Adventist school in New Jersey is covered by student accident insurance. The policy is for “excess coverage.” “Excess coverage” is **for expenses over and beyond** the student’s family health insurance.
- When making a claim, the family will be asked to indicate the coverage they have for the student. Students whose family does not have health insurance will have full coverage for the medical expenses incurred up to the limits of the supplemental insurance policy. The student accident insurance policy carried by the school covers usual and reasonable medical expenses for treatment within 90 days of the accident. It does not pay the full amount; the maximum is \$5,000 for medical and \$500 for dental.

**For Further details, ask to read the policy on file in the school office.**

## SCHOOL PROCEDURES

In order for students to learn, the school must be a safe and protected environment. In order to ensure this, certain procedures have been established by which students are expected to abide.

### **Procedure for the start of the day:**

#### **Arriving at school**

- Supervision of students begins promptly after 7:45 am in the gymnasium under the supervision of a faculty member or the student's homeroom classroom.
- If students arrive and the doors are locked, they are to remain in their vehicle until the doors are opened.
- Students should enter via designated doors of the building.
- All students must arrive in full uniform. They will not be permitted to enter the school if they are not properly dressed.

#### **Waiting in the gymnasium**

- All students are to remain in their assigned area in the gymnasium after arriving at school.
- Students must wait for their teacher in the gymnasium. No student is to enter the hallway or locker area without permission of a teacher.
- Running, screaming, playing on the piano, and playing ball are not permitted.

#### **Waiting in the classroom**

- All students are to remain in their assigned area in the classroom after arriving at school.
- Students must follow all instructions and guidelines of the teacher. No student is to enter the hallway or locker area without permission of a teacher.

#### **Lining up for Opening Exercises on Designated Days**

- The teacher will tell students to line up in the front of the gymnasium by 8:15 am.
- Students will line up by classroom rows to begin Opening Exercises.
- Students are to refrain from talking and all fidgeting should stop.
- Students are expected to participate in all Opening Exercises.

#### **Traveling from the gymnasium to classrooms for home room**

- Preschool and Kindergarten students depart first.
- Students in grades 1-High School depart through the hallway exit from the gymnasium.
- Students must walk quietly in the hallways as they move from the gym to their home rooms.

### **Procedures for In-Classroom Activities:**

Each teacher is responsible for the particular procedures for entering the classrooms and preparing for the day's activities. Students are asked to abide strictly by those procedures.

#### **Procedures for maintaining a learning atmosphere**

- Students are to keep quiet at the times and places designated throughout the school day.
  - Times of quiet include, but are not limited to, library periods, independent working periods and assemblies.
  - Places of quiet include, but are not limited to, the Chapel, the hallways, and the gymnasium before Opening Exercises and at the end of the school day.
- Students arrive at school and to class on time.



- Students will follow the Fundamental Standards of Student Conduct at all times.

### **Procedure for dismissal at the end of the school day:**

- All students should have assignments recorded and all handouts securely put away.
- All students should be properly dressed before they leave their classrooms.
- The teacher will pray with the students in the classroom before they line up and are dismissed from their individual classrooms.
- When their names are called in the classroom, students will walk quietly through the hallway to their vehicles for dismissal.
- Students will exit the building through the designated doors when their vehicle has arrived.
- Students may not leave the classroom or location as supervised by the teacher unless escorted by a parent, driver, or teacher, as needed.
- For the safety of all, there is to be no running or playing ball in the gym at dismissal time.
- **After 3:40 pm, all students are required to be signed out from the Aftercare Program.**

### **Safety Procedures**

- Students *must walk* throughout the school building and when using the stairs.
- During safety drills students exit and re-enter the building in silence.
- Students go directly home when dismissed at the end of the school day.
- Students remain on the premises at all times during the school day unless permission has been given by the office to leave.
- Students are to refrain from running or playing in the parking lot or cafeteria at all times.
- Main doors are always locked. Please ring the doorbell or call the main office if appointment is scheduled to proceed.
- **All parents are required to schedule an appointment prior to coming to the school.**

### **School Boundaries**

Students are not permitted to leave the school grounds unsupervised during the school day unless prior arrangements have been made between the parent or guardian and the teacher. Written verification must be presented in order to secure permission.

