



# School Street School Parent & Student Handbook 2023-2024



## Boonton Public Schools

*A World-Class Education for Tomorrow's Leaders*

Dear School Street School Students and Families,

Nestled in the hills of Boonton, right off a bustling Main Street, sits a very special public elementary school enrolling boys and girls in preschool through grade 2.

Our small and cozy school aims to achieve a strong sense of community and offers teachers and students many opportunities to form positive bonds and relationships. School Street School believes students achieve when educators assume collective responsibility for student learning.

The administration, faculty, and staff are the decision-making body on all questions of teaching and positive discipline. Staff members find it easy to share experiences and act consistently across students' entire academic program. The combined efforts work to support a student-centered approach to education.

We strive to create a secure and safe learning environment where all students are respected and encouraged to do their best. Our teachers specialize in Early Childhood Development and Learning. Teaching is done with enthusiasm and compassion. The entire faculty is vested in helping each child succeed.

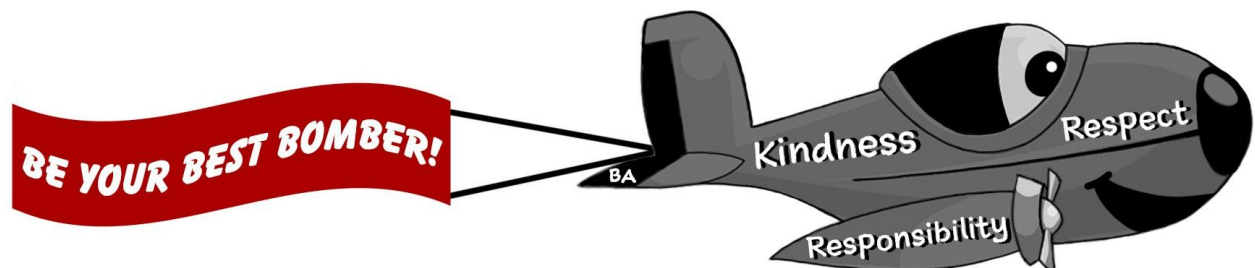
Each child is a special individual. At School Street School we will work as a team and partner with parents to find ways to reach every child. We will provide all necessary support in order to maximize student achievement.

This handbook has been prepared to familiarize students and families with relevant information for a successful educational experience. Every family is encouraged to carefully read it and share it with their children. If you have further questions, please do not hesitate to contact me.

Warm Regards,

*Alison Schessler*

Principal  
School Street School



# Table of Contents

<b>Boonton Public Schools Directory</b>	<b>5</b>
<b>Mission Statement</b>	<b>6</b>
<b>School Street School Calendar 2023 - 2024</b>	<b>8</b>
<b>School Hours &amp; Schedules</b>	<b>10</b>
<b>Arrival/Dismissal</b>	<b>11</b>
<b>Building Safety/Visitors</b>	<b>12</b>
<b>Parking</b>	<b>12</b>
<b>Notification of School Closings</b>	<b>13</b>
<b>Curriculum</b>	<b>13</b>
<b>Realtime</b>	<b>13</b>
<b>Homework</b>	<b>13</b>
<b>Friday Folders</b>	<b>14</b>
<b>Counseling Services</b>	<b>14</b>
<b>Parent Conferences/Concerns</b>	<b>14</b>
<b>Report Cards</b>	<b>15</b>
<b>Multi-Tiered Systems of Support (MTSS)</b>	<b>15</b>
<b>Response to Intervention (RtI)</b>	<b>15</b>
<b>Positive Behavior Support in School (PBSIS)</b>	<b>15</b>
<b>Intervention and Referral Services</b>	<b>15</b>
<b>Special Services</b>	<b>16</b>
<b>Nut-Aware School</b>	<b>16</b>
<b>Snacks</b>	<b>16</b>
<b>Classroom Parties</b>	<b>16</b>
<b>Early Dismissal</b>	<b>17</b>
<b>Health Services</b>	<b>17</b>
<b>Medication</b>	<b>17</b>
<b>Illness</b>	<b>18</b>
<b>Lost and Found</b>	<b>18</b>
<b>Lunch - Cafeteria</b>	<b>18</b>
<b>General Weather Procedures for Recess</b>	<b>18</b>
<b>Drills</b>	<b>19</b>
<b>Release Information</b>	<b>19</b>
<b>Attendance</b>	<b>19</b>
<b>Extended Day &amp; Aftercare</b>	<b>21</b>
<b>Student Records</b>	<b>21</b>

