

CENTRAL OFFICE STAFF

973-335-3994

Superintendent.....Dr. Christine Johnson  
Secretary to the Superintendent.....Ms. Rose Sullivan  
Business Administrator/Board Secretary.....Mrs. Juanita Petty

BOARD OF EDUCATION

Mr. Adam Schnitzler - President  
Mrs. Rosemary Lynch - Vice President

Mr. Christopher Cartelli	Mrs. Linda Glosinski
Mrs. Deborah Bonnani	Mrs. Debra Recchia
Mrs. Sonja Chapman	Mrs. Gabrielle Bohon
Mr. Eugene Filosa	Mr. Gary Strandz (Lincoln Park Rep.)

BOARD OF EDUCATION MEETINGS 2008 - 2009

Board of Education meetings are held in accordance with the "Open Public Meeting" Act. Formal action may be taken at any meeting. The Board of Education meetings are held in the Annex beside the Board of Education building 434 Lathrop Avenue and will begin at 7:30pm.

Monday	September 8, 2008
Monday	September 22, 2008
Monday	October 20, 2008
Monday	November 10, 2008
Monday	November 24, 2008
Monday	December 15, 2008
Monday	January 12, 2009
Monday	January 26, 2009
Monday	February 9, 200
Monday	February 23, 2009
Monday	March 9, 2009
Monday	March 30, 2009
Monday	April 27, 2009

## SCHOOL STREET SCHOOL STAFF

Mr. Robert Sutter - Principal  
Mrs. Mary Ellen Mackey - Secretary  
Guidance - Christine Meier  
Nurse - Dianne Lorber

### **Kindergarten**

Nicole Pollina  
Gina Viruet

### **First Grade**

Tracy Paulozzo  
Tina Houck  
Amy Raffel  
Barbara McGivney

### **Second Grade**

Lynn Bariso  
Janet Shellenhamer  
Nancy Mentone  
Rachel Becker

### **Third Grade**

Dina Davis  
Julie Kelly  
Pat Bednar  
Fae Page

### **Support Staff**

Janine LaPointe (ICS)  
Laura Affinito (LLD)  
Josephine Bevacqua (LLD)  
Pat Tromba (Preschool)  
Carolyn Drugac (ICS)  
Mahazabeen.Kazi (Kindergarten)  
Justine Rella (LLD)

### **Custodians**

Frank Evans  
Maureen Cosentino  
Ed Hornick

### **Special Education**

Lillian Hine LLD K-1  
Su Wieland (LLD 2-3)  
Charles Hilgendorff  
Jessica Harbeson (Preschool)

Lorraine Giannotti (Preschool)

### **Special Areas**

ABA - Alisa Costello  
Speech - Valerie Gould  
Spanish - Elinor Santos  
Music - Christa Speck  
Computers - Daniel Izzo  
BSIP - Mrs. Bridi  
Resource Room-Ms. Spinner,  
Mrs. Zwain, Mrs. Khoury  
Physical Education - Danielle Sudak  
Linda Madeka (ESL)  
Walter Leonard (Art)  
Library- Mary Beth Davis  
Academically Talented-Paul Picconi  
Speech - Sarah Goglia

Sue Potucek (MD Aide)  
Lisa Wangerin (ICS)  
Melanie Gill (ICS)  
Bea Beatty (Preschool)  
Justine Rella (LLD K-1)  
Jill Hoffman (Pre-K)

**Boonton Public Schools  
Mission Statement**

The Boonton Public School District, in partnership with the community, will prepare all students to achieve the New Jersey Core Curriculum Content Standards at all grade levels and motivate each graduate to productively contribute to society by providing a rigorous, relevant, and comprehensive educational program.

---

## **REGISTRATION**

All children entering kindergarten must be five years of age by October 1. All children entering first grade must be 6 years old by October 1.

Upon entering school parents must present the following document:

Original birth certificate with the raised seal

Proof of immunizations

Proof of residency ie: lease/rental agreement, tax bill current utility bill in custodial parent name, mortgage agreement, and a current NJ driver's license.

