

Stillman School Handbook

2021-2022

**Gayle Lander
Principal**



**75 Tenafly Road
Tenafly, NJ 07670**

Table of Contents

Introduction	2
A Letter from the Principal.....	3
Declaration of Values	4
Student Expectations	5
The School Day.....	6
Health and Well Being.....	7
Attendance.....	8
Safety	9
Following your Child’s Progress	10
Special Programs.....	11
Student Activities.....	12
After-School Programs.....	13
When You Have a Problem.....	14
Facilities	15
The H.S.A.....	16
School Customs	17
Code of Student Conduct.....	18
Harassment, Intimidation, and bullying	19
Directory.....	21

Introduction

Walter Stillman School is one of the four elementary schools of the Tenafly School System. The neighborhood elementary schools contain grades Kindergarten through fifth grade. The Middle School houses grades six, seven, and eight; the students then enter Tenafly High School.

School should be an environment in which each child's curiosity is piqued and challenged, where he/she can explore new areas of interest, and where his/her self-esteem can grow and develop in harmony with others. Stillman School attempts to encourage the relationship between the home and school to further this goal, so that each child develops to his fullest potential.

A Letter from the Principal

The Walter Stillman School is a warm, child-centered learning environment dedicated to the nurture and success of each student. In Stillman School, the celebration of children's individual strengths serve as the fabric of our school's rich and diverse tapestry.

Enclosed in this booklet are **Declarations of Values** and **Expectations** which resulted from a joint parent-teacher effort. Please review the statements with your child so that he or she understands that parents and teachers agree upon the importance of appropriate and ethical behavior.

Parental involvement at Stillman School is the cornerstone upon which student success is founded. The partnership between the home and school is a strong one and parents are regularly welcomed into the learning process. Please join in our school activities. Your personal involvement helps both students and the professional staff work to the best of their capabilities. Your participation and generosity provide for learning opportunities not otherwise possible.

Best wishes to you and your family for a productive year!

Sincerely,

Gayle Lander

Twitter: @PrincipalLander

Stillman School Declaration of Values

These are the values of the Stillman School community. They are important because they help us create a comfortable and productive learning environment and remind us to treat each other with respect, compassion, and understanding.

Love of Learning

- We are excited about new ideas.
- We are curious and enthusiastic learners.
- We try our best.

Consideration

- We think about the feelings of other people.
- We are kind, polite, and friendly.
- We listen and follow directions.

Respect

- We take care of ourselves and others.
- We take care of our school and environment.

Open Mindedness

- We understand that each person is special and important.
- We appreciate and learn from other people's ideas and opinions.

Involvement

- We make a difference by participating in school activities, community efforts, and world concerns.

Honesty

- We tell the truth.
- We take responsibility for our words and actions.

Stillman School Expectations

1. Be responsible.

- Arrive on time.
- Support other students' learning.
- Complete homework projects carefully and thoughtfully.
- Complete assignments on time.

2. Use appropriate language

- Speak respectfully to adults in charge.
- No cursing.
- Never boo or whistle in the auditorium.

3. Settle our differences in a peaceful manner.

- No physical fighting.
- No bullying.
- Use mediation when necessary.

4. Move safely and quietly in the school

- No running.
- No pushing.
- Use quiet voices.

5. Follow the directions of the adults in charge.

- Listen quietly when directions are given.
- Ask questions if unclear.

6. Respect other people's property and personal space.

- Do not take or damage anything that belongs to someone else.
- Do not write on walls or furniture.

7. Be sensitive to the needs and feelings of others.

- Try to include everyone.
- Do not tease.
- No put-downs.
- Support each other's feelings.

The School Day

7:30 SACC

8:30
School
Begins

8:40 Late
Bell

Students may enter the school at 8:30. During inclement weather, children will be permitted indoors at 8:20 am to line up in front of their classrooms under the supervision of the Safety Patrol and Mr. Gansel. There is no school arrival supervision prior to 8:20 am.

Students who arrive after 8:40 are considered tardy and should proceed to the main office for a Late Pass to class.

Please call 201-816-7713 if your child is absent.

On early dismissal days, students will be released from school at 12:45 pm. The SACC program will be available at that time.

School-Age Child Care (SACC) is available on a tuition basis if your schedule requires it. SACC can be reached at 201-816-4526. The school does not provide supervision before or after school.

School closings, delays, and early dismissals will be announced through Honeywell alerts and will also be posted on the district website at www.tenaflyschools.org

Health and Well Being

School Nurse Each year the school nurse will check your child's vision, hearing, height, and weight. Fifth graders are checked for scoliosis (abnormal curvature of the spine)

Medication New Jersey Law requires that the school nurse dispense all medication. School staff cannot give medications.
Please bring any medicine, with a prescription from your doctor, to the school nurse in the original prescription-labeled container. Written parental permission must accompany all medications.