<b>Withdrawal or Transfer</b>	<b>21</b>
<b>Technology</b>	<b>21</b>
<b>Code of Conduct/Discipline</b>	<b>22</b>
<b>Harassment, Intimidation, &amp; Bullying (HIB)</b>	<b>23</b>

# **Boonton Public Schools Directory**

## **Administration**

Mr. Thomas Valle – Superintendent  
Dr. Rebecca Kipp-Newbold - Assistant Superintendent  
Mr. Steven Gardberg – Business Administrator/Board Secretary  
Mr. Jason Klebez - Principal, Boonton High School  
Mrs. Sara Brogan - Principal, John Hill School Grades 6-8  
Mr. Peter Nosal - Principal, John Hill School Grades 3-5  
Mrs. Alison Schessler – Principal, School Street School  
Ms. Maribel Martinez– Director of Special Services

## **Board of Education**

Mrs. Irene LeFebvre – President  
Mrs. Elaine Doherty – Vice President  
Mr. Christopher Cartelli  
Ms. Jennifer Darling  
Dr. Crystal Davis  
Ms. Natavia Hayes  
Mr. Patrick Joyce  
Mrs. Loren Katsakos  
Mr. Matthew Mondino  
Mrs. Sandra Vucenovic (L.P. Rep)

## **PTA**

Ms. Nicole Cechony - President  
Ms. Allison Mania - Vice President  
Ms. Lauren Wainer - Treasurer  
Ms. Caitlyn Magennis - Recording Secretary

## **School Street School Staff Directory:**

<https://www.boontonschools.org/domain/1296>

# Mission Statement

## **BOONTON DISTRICT MISSION**

The Boonton School District will deliver an educational experience that inspires all students to reach their full academic and personal potential; through a program, delivered in a safe and secure environment, which empowers, and equips them to succeed. To achieve this, our curriculum and programs will be rigorous, relevant, comprehensive, and will embrace diversity.

## **BOONTON DISTRICT VISION**

The Boonton School District will graduate all students equipped with the 21st-century skills, knowledge, and adaptability to succeed in an ever-changing global environment. Our students will be the pride of the community and leaders for our future.

## **BOONTON DISTRICT CORE VALUES AND BELIEFS**

- We believe that all students deserve to grow in a rigorous, relevant, and inclusive academic, co-, and extra-curricular environments that assist each and every student to not only meet but also exceed his or her potential.
- We believe that all students will benefit not only from safe and secure facilities, but also from an environment focused on social, emotional, and academic development targeted to increase motivation, self-esteem, tolerance, and respect.
- We believe that all students deserve to be educated in a community that understands, supports, and contributes to the District's initiatives, actions, and priorities.
- We believe that all students and staff will benefit from a rich technology-based teaching and learning environment, state-of-the-art equipment and systems, and the vast expertise of both Boonton personnel and community members.
- We believe that all students will have more opportunities and an enriched learning environment as a result of effective, creative, and proactive fiscal management and alternative funding sources.

## **BOONTON DISTRICT COMMITMENTS**

- We are committed to the continuous achievements of all students.
- We are committed to providing a safe and supportive learning environment for all students.
- We are committed to meaningful involvement and communication between and among all stakeholders in the school community.
- We are committed to creating a technologically advanced system of education and district-wide operations.
- We are committed to finding and securing alternative funding opportunities and sources.