## DROP OFF/PICK UP OF STUDENTS

Students must be dropped off in front of the school building each day. Immediately after they are dropped off, students should report to the school gymnasium or classroom (as designated by the assigned schedule). Students must remain in the gymnasium (on designated days) until they are dismissed to their classrooms after the morning assembly or in their homeroom classrooms until the start of classes at 8:15 am. **Parents are responsible for the supervision of their children until the school building is opened at 7:45 am.** Students must heed the instructions of supervisory personnel in the parking area and/or in the school building.

Students will be dismissed from their classrooms after which their vehicle driver will be called. Parents/guardians who pick up their children from the school after 3:40 pm, must come into the school and personally sign their child/ren out from the designated location. They must then escort them to their respective vehicle, making sure that the children refrain from playing in the parking lot.

Only authorized individuals (as listed in the completed form) are allowed to pick up your child/ren. **An advance notice can be e-mailed or communicated directly to a classroom teacher via ClassDojo or in an emergency by calling the school office.**

### Transportation

Children are expected to leave the school grounds at the close of school with their designated driver. **Written permission from the parent or guardian is required in the event that there needs to be a change in the child's regular transportation from school.** The written permission should be given to the principal and to the drivers involved prior to change. Please call the school office in case of an emergency.

## EMERGENCY CLOSING/DELAY PROCEDURES

On days when weather forces a school closing or delay, parents will be notified by:

- **FACTS (formerly RenWeb Parent Alert System (text message, email, and phone call))**
- Students who ride on private vehicles or carpool may be contacted by their individual drivers. The school administration will *usually make a decision on school closings by 6:00 am*. If classes are in session and an early dismissal is required, parents will be notified through the Parent Alert System regarding picking up of students.

### **Make-Up Days**

It may become necessary to alter the school calendar in order to make up for days lost due to bad weather. The school reserves the right to make these changes and will notify parents in advance if they occur.

## LUNCH

The value of a wholesome, well-balanced breakfast can be a substantial aid in the education process, and parents are encouraged to give assistance in this matter. Parents and students are encouraged to uphold the standards of the Seventh-day Adventist church in relation to diet and health. This includes vegetarian food and clean meats as described in Leviticus 11 and non-caffeinated drinks. **Children should not expect to order lunches from local food retailers.**

### **Please note the following:**

1. Microwavable lunches should require no more than 1:30 minute to prepare to ensure that all children receive their lunch within a reasonable amount of time in the allotted lunch period.
2. Due to allergies or dietary restrictions, trading lunch items is strictly prohibited.
3. During the year special occasions may arise when parties provide for a change from the regular lunch program. Please consult with your child's teacher.
4. Hot lunch will be available for purchase for the cost of \$6.00 per meal. This price per meal is subject to change and will be communicated accordingly.
  - a. **School days when lunch may be offered will be communicated through the Waldwick Weekly and School Monthly Calendar.**
  - b. In addition, on Fridays, the eighth-grade class will be making available the purchase of pizza for the cost of \$6.00 for two slices and water.

## SELLING TO STUDENTS

No unauthorized person, including other students, is **permitted to sell food and/or any other item** to students prior, during, and after school hours.

## **USE OF FACILITIES**

As a service to the community (including area constituent and non-constituent churches), the school board may allow the use of the facilities by individuals, groups, or churches of the Adventist church.

Permission to use school facilities will be granted by the principal, or his or her designee, in keeping with the policies, rules, and regulations adopted by the School Board. The persons or organizations using the school facilities shall provide a certificate of insurance or hold-harmless agreement. A donation will be accepted to cover operational costs (heat, lights, etc.) and custodial service. A fee will not be charged to any school-related organization. The School Board may consider waiving the fee for special programs.

## COMMUNICATION

### Proper Procedure for Expression of Concerns:

Persons having concerns about school personnel and or programs have a legitimate right to express those concerns and receive answers to their questions. As stated previously, **the common goal for Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliatory procedures based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problem.**

To resolve the issues as quickly as possible with those involved, please follow the following Parent-Teacher Conciliation Procedure as per the *Columbia Union Education Code 3065* as adapted by the *New Jersey Conference Office of Education*.

The objective is to resolve the problem on an informal basis, if possible, and then on a formal basis if necessary. This procedure pertains to misunderstandings between parents and teachers.