Physical Ed. A student can only be excused from Physical Education with a written note from a parent or guardian. Absence for more than a week requires a note from a physician. Keep in mind that students are outdoors during recess and physical education, weather permitting. Please dress your child appropriately for seasonal changes so that he/she is comfortable when participating in school activities.

Illness/Accident **If your child will be absent for any reason, please call our school nurse at 201-816-7713, if your child becomes ill or sustains an injury at school, the school will attempt to reach the parents. Failing that, the school will use the emergency contact given by the parent.**

Change of Clothes Students with health conditions such as incontinence or recurring bloody noses will sometimes require a change of clothing. Please consider this for your child if he/she is subject to these needs.

When to keep your child home:

You should keep your child at home if he/she has a fever or is contagious. When the child is free from fever for 24 hours without fever-reducing medication (i.e.: Tylenol) he/she may return to school. Please do not give your child fever-reducing products before school in an attempt to "get through the day."

- Lice- Your child will be sent home if he/she is diagnosed with head lice, for you to treat with special shampoo to kill the lice and nits.
- Chickenpox- Return after lesions become dry.
- Strep- Return after 24 hours on medication.
- Vomiting – If your child is sent home from school due to vomiting or demonstrates this behavior during the night, he/she should not be in school the following day. Children should be symptom free for a full 24 hours before returning to school.

- Conjunctivitis – Students may return after 24 hours on doctor prescribed eye medication

Attendance:

Regular attendance is required by law for all elementary school children. Good attendance is essential to a child's school success. Tenafly Public Schools places a high emphasis on student attendance to ensure that all children meet State-mandated criteria and to hold the expectation that every student will attend every day to assure maximum progress. Specific attendance reporting procedures may be found on the individual school websites and within the district attendance policy (Policy #5200) and regulation (Regulation #5200).

Please let the school office know when your child is absent by calling the school office before 8:00 a.m. The safety of your child is our primary concern. A written request from the parent is necessary for early dismissal. Children must be picked up at the school office. No child may walk home alone early.

All students entering school after 8:40a.m. must report to the office for a late pass before they can enter class. Although lateness is discouraged, it is much better for a child to enter late than to miss an entire school day.

Family vacations should be planned according to the school calendar so that no school days are missed.

Should parents find it necessary to be away from home, the name of a temporary guardian should be registered in writing with the school's secretary in case of an emergency.

Early Dismissal Days

All students: 8:30a.m. – 12:45p.m. Early dismissal dates are noted on the district yearly calendar.

Safety

- Safety Considerations**
- Utilize the pick-up/drop-off zone on Tenafly Rd.
 - Encourage your child to walk with friends
 - Establish a specific place to meet your child after school.
 - Do not double park when waiting for your children to leave the school building. Children crossing between cars are too short to be seen.
- Bicycle Riding**
- Beginning in the third grade children may ride bicycles to school.
 - Bicycle helmets are required by law in New Jersey. They must be worn by children under the age of 14.
 - Please chain bicycles to the rack in the schoolyard.
- Safety Patrol**
- The Safety Patrol Advisor selects fifth graders to act as monitors in the morning. These students will assist children during the lineup process morning bell at 8:30 am. Parents are to offer them support and cooperation.
- Crossing Guard**
- A crossing guard is on duty at the intersection of Tenafly Road and Hamilton Place from 7:45 to 9:00 am and from 2:45 to 3:45 pm.
- Winter Clothing**
- Children play outside during the winter months and will need appropriate clothing.

Following your Child's Progress

Report cards and Report cards are given to students three times a year.

Parent/teacher Conferences December, March, and June. Your child's primary teacher will schedule a conference to discuss the fall and spring reports.

Unscheduled Conferences If you have any questions you are encouraged to make an appointment with the teacher or the principal at any time during the school year. It is best to address any concerns early.

Homework Homework will be given on a daily basis, Monday through Thursday. In grades 3-5, long-term assignments may be completed over the weekend.

Planners Students in grades 3-5 receive planners to help organize homework assignments and serve as a vehicle of communication between parents and teachers.

Special Programs

Basic Skills Remediation	The Basic Skills program offers supplementary help in reading and mathematics to students who evidence need for help. Parental permission is requested when a child is selected for this additional instruction. Lessons are 30 minutes twice or three times a week.
World Languages	Kindergarten through fifth graders have Spanish class twice a week for thirty minutes.
Resource Center	Replacement and supplemental instruction is provided for classified students in reading, math, and writing.
Speech and Language	Services are available at all grade levels.
ELL	English as a Second Language (ELL) Instruction is offered daily for students not proficient in English.
Gifted and Talented	With the help of staff developers, the gifted and talented program is infused throughout the curriculum through a differentiated instructional program.
Instrumental Music	Lessons are available to all children free of charge, beginning in third grade. Half-hour music lessons are offered weekly during the school year. Students are responsible for making up class work missed due to lessons.
School Orchestra	The orchestra meets twice a week before school and performs two concerts a year. Skilled musicians may be selected to participate in the Tenafly Elementary Symphony Orchestra (Super Orchestra), which gives two concerts in June.
Chorus	Chorus is offered in the mornings. Students perform a concert in the winter and the spring.