## **School Street School Calendar 2023 - 2024**

### **September**

5, 6	Staff Development Days
7	First Day for Students
19	Back to School Night
25	School Closed (Yom Kippur)
27, 28	SSS Pictures

### **October**

2	Early Dismissal – Staff Development/Meetings
9	School Closed / Staff Development Day (Columbus Day)

### **November**

3	Picture Retakes
6	Early Dismissal
6, 13	SSS Parent-Teacher Conferences
9, 10	School Closed (NJEA Convention )
22	Early Dismissal – Students & Staff
23, 24	School Closed (Thanksgiving Recess)

### **December**

4	Early Dismissal – Staff Development/Meetings
TBD	PTA Book Fair
22	Early Dismissal – Students & Staff
25-29	School Closed (Winter Recess)

### **January**

1	School Closed (New Year's Day)
2	School Reopens
8	Early Dismissal – Staff Development/Meetings
15	School Closed (Martin Luther King Day)

### **February**

5	Early Dismissal – Staff Development/Meetings
19	School Closed (Presidents' Day)

### **March**

4	Early Dismissal – Staff Development/Meetings
26, 27	Kindergarten Registration
29	Schools Closed (Good Friday)



**April**

1-5 Schools Closed - Spring Recess  
8 Early Dismissal – Staff Development/Meetings  
10 Schools Closed - School Closed / Staff Development Day (Eid Al Fitr)

**May**

6 Early Dismissal – Staff Development/Meetings  
27 School Closed (Memorial Day)

**June**

3 Early Dismissal - Staff Development/Meetings  
6 Kindergarten Orientation - Delayed Opening for Kindergarten Students  
17 School Closed (Eid Al Fitr)  
20 Early Dismissal - Students Only  
21 Last day for Staff & Students - Early Dismissal

## School Hours & Schedules

Regular Student Day	8:05 am – 2:05 pm (PK) 8:05 am – 2:55 pm (K-2)
Early Dismissal Student Day	8:05 am – 12:22 pm (all grades)
Delayed Opening Student Day	10:05 am – 2:05 pm (PK) 10:05 am – 2:55 pm (K-2)
Lunch / Recess	Pre-K – 11:07 am – 12:04 pm K – Gr. 2 – 12:04 pm – 1:01 pm

### Daily Schedule

Homeroom	8:05 am – 8:16 am
PERIOD 1	8:16 am – 9:13 am
PERIOD 2	9:13 am – 10:10 am
PERIOD 3	10:10 am – 11:07 am
PERIOD 4	11:07 am -12:04 pm
PERIOD 5	12:04 pm – 1:01 pm
PERIOD 6	1:01 pm - 1:58 pm
PERIOD 7	1:58 pm - 2:55

- *Preschool Dismissal - 2:05 pm*
- *Early Drop-off (AM Bridges) – 6:45 am by the gym entrance*
- *Delayed Opening – All Grades 10:05 am (Classes will run on a shortened schedule with a full lunch.) There is no early drop-off (AM Bridges) on delayed opening days.*
- *Early Dismissal - All Grades 12:22 pm (Classes will run on a shortened schedule with a full lunch.)*

## Arrival/Dismissal

### School Street School Lineup Zone Drop-Off/Pick-Up Procedures

Please take note of the following procedures when using the lineup zone at SSS to drop off and pick up your children. Right turns are prohibited from Liberty Street onto Birch Street in front of the school during the following hours:

7:40 am until 8:40 am

2:40 pm until 3:30 pm

*For early dismissal days, right turns are prohibited from 12:05 pm until 12:45 pm*

*For delayed opening days, right turns are prohibited from 9:40 am until 10:15 am*

### Arrival at School Street School

Students are welcome to arrive at School Street School starting at 7:50 a.m. To maximize student safety during arrival, drivers dropping off children should enter Birch Street from either Highland Ave. or Pine Street. Please remain to the extreme right-hand portion of the roadway, stay in line, and drive all the way forward to the drop-off zone. Staff will be there to assist students out of their cars and direct them to their designated grade-specific areas.