**Step 1** – The parent should **first talk with the teacher involved** and attempt to resolve the problem informally. Note: This does not mean that you are also going to inform the principal or other administrator as a “by the way...” statement/strategy.

**Step 2** – The parent should then **ask the school principal to help** resolve the problem informally. (This step would be skipped if the teacher is also the principal).

**Step 3** – If the problem is not resolved at the school level, the parent then **contacts the school board chairperson** who will attempt to resolve the problem informally.

**Step 4** – If the problem is still not resolved, the **school board chair will convene a formal meeting with the parent, the teacher, and the school principal.** When such a meeting takes place, the local conference superintendent must be informed of a potential problem.

**Step 5** – If the problem is not resolved by the school board chair, the **parent then contacts the Conference Office of Education – Superintendent of Schools** and explains the problem in writing. The Superintendent will attempt to resolve the problem by meeting with the parent(s), teacher, principal, and the school board chair.

In summary, persons having any concerns about school personnel or school programs shall discuss those concerns with the following people, in this order:

- a) Teacher or person directly involved
- b) Principal
- c) School Board Chairperson
- e) Conference Superintendent of Schools

The principal and/or School Board Chairperson will see that this procedure is followed to assure concerned persons that they will receive appropriate attention.

### Waldwick Weekly

In order to maintain communication with parents, the School issues a weekly newsletter, which is distributed via email between every Friday and Sunday. It provides useful information about school

activities and serves as a reminder of upcoming events. Please check your email every Friday (Parent Alert will be provided) to review the weekly newsletter.

### **ClassDojo**

The school has adopted the usage of ClassDojo. This communication app will allow parents and teachers to communicate through messages and class stories of classroom happenings. **All parents are required to download and use the app as the official communication between the teaching staff and parents.**

### **School Website and OFFICIAL Facebook & Instagram Pages**

The Waldwick Seventh-day Adventist School will communicate additional information through our school website: [www.waldwickadventistschool.org](http://www.waldwickadventistschool.org). Please visit our website to locate contact information for current faculty and staff members, school calendar, upcoming events, tuition scales, and school information for the current school year.

The Waldwick Seventh-day Adventist School will also communicate additional information through our school Facebook Page: **Waldwick Seventh-day Adventist School** and Instagram page: **waldwickadventist\_school**.

### **Telephone calls**

- Cell phones must be turned off and turned in, at the beginning of the school day and returned at the end of the school day without usage in the building.
- If a parent needs to call a child, all such calls must be made to the office. Someone from the office will contact the child.

### **Visitors**

Parents are urged to visit the school and acquaint themselves with the school program. **Anyone wishing to access the school or visit MUST make prior arrangements (scheduled appointment) with the school office.** All school visitors must sign in at the office and wear an identification lanyard before proceeding to any area of the school. Former students wishing to visit the school must receive permission from the school office and comply with the regular school program PRIOR to attending.

Upon arrival, all are required to report to the office and sign in, plus sign out a lanyard from the school office.

- **Prospective students** need to make an appointment to be considered for the shadowing of a student for the day.
- **Former students and friends of current students** must also make an appointment to visit the school and may only visit during the lunch period. If remaining at the school, the principal will offer community service opportunities for the former student or friend of the current student.

### **Volunteers**

Volunteers are always needed for various activities around the school and the classroom. All Volunteers must fill out necessary documentation as provided by the school principal. In order to maintain a safe environment for students, staff, and our community, the school conducts criminal

background screening on volunteers who have the potential for direct, unsupervised contact with students.

### **Drop Off of Items**

Parents are required to drop off any items in the outside school bin by the main school entrance of the building. Parents will not be allowed to drop off in the school building while visiting a child's classroom. Parents may call and inform the administrative assistant of their intent.





“And all thy children shall be taught of the Lord.” Isaiah 54:13

## **Disclaimer for Parents and Students:**

ALL are responsible  
for knowing the contents of  
this Handbook and /or  
any amendments to this  
Handbook.

## **Waldwick Seventh-day Adventist School**

**70 Wyckoff Avenue, Waldwick, NJ 07463**

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**Waldwick Seventh-day Adventist School | [waldwickadventist\\_school](https://www.instagram.com/waldwickadventist_school)**