Student Activities

Student Council

Any student from second through fifth grades can join the Student Council. The Council meets in the morning and plans activities to help develop school spirit. It also works to create opportunities for the students. Each fall the Council elects officers.

Safety Patrol

Fifth grade students can volunteer to be in Safety Patrol. Students come early to school to help students enter the building safely.

WITS

Students from third to fifth grades can join the Wits (World Improvement by Tenafly Students) Club. It meets three times a month after school. Club members are involved in charitable activities like collecting food for the local food shelters. There have been many weekend activities with parent participation.

GPS

Students in grades 4 and 5 can join the Guiding Positive Safety school climate committee. This committee meets during lunch and recess as needed and helps to make our school a safe and positive place through their leadership.

Super Orchestra

Qualified student musicians can join the Super Orchestra which meets before school.

After-school Programs

- Clubs** The H.S.A. sponsors after-school clubs for students of all ages. Information about clubs will be sent home seasonally.
- SACC** School-Aged Child Care is available on a tuition basis before and after regular school hours. SACC may be contacted at 201-816-4526.
- Tenafly Recreation** The Recreation Commission offers a variety of sports and activities. Fliers are sent home from the school seasonally. Recreation may be contacted at 201-871-3008.
- Little League** Little League Baseball is sponsored by the Tenafly Lions Club. It begins in second grade, by age. Younger students may play in the Tenafly Recreation Program.

When You Have a Problem

What to Do

Any time you have a question or a concern about something at school, go to the teacher or the person involved as soon as you become concerned. The staff also wants your child to have the best educational experience possible and welcomes discussion with you in resolving any difficulties.

Contact the Principal

If you and the teacher cannot resolve the issue kindly take your concerns to the principal and she will work with you and the teacher to solve the problem.

Formal Complaints

When these informal methods do not seem to help the situation, there is a formal complaint procedure to follow. It requires that you have first tried these methods and is designed to protect both your child and home-school relationship. The complaint will have to be written on forms available in the school office. The principal can explain the procedure to you in more detail.

Facilities

- Classrooms** Stillman School has 19 classrooms on the first floor. There are four classrooms on the second floor. Fifth grades are on the second floor.
- Technology** Each classroom is equipped with 25 Chromebooks for student use.
- Lunch Room** Lunch is served in the annex next to the gymnasium.
- Library** Stillman's library is on the Windsor Road side of the building on the first floor.
- Playing Fields** There is an outdoor play area, a play area and a softball/soccer field behind the school.

The H.S.A.

The Home School Association The H.S.A. is the active link between parents, teachers, school and district. It allows parents to take an active role in their children's education, and provide support for faculty and administration.

Information and Advocacy An important function of the H.S.A. is to communicate information to parents and the school administration. Through regular meetings with the Superintendent and the building principal, your H.S.A. presidents provide an avenue for communicating parents' concerns. The H.S.A. sees its role as an advocate for your children and is always available to answer questions about the school district, academic program, and facilities.

Fund Raising Through our past efforts we have been able to donate the playgrounds, organize improvements to the stage, supply books for the school library and for classroom libraries, and sponsor Cultural Arts assemblies. Volunteers are always important for the successes of the fund raising events. It is fun to get together with neighbors and work for the children.

Student Activities We have encouraged class get-togethers, organized International Month, served many school lunches, offered after-school clubs and much more.

School Customs

Parties/Birthdays

Holiday parties are given only with teacher planning and permission. Many parents are interested in celebrating children's birthdays. **Parents are to consult with the classroom teacher before planning any birthday celebrations.**

Party Invitations

In order to safeguard students' feelings, birthday party invitations can only be given out if the **whole class** receives invitations. If you prefer to restrict invitations to individual students, please distribute the invitations outside the school. The HSA publishes a directory which may assist you in this process.

Field Trips

Classes may choose to go on field trips to enhance our instructional program. Parents are assessed for the cost of transportation and entry. Volunteer parents often serve as chaperones. A "scholarship" fund is available for any parent who finds the trips to be a financial burden. Please contact the class teacher or the principal in that instance. All inquiries will be treated with the greatest discretion.

School Pictures

Annual class and individual pictures are taken commercially at the school. A notice is sent home listing the exact date. Purchase is optional.