Children entering from another school district must present a transfer card from that school along with proof of immunizations and proof of residency.

## **ATTENDANCE**

An essential factor for a child's success in school is attendance. Students enrolled in the Boonton School District are required to attend school regularly in accordance with the law of the state of NJ. While there may be legitimate reasons for an absence in school (illness, religious observance days, death in the immediate family), excessive absences and tardiness can negatively impact a student's performance. Students missing more than 18 days may be considered for retention at their current grade level.

Please call the office of the nurse at 973-316-9225 X2 to report and absence.

If a child is to be excused early a note must be sent to school with the child explaining the reason for the early departure. All children leaving early must be signed out by a parent/guardian in the front office.

Parents are encouraged not to take their children out of school for vacations. Doing so interrupts the child's normal schedule and continuity of daily learning. Children taking vacations during school time will be required to make up all work missed. Teachers will not provide assignments to be taken with the child for vacation. A folder of assignments will be kept for the child to receive once he/she returns to school.

Children with unexcused absences for extended periods of time may be considered for retention.

If parents/guardians are traveling out of town or the country, written alternate child-care instructions should be sent to school office.

## **WITHDRAWAL**

Please inform the front office if you plan on moving from your current address. Students moving within town must present a current proof of residency (lease, utility bill, tax bill, current NJ driver's license)

Families moving out of the district should request a records transfer from the front office. Please provide us with the new school your child be attending and the last day in attendance in the school district.

## SCHOOL HOURS

Grades 1 - 3

7:57	Students begin entering building
8:00-8:10	Homeroom
2:40	End of school day
8:00-1:30	Mrs. Giannotti's Class
	Students enter building
8:00-10:45	AM Kindergarten
11:55-2:40	PM Kindergarten
Preschool	
8:00-10:30	AM Preschool
12:00-2:30	PM Preschool

### Schedule for Early Dismissal

7:57	Students enter building
8:00-8:10	Homeroom
12:45	End of school day
8:00-12:45	Mrs. Giannotti's Class
Kindergarten/Preschool	
8:00-10:05	AM Kindergarten
10:40-12:45	PM Kindergarten

### Delayed Opening Schedule

9:57	Students enter building
10:00-10:10	Homeroom
2:40	End of school day
10:00-1:30	Mrs. Giannotti's Class
Kindergarten /Preschool	
10:00 - 11:50	AM Kindergarten
12:50 - 2:40	PM Kindergarten

Students are not allowed on the playground before 7:45 and not allowed in the building before 7:57 except by appointment only or if they are participating in the breakfast program.

## EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS

### Instant Alert Program

If school is closed or has a delayed opening due to inclement weather or other emergency, announcements will be made through our Instant Alert Program, Channel 5 News Center, WOR(710AM), and WMTR(1250FM). You may also access [Cancellations.com](http://Cancellations.com) or call any of the schools in the district and follow the phone prompt for school closings.

If school is in session and the weather necessitates an early closing, you will be notified by our Instant Alert Program. Please make sure all phone numbers are accurate and up to date. If you can not be reached your designated emergency contacts will be notified to pick your child up.

Parents and guardians are responsible for keeping all Instant Alert Information updated.  
(see instructions for accessing and updating information at the end of this booklet)

## ARRIVALS AND DEPARTURES

**PLEASE DO NOT PARK IN NUMBERED PARKING SPACES, AS THESE SPACES ARE RESERVED FOR SCHOOL PERSONNEL.**

**DROP-OFF AND PICK-UP:** If you drive your child to or from school, drop them off at curbside in front of the building. **You may not park in the designated drop-off area.** If you need to park you will have to go to one of the side streets and park there.

**Drop-off zone Procedure:** The procedure for using the Drop Off zone is intended to safely, efficiently, and expediently drop students off at school and should not be a stressful one. We know many parents are anxious to get to their next destination but given the limited amount of space in the zone, we all must keep the safety of the children at the forefront of our minds.

- Cars should pull up to the front of the zone, from the corner of Birch and Liberty Streets to the end of the yellow line.
- Parents should remain in the cars and let the children exit on the curbside. Children should not exit the car on the street side.
- Subsequent cars should form a line and continue with the protocol.

### **Please Remember:**

- There is no parking in the Drop-off zone. Drivers should not exit their vehicles. If you must help your child out of the car please do not pull into the drop-off zone.
- Drivers should exit the drop-off zone as soon as their child is safely on the sidewalk. If you feel the need to watch your child walk to the playground area please do not use the drop-off zone.
- Please do not double park at the drop-off line.
- Drivers should enter the line at the end. Please do not cut in front, even if one person has left and the next person has not pulled away. If you cannot wait for the line to move, then pull further up the street in the parking spaces and let your child out.
- When parking on the streets surrounding our school be mindful
- Children are NOT to cross in the middle of the street even if accompanied by an adult. Everyone must cross at the cross walk

## **CROSSING GUARDS**

Crossing guards are provided at heavy intersections for your child's protection. Guards are on duty from 7:30 to 8:00 AM, 10:30 to 11:50 AM, 11:45 AM to 12:10 PM and 2:30 to 3:00 PM. These times are adjusted for half day schedules. Crossing guards are town employees and all questions and concerns should be directed to the Boonton Police Department.

## **BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES**

For the safety and security not bikes are allowed to be ridden to school, Rollerblades, skateboards, scooters, bicycles (Sneakers with wheels, etc. are not permitted on school ground before, during or after school hours.

**CELL PHONES:** Cell phones are not permitted at school. There is a district wide policy banning the use of cell phones and electronic devices during the school day.

**RECESS:** Weather permitting children will have a 25 min outdoor recess each day. Please dress your child appropriately. During the winter as long as the temperature/wind chill is above 32 degrees the children will be outside. On inclement weather days the children will have recess time in their classrooms.

**SCHOOL CALENDAR:** The Boonton school district calendar is distributed the first week of each school year. Please refer to calendar for all major events that will take place during the school year along with school closing, vacations, parent/teacher conferences, report card schedules, etc.

**FIRE DRILLS:** Two fire drills will take place each month as required by the state of New Jersey. Fire drill routes are posted in each classroom. Students are expected to leave the building quickly and quietly. During the winter we will make every effort not to keep the children out in the cold for any length of time. Each school must be able to exit in under 2 minutes.

**LOCK DOWN DRILL:** One lock down drill will take place each month as required by the State of New Jersey. A lock down of the building would take place if there were an intruder in the building or similar situation. As with a fire drill there is a "code" to make the staff aware there is a situation in the building. Once the "code" is announced teachers will close all windows on the first floor. All classrooms will turn the lights off, close and lock all doors. Teachers and children then gather in a corner of the room that is not visible from the hall door. Once the situation is cleared a "code is announced to the staff that the building is secure.

**EMERGENCY EVACUATIONS:** In the event of a bomb threat or other emergency requiring evacuation of the building, parents will be notified to pick up their children at an evacuation site by means of the "First Alert" program.

**FRIDAY FOLDERS:** Friday folders are sent home each week for parents to review work done during the week, notices and notes from their child's teacher and community information. Parents should review the contents of the folder, sign and return the folder with the child the following Monday.

**REPORT CARDS:** Report cards are sent home 4 times during the school year. Parents should review the report card with their children, sign the envelope and return it to the teacher as soon as possible.

**DISCIPLINE:** Our goal is to provide a safe and secure environment for all the children of School Street School. Respect for everyone is very important for all.

The Boonton School District has an Anti-Bullying Policy in effect for all schools. Student to student harassment will not be tolerated. Students should report and problems or concerns to a teacher, counselor, and or administrator.

#### **AFTER SCHOOL CHILDCARE PROGRAMS**

The following are daycare programs that are run independently from the Boonton School system.

Ada Budrick Childcare Center	973-335-0619
The Children's Afterschool Center	973-887-4449
Lakeland Hill YMCA "Kids Club"	973-334-2820
St. John's Afterschool Program	973-879-6037

In case of school closings please contact your daycare center for their procedures and policies that are followed when school is not in session.

Children will be sent to daycare unless a note is presented to the teacher or daycare staff.

Breakfast is served at School Street School each morning for \$1.00. Parents can drop their child off at the front of the building and the children should go directly to the cafeteria. Children may not be dropped off before 7:20 and must arrive before 7:30. There is no supervision before 7:20 and children may not enter the building until that time.

## **EDUCATIONAL PROGRAMS**

### **GENERAL EDUCATION PROGRAM**

School Street School program is comprehensive with an emphasis on basic skills; Reading, language arts, speaking, listening, mathematics, social studies, science, music, art, and library are given significant attention throughout the grades. Every classroom has two-four multi-media computers which are used for instructional purposes.

Library, computers, health, guidance, music, art, physical education, and Spanish are coordinated through special personnel who meet regularly with each class of students and work with the classroom teachers.

English as a Second Language is offered at School Street School. The program provides instruction and experiences which meet the cultural and linguistic needs of our language minority students.

Basic Skills is a regular education program offered at both School Street School and John Hill Schools. The program is designed to provide supplemental instruction in reading and mathematics for students who require additional assistance.

Development of a positive self-image is also considered an important part of the program. Students are assisted to achieve a sense of personal fulfillment is nurtured by motivation, citizenship, and the acceptance of responsibility.

The Principal is responsible for all educational activities. Parents should feel free to call the school about their interests and concerns.

### **SPECIAL EDUCATION**

Public Schools are required to provide a free and appropriate education for handicapped children between the ages of 3 and 21. Early intervention programs are available to infants between the ages of 0 and 3 years.

Boonton Public Schools offers a Pre-school Disabled Program is available to children between the ages of 3 and 5. These services are available to all children who would benefit from special education programs and services which may prevent their disabling condition and or developmental impairment from becoming more debilitating. Parents of children who are demonstrating developmental lags in one or more areas are strongly encouraged to contact the Director of Special Service regarding services at (973) 316-9230

Boonton Public Schools also provide programs for Learning Language Disabled, Behavioral Disabilities, and Resource Room students. Children are eligible for special education services through extensive testing by the Child Study Team. Each of these programs provides individualized instruction to students in need. The CST, school teachers, and principal use a pre-referral intervention committee to expedite assistance to children who are experiencing academic and/or socio-emotional difficulties through an informal process. If suggested strategies or intervention plans do not prove to be of assistance, then the committee may begin initiating a formal referral process. Written parental permission to test must be received as part of this formal referral process.

## **CHILD STUDY DEPARTMENT**

The Child Study Department consists of a support staff whose major function is to assist students who through extensive testing and evaluation are identified as having learning problems or other special educational needs. Parent permission and involvement is required by law prior to the administering of these tests.

The Boonton School District provides services for those children with language and learning disabilities.

The School Street School CST team consists of the Director of Special Services, social worker, psychologists and a learning consultant. Parents may call 973-316-9230 to speak with any member of the CST team.

## **CLASS PLACEMENT**

The placement of children in classes each year is of great importance. As the spring months approach, the teachers and Administration spend many hours considering your child's placement for the following year.

Many variables are taken into consideration in this very thoughtful process. Our goal is to create heterogeneous classes of equal size at all the grade levels. To this end, the following factors are considered.

- Learning styles
- Behavior patterns (self-discipline)
- Attitude (motivation, enthusiasm)
- Emotional and social growth (maturity)
- Academic strengths and weaknesses
- Necessary separations
- Boy/girl ratios
- Opportunities for leadership
- Special needs

When class placement decisions are made, they will reflect our best judgment based upon individual and group needs. Our main concern is to address the needs of your child. Therefore, we cannot disregard this process and reconstitute classes based solely on parent requests.

## **STUDENT RECORDS**

Permanent records are kept on all students and are maintained in the front office. A parent or guardian of a student has a right to examine and request copies of their child's records if they so desire.

## **HOMEWORK**

Homework may be introduced in Grades K-3 and is assigned if the teachers deem it necessary and helpful, rather than as a daily routine, as punishment, or as busy work. It will have specific learning objectives which are clearly understood by the pupil.

## **SCHOOL PROPERTY**

Textbooks issued to students in the beginning of the school year are the property of the Boonton Board of Education. A child will be assessed a fine for lost or damaged textbooks.

## **CLASSROOM VISITATION**

Our school both welcomes and depends upon parent volunteers who come to the building every day. We stress that when you arrive you sign in at the main office to receive the proper identification badge. Under no circumstances are parents to go directly to the classroom for this creates a disruption in the educational process and

places undue stress upon the teaching staff. If you need to get a message or a forgotten item to you child please go to the office and someone will assist you. If you need to speak with a teacher, please arrange a mutually agreed upon time to do so.

**ALL VISITORS MUST FIRST REPORT TO THE MAIN OFFICE AND SIGN IN WITH THE SCHOOL SECRETARY and receive the proper identification badge.**

## HEALTH AND SAFETY

### Health Services

All parents must show proof of immunizations from a doctor before their child may enter School Street School. These immunizations are required by law. Children entering Kindergarten must have a physical before entering for the 1<sup>st</sup> time in September. Parents are requested to notify the nurses' office when a child receives a booster injection.

Reporting to the school of any communicable diseases contracted by your child is of the utmost importance. Please do not send your child to school with cold symptoms, loose bowels, upset stomach, contagious rashes, fever etc.

Parents should follow the procedure below for children requiring medication during the school day.

Parent/Guardian should provide a written request for the administration of prescribed medication at school.

Written orders are to be provided to the school from the physician, detailing the diagnosis or type of illness involved the name of the drug, dosage, time of administration and the side effects.

All medication must be in its original container, and given directly to the nurse upon entering school.

When a child must be excused from gym, a note of explanation from the parent will suffice, unless the excuse is for an extended length of time. If this is the case, the nurse must receive a note from the doctor stating his/her diagnosis and the amount of time that he/she expects the child to be excused. It is also necessary to have a note from the doctor giving the date that the child is able to resume normal physical activity.

In line with our focus on health education, we provide screening for vision and hearing problems.

We ask that in choosing your child's clothing for school you keep his/her comfort and safety foremost in mind. Please label your child's outer wear.

Students are not permitted to wear sundresses, spaghetti strap shirts, tank tops, halter tops, muscle shirts, bare midriff shirts, short shorts or mini skirts. No spandex shorts or running shorts.

For safety reason we ask that pants are no larger then one size above the child's normal size. Clothing that hangs/drag on the floor should not be worn. Clothing/shirts with inappropriate writing or pictures should not be worn.

Hats, caps should not be worn inside the building.

Opened toe shoes, sandals, flip flops or open back shoes are not to be worn.

### FOOD ALLERGIES

There are students a School Street School with life-threatening food allergies to peanuts, eggs, dairy, fish, sesame seeds and tree nuts. If these children are exposed to or ingest these foods, they are at a very high risk of having a severe allergic reaction. This reaction is called an anaphylactic Reaction and is life-threatening.

The risk of accidental exposure to foods can be reduced in the school setting if we all work together to minimize these risks and provide a safe environment to food allergic students. It is important for all parents to understand that a food allergy student does not have to ingest a large amount of the food to which they are allergic. Rather, simply touching the spilled food, or eating food containing minute amounts of the known allergen, can endanger a food allergic student.

Students are not permitted to share their lunch or snack with anyone. Students who have peanut butter for lunch will be instructed to wash their hands after eating in order to remove any traces of peanut oil. Peanut butter or foods containing peanuts or nuts are not permitted in the classroom for special occasions.

Please have a discussion with your child about the severity of exposing children with food allergies to these foods. Finally, if you arrange a play date for your child, check with the other parent regarding any food or other allergies.

### **EMERGENCY INFORMATION**

It is necessary that the office have updated phone numbers for all parents/guardians. It is also important that two emergency numbers be provide in the event a parent or guardian can not be reached. These emergency contacts must be local contacts. Phone numbers will be checked periodically throughout the year. Children without updated emergency contact information will not be allowed to attend field trips off the premises.

### **INSURANCE**

There is a voluntary school insurance plan which is administered by a private insurance company. Forms and information are distributed each fall.

### **BREAKFAST/LUNCH PROGRAM**

Breakfast is served each morning in the cafeteria. Children may arrive between 7:20 - 7:30. Children should not arrive early as the building is closed and there is no supervision. Children must be in by 7:30. Those arriving after 7:30 will not be able receive breakfast.

School Street School's lunch program runs from 11:00 to 12:30. First grade students eat from 11:00-11:30, second grade students eat from 11:30-12:00, while third grades students eat from 12:00-12:30. Each grade level has a 25 min. recess period.

Children may purchase their lunch daily or may bring a bag lunch from home. NO GLASS please. If your child should forget his/her lunch it may be dropped off at the front office.

Students are not permitted to share their lunch or snack with anyone.

### **SPECIAL EVENTS**

#### **BACK-TO-SCHOOL NIGHT**

Back to School Night is held in September. Parents will receive notice soon after school begins advising them of the date and time. This is an opportunity for parents to meet the teacher and learn about the classroom setting and expectations of students for the school year.

#### **PARENT/CONFERENCE**

Scheduled conferences take place in November and April. Two afternoons and one evening are set aside and the fall and 1 afternoon and one evening in the spring are scheduled. We follow an early dismissal schedule for conference days. If at any time during the school year you would like to speak with your child's teacher please feel free to contact the teacher and set up an appointment.

**BIRTHDAY CELEBRATIONS**

New state law limits the serving of foods high in sugar. Therefore the only items that may be served for birthdays are cupcakes, cookies, or fruit. Please drop these items off in the front office and the teacher will pick them up when they are ready to have the celebration. Party invitations may be distributed in school only if every child in the class is included. Classmate's full names and addresses are not permitted to be given out to parents.

**HOLIDAY CELEBRATIONS**

Each class performs in a winter and spring music program. Parents are invited to attend these special events. At Halloween, the children get dressed in their costumes after lunch. A parade around the field starts at 1:00. Parents are invited to attend the parade.

**SCHOOL PICTURES**

Parents are notified in the fall of the date that the photographer will be at School Street School to take individual pictures of students. You are under no obligation to purchase any pictures. This program is conducted solely as a service to School Street School parents. A picture make-up day for students who are absent will be scheduled approximately one month after the original picture day.

**PARENT-TEACHER ASSOCIATION**

The PTA is a very active organization and encourages all to become members. The PTA is a good way to meet new people and also have a closer connection to activities that are presented at your child's school.

The PTA provides many services to the schools along with organizing volunteer groups, fundraisers and assemblies.

---

## Honeywell Instant Alert® for Schools Parent User Interface

---

**Website URL:** <https://instantalert.honeywell.com>

### Minimum Requirements

#### Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. *Note:* Remember your Login Name and Password so you may use it to update your profile.

#### View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

#### Configure alert settings for yourself

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

#### Additional Functions

#### View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

#### Identify key contacts for your children

1. Click on 'Other Contacts.'
2. Click on 'Add New Contact' and complete the form.
3. Click on the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click on 'Save' when complete.
5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.

---

**For Assistance:** <https://instantalert.honeywell.com>

Click on the **Help Request** link in the lower right hand side of the page

**SCHOOL STREET**  
Calendar 2008/2009

**September**

2 First Day for Staff  
3 First day for Students  
23 Back to School Night 7pm

**October**

10 School Closed - Teacher In-service  
13 Columbus Day School Closed  
22 SSS Pictures  
31 Halloween Parade 1:00

**November**

3,4,5 Parent/Teacher Conferences - K-3 Early Dismissal  
3,4,5 Kindergarten-1st Grade Registration 2009-2010  
4 SSS Night Conferences  
6,7 Teacher's Convention  
11 End of Marking Period  
20 Picture Make-up Day  
21 Report Cards sent home  
26 Early Dismissal  
27-28 Thanksgiving Recess - School Closed

**December**

5 Winter Concert 1:15  
12 Winter Concert (Snow Date) 1:15  
23 Early Dismissal  
24-31 Winter Recess No School

**January**

1-2 School Closed  
5 School Reopens  
19 School Closed - Martin Luther King Day  
28 End of second marking period

**February**

6 Report Cards sent home  
13 Staff Professional Day  
13,16,17 President's Weekend - School Closed  
24, 25 Kindergarten and 1st. Grade Registration 2009-2010

**March**

16 Early Dismissal – Teacher In-Service  
30 Parent/Teacher Conferences – Early Dismissal K-6  
31 Parent/Teacher Evening Conferences K-3

**April**

1-3 Parent/Teacher Conferences/Kindergarten Screening – Early Dismissal – K ONLY  
6-9 Terra Nova Testing – Grade 2  
8 End of 3<sup>rd</sup> Marking Period K-6  
10 Good Friday – No School  
13-17 Spring Recess – No School  
21-23 Terra Nova Testing Make-ups  
24 Report Cards sent home

**May**

4-7 NJ ASK Grade 3  
11-14 NJ ASK Grade 3 Make up days  
25 Memorial Day -No School

**June**

2 Kindergarten Orientation  
3 1st Grade Field day  
5 Spring Concert 1:15  
4 1st Grade Field Day Rain Date  
9 3rd grade move-up day  
11 2nd and 3rd grade Field Day  
12 2nd and 3rd grade Field Day Rain Date  
17-19 Early Dismissal  
19 Marking Period ends  
Awards assembly 10:00  
Last day for Staff & Students Early Dismissal for students only 12:00  
Report Cards sent home

# Boonton Public Schools

## Elementary School Level Emergency First Aid Procedures

### **Staff Training, Medical Equipment, and Plans**

During the first faculty meeting of each school year, prior to the arrival of students, all staff members receive training in the first aid procedures of their respective buildings.

Annually, all staff attends mandatory blood borne pathogens and Epi-Pen training within the first month of school. Upon completion of that training, interested staff members in addition to the school nurse and building principal may volunteer for designee status.

Prior to October 30<sup>th</sup> of each school year, 5-7 staff members in each school in addition to the principal and school nurse, are afforded CPR and Automated External Defibrillator training. Upon completion of that training, interested staff members in addition to the school nurse and building principal may volunteer for designee status.

The school nurse will go over the unique or specialized health needs of children with each teacher and aide, as deemed appropriate. In cases as such, identified staff members will be informed as to the children with food and bee/insect allergies, asthma, or diabetes.

Epi-Pens, clearly labeled, will be stored in the nurse's office in the medical cabinet. Designees will be given access to that cabinet in case the nurse is off-site.

Inhalers, clearly labeled, are also found within the medical cabinet.

Detailed emergency management and crisis plans are housed within the principal's office, the nurse's office, and with members of the school's emergency management and crisis teams.

Reference cards with emergency information and quick references are distributed to each staff member to be located in an easily accessible place.

### **Individualized Health Plans**

Individualized health plans are on file for all students with specialized needs. The plans are filed in nurse's office.

### **Playground Injuries**

At both elementary schools, two-way radios are carried by at least two playground aides, physical education teachers, and by the school nurse at all times. If the school nurse is out of the building, the principal will be the contact. The principal will also have a two-radio radio on his/her person at all times during the school day.

All staff members, including aides, are trained in blood borne pathogens and first aid procedures annually. Quick and easy First Aid Reference Cards are distributed to each employee responsible for lunch and playground duty, as well as physical education teachers, and are required to be with him/her at all times while fulfilling this employment role. A small, portable first aid kit will also be provided to the aide staff for each recess period and to physical education teachers. This kit must be taken outside whenever children are accompanied for recess or physical education class on the playground, fields, or blacktop. This kit will include bandages and gloves for immediate care until the nurse, other official school personnel, or the emergency squad arrives at the scene.

In the event of a minor injury, the student is accompanied to the health office by an aide or a peer based on the age/grade of the children. If the injury is more serious, the child is not to be moved and the nurse or administrator will be contacted immediately to proceed to the identified playground area.

### **Insect Bites/Stings**

A list of known allergic students with pictures is created annually and reviewed with all staff members. The nurse's office, main office, and all Epi-Pen designees are given a list to keep in a secure location or on their person. All cases of insect bites/stings are sent immediately to the nurse for evaluation. If there is a case of a known bee sting or insect bite allergy, EpiPen will be administered by the nurse. If the nurse is not available, an Epi-Pen designee will administer the EpiPen. If EpiPen is administered, a call is placed to 911 and to the child's parent and/or guardian. A list of Epi-Pen designees will be posted in each classroom, office, and cafeteria and reviewed at the start of each school year. A small reference card will also be taped inside the cover of the first aid kit used by all lunch aides and physical education teachers.

### **Food Allergies**

A list of known allergic students with pictures is created annually and reviewed with all staff members. The nurse's office, main office, and all Epi-Pen designees are given a list to keep in a secure location or on their person. All children who appear to be experiencing an allergic reaction are sent immediately to the nurse for evaluation without hesitation. If there is a known case of a food allergy and reaction, EpiPen will be administered by the nurse. If the nurse is not available, an Epi-Pen designee will administer the EpiPen. If EpiPen is administered, a call is placed to 911 and to the child's parent and/or guardian. A list of Epi-Pen designees will be posted in each classroom, office, and cafeteria and reviewed at the start of each school year. A small reference card will also be taped inside the cover of the first aid kit used by all lunch aides and physical education teachers.

### **Asthmatic Episode**

If a child appears to be laboring in the breathing process, he or she will be escorted to the nurse based on the level of severity. If breathing is so difficult and causing the child stress, anxiety, and there are notable physical changes, the nurse will be called to the location immediately. If an inhaler or nebulizer is ordered, it will be administered. Parents will be notified of the treatment and asked to come to the school if the systems continue. A list of children authorized to receive this medication/treatment is housed in the nurse's office and the main office. In a case of a child experiencing mild symptoms, without authorization for the distribution of medication, his/her parent or guardian will be contacted. If the symptoms are severe, whether there is or is not authorization for the distribution of medication, 911 will be contacted.

### **Diabetic Episode**

If a child appears to be experiencing a diabetic episode, the nurse will be contacted immediately. The nurse will test the child's blood sugar levels. If low, ½ cup of orange juice will be delivered. If high, insulin will be administered as ordered, along with fluids. 911 and the parent/guardian will be called. If the nurse is out of the building and there is no on-site coverage, 911 and the parent/guardian will be called immediately despite the severity of the episode.

### **A Parent/Guardian is Called:**

- When an Epi-Pen is used;
- When there is a suspected fracture;
- When an inhaler or nebulizer is administered;
- When any allergic reaction occurs;
- When there is a head injury of any kind;
- When there is a diabetic child in crisis;
- When there is a tooth or mouth injury;
- When there is an eye injury;
- When there is any serious injury.

### **911 is Called:**

- When an Epi-Pen is used;
- When there is a suspected fracture and moving the child may cause potential trauma;
- When there is an unresolved asthmatic episode;
- When there is a severe allergic reaction/anaphylaxis;
- When there is a severe head injury;
- When there is a diabetic child in crisis;

- When there is any serious injury.