**There is no parking and exiting your vehicle from the drop-off zone.**

*It is not recommended that you approach from Green or Oak Streets as the line may already be filled. This will cause you to have to turn around and go to the end of the line at Highland Ave. or Pine Street. As a courtesy to everyone, please do not cut into the line. Students are to be dropped off at the main entrance on Birch Street.*

Parents wishing to walk to school may bring their children to the drop-off location, where staff will greet and take them. Preschool and kindergarten students will gather in the front of the building. First-grade students will gather in a designated area in the upper parking lot. Second-grade students will gather in the lower lot. **The upper & lower parking lot will be closed to ALL traffic, each day from 7:50 - 8:15 am.** Parents wishing to drive, park and walk their children to the drop-off location must park on the street.

### Dismissal at School Street School

**Both parking lots will again be closed to ALL traffic from 2:45 - 3:15 pm.** Children may be dismissed three ways from School Street School. Students transported by car will line up at the front of the school and be escorted to their car at the drop-off zone. Students walking home with a parent or guardian (hand-to-hand pick-up) will gather in the back of the parking lot. (Preschool students will gather in front of the building) Parents/guardians should meet children in that area and a staff member will release the child to their parent. Students should be picked up by a parent/guardian or person 18 years of age or older, who has been previously approved by the student's legal guardian. Children attending the Bridges program will be escorted to the gym where they will be greeted by Bridges' staff.

*This procedure is not perfect as there are many challenges faced during the drop-off and pick-up times. We must work together and be considerate towards our fellow parents/drivers. The goal is to ensure the safety of the children to and from school while allowing other motorists through the area. Please be patient and all parties involved will drop off/pick up their children in a safe and timely manner.*

*Please do not block any side streets, driveways, or crosswalks while waiting in the lineup zone. Again, it is not recommended that you approach from Green or Oak Streets as the line may already be filled. This will cause you to have to turn around and go to the end of the line at Highland Ave. or Pine Street.*

## **Building Safety/Visitors**

In order to ensure the safety of our students, our exterior doors are locked during the official school day. All visitors (including parent volunteers) to School Street School must ring the bell at the front door to be let in. Visitors will be asked to identify themselves and their reason for visiting. Individuals entering beyond the vestibule will be asked to check in using our Lobby Guard and wear a temporary ID badge. If items need to be dropped off for students (i.e., student coat, lunch, etc.), a table is available in the vestibule.

We ask that visitors do not disturb teachers or children in instructional situations. Discussions with teachers and parent/teacher conferences should be scheduled in advance.

Please know that we welcome parents/guardians to our school. It is because of our concern for the safety of your children and the integrity of our instructional program that these security procedures have been implemented.

All visits with the school principal, teacher, or counselor must be scheduled in advance.

## **Parking**

Please be aware that all numbered spots are assigned to staff members. Two visitor spots are available in our upper lot. If they are not available, please utilize on-street parking.

## **Notification of School Closings**

The Boonton School District will utilize its emergency alert system to notify families of any emergencies or school closings. Additionally, school closings will be posted on our school website at [www.boontonschools.org](http://www.boontonschools.org) (parents should register for the district's E-blast System to receive emails of all news updates). Contact information in Realtime should be current and can be updated by parents and guardians.

## **Curriculum**

The Boonton Public Schools offer standards-based curricula. Content area and grade level-specific information can be found on the Boonton Public Schools' website under Students & Families, Curriculum & Instruction.

## **Realtime**

The Boonton School District utilizes Realtime Information System for Parents. In Realtime, you can update your contact information, and access grades, and report cards. Log-in information has been created for each student and parent, and it is highly recommended that families utilize this effective tool.

## **Homework**

Homework at School Street School is designed to:

- Provide opportunities for students to work independently or with peers outside the classroom
- Encourage home involvement in the instructional program
- Provide more time for application and growth in the subject matter
- Kindergarten: Rule of thumb: no more than 10-20 minutes
- Grades 1-2: Rule of thumb: no more than 20-30 minutes

Students are expected to make up all missed work and/or homework due to absences. The time allowed for make-up work due to absence(s) is one day plus the number of days absent. It is the student's responsibility to request make-up assignments.

## **Friday Folders**

The purpose of Friday Folders is to assure communication with parents or guardians every week about their child's progress in school. Friday Folders will contain district or community information which can also be found on the website.

## **Counseling Services**

The counselor at School Street School is committed to helping students and their parents in a variety of ways. The counselor is here to assist students and their families become oriented to academic and social expectations of school life. This service is an important communication link between home and school. Our counselor plays a key role in assisting students to develop personal decision-making skills, encouraging the development of high self-esteem, and helping students appreciate and value the commonalities and differences among people. Additionally, the counselor runs small groups and individual sessions as appropriate. All parental concerns or questions about a child's emotional and social welfare may be directed to our school guidance counselor.

## **Parent Conferences/Concerns**

The home and school share in the ultimate goal of guiding a child to develop to his or her fullest potential. Working together is the most effective way of reaching this goal. Sharing thoughts, ideas, and long and short-term goals are essential ingredients of the educational process. To aid in this process, two parent/teacher conferences are scheduled each year for Grades PK-2. This time should be used to discuss a child's achievements and help plan for his or her continuing educational success. The following guidelines will help you get the most from a parent/teacher conference:

1. Make a list of what you want to tell or ask about your child.
2. Be on time for the conference.
3. At the conclusion of the conference, review important points discussed which will help your child at home and school.

After the parent/teacher conference:

1. Review and discuss strong points with your child and discuss suggestions for improvement.
2. Keep in close touch with your child's teacher. Feel welcome to call and request future conferences.

Any other time that parents want to speak with teachers, they should send a note to the teacher, email the teacher at his or her [www.boontonschools.org](http://www.boontonschools.org) account, or call the school office and leave a message for the teacher to return the call.

## **Report Cards**

Report cards are issued four times a year. Parents/Guardians are encouraged to discuss report cards with their children and with their children's teachers. Progress reports and report cards will be available to view on Realtime at the appropriate times throughout the year.

## **Multi-Tiered Systems of Support (MTSS)**

Multi-Tiered System of Support (MTSS) is a framework that helps educators provide academic and behavioral strategies for students with various needs. MTSS grew out of the integration of two other intervention-based frameworks used at School Street School: Response to Intervention (RtI) and PBSIS.

## **Response to Intervention (RtI)**

RtI (Response to Intervention) is a process of helping struggling students become successful. The process focuses on providing supplemental instruction in tiers.

## **Positive Behavior Support in School (PBSIS)**

NJ PBSIS is a school-wide tiered intervention framework that results in equitable access to interventions for behavior, conduct, and social-emotional wellness.

[School Street School PBSIS Implementation Manual](#)

## **Intervention and Referral Services**

Intervention and Referral Services (I&RS) is the primary way our general education teachers or specialists can assist a student who is struggling academically or behaviorally. I&RS interventions are not intended to replace traditional methods or resources for helping students to function effectively in school. Rather, they exist to focus on a particular student's difficulties using available resources within the general education environment.

The purposes of the I&RS are: to identify students in need and then plan and provide appropriate interventions for those students within the general education setting; to identify the responsibilities of building staff who participate in the planning and provision of intervention and referral services; to actively involve parents/guardians in the development and implementation of I&RS plans; to review and assess the effectiveness of

the services provided in achieving the outcomes identified in the intervention and referral plan; to provide professional development to general education staff members who either refer students to I&RS or who assist in providing the intervention and referral services; and to coordinate the services of community-based social and health agencies.

The I&RS team is one of many resources used by schools to intervene with student problems, prior to Child Study Team (CST) evaluation.

## Special Services

Decisions regarding the appropriateness of a program option for a student with an educational disability are made through the Individualized Education Program (IEP). The IEP is a written plan developed at a meeting with parent(s), teacher(s), and member(s) of the Child Study Team. Questions regarding special education services should be directed to the principal or to the Director of Special Services at 973-335-9700 extension 