Code of Student Conduct

The Tenafly Public Schools values a community of students who work together to create a productive learning environment in which all students feel safe, secure, and comfortable. To this end students are expected to act responsibly in demonstrating mutual respect, trust, and compassion. The faculty and staff work together to create a nurturing environment as they strive to meet our children's needs, instill in our children a love for learning, and develop in them an understanding of others. Students have a right to a good education, to receive respect, to be treated with kindness, and to be trusted. In turn, children are expected to study and participate actively in their learning, work cooperatively and to follow directions, to seek help in solving problems, to settle differences in an appropriate manner, to accept responsibility for their actions, to report instances of violations of which they are aware with the expectation of no retaliation for such reporting, to respect others' person and property, to use appropriate language, to dress appropriately, to be sensitive to others' feelings, and to help others.

In accordance with New Jersey Administrative Codes, 6A: 16-5.1 and 18A: 25-2, the district has developed guidelines for a code of student conduct. These guidelines address any violations of the code and specific areas of misconduct. These include fighting, physical contact (both that considered a danger and that not considered a danger), non-sexual harassment and bullying (both verbal and written—including notes and hit lists), internet in-school violation (inappropriate use), internet out-of-school violation (in appropriate use, e.g., slander or threats), sexual harassment and bullying (verbal—both mild and severe—physical—exposing oneself or sexual assault including exposing another), vandalism (both minor and major). Disciplinary sanctions include a number of responses to such disruptive behaviors ranging from a student and/or parent conferences to detention or suspension. The degree of sanction is contingent upon grade level (i.e., primary, intermediate, middle, or high school) and whether or not the misconduct is a first or second offense. Violations regarding weapons or substance abuse, bullying or harassment are addressed in Board Policies. Students are accorded due process. The first step in this process is a conference with the principal who will designate the appropriate consequence with reference to the guidelines for district code of conduct. Dissatisfaction with the consequence can be appealed to the superintendent or his/her designee. Appeals to the Board can be made only in accordance with New Jersey code and statute. Students are responsible for being familiar with these policies.

Harassment, Intimidation and Bullying

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING ON SCHOOL PROPERTY, AT SCHOOL-SPONSORED FUNCTIONS AND ON SCHOOL BUSES

If a student or adult makes you feel uncomfortable in school
see your counselor or the principal.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers are expected to model appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

In compliance with state law, the Tenafly Board of Education prohibits acts of harassment, intimidation, or bullying on school property, at school-sponsored functions and on school buses. When students are found to be violating the policy, engaging in reprisal or retaliation against someone who reports a violation of the policy, or falsely reporting allegations of harassment, intimidation or bullying as a means of retaliation or as a means of harassment, intimidation, or bullying, the school district will take appropriate actions. Appropriate actions will range from meeting with parents, counseling, detention, suspension, expulsion, and in cases where legally required, reports to the police or other action deemed appropriate under the circumstances.

When determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, staff responsible for making such decisions will consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the nature of the behaviors, past instances or continuing patterns of behavior, the relationships between the parties involved, the context in which the alleged incidents occurred, relevant law (statutes and judicial decisions) and district policies and procedures. After a reasonable consideration of these factors, an appropriate consequence will be determined.

The Memorandum of Agreement Between Education and Law Enforcement Officials defines the conditions by which school officials are required to report suspected hate crimes or bias-related acts to law enforcement authorities.

Harassment, intimidation or bullying means A) any gesture or written, verbal or physical act that is motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or, by any other distinguishing characteristic or B) Any conduct that a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; C) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged or apparent violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of a written report is not required, the reporting party is encouraged to submit complaints in writing. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Reports of violations of this policy will be investigated promptly.

The district will make resources (e.g., counseling) available to individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victim(s).

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

This policy will be disseminated annually to all school staff, students, and parents, along with the rules of the district governing student conduct. Provisions shall be made for informing parents/guardians whose primary language is other than English.

Pursuant to *N.J.S.A.: 37-17(5) (c)*, information regarding the district's policy against harassment, intimidation and bullying shall be incorporated into each school employee's training program.

Pursuant to *N.J.S.A.: 37-17(5)(a)*, the district and its schools will establish bullying prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members.

Staff members will be trained in skills and strategies for developing student self-discipline and to apply best practices for positive behavioral interventions. *N.J.S.A. 18A:37-1*

Directory

Stillman Office	201-816-7710
Principal	201-816-7711
Nurse (reporting absences)	201-816-7713
Library	201-816-7714
Central Office	201-816-4502
Special Education	201-816-4533
Web address	www.tenaflyschools.org

A complete school directory can be found on our school website.

All staff member email addresses follow the pattern of first initial of first name followed by their last name and .k12.nj.us (for example: glander@tenafly.k12.nj.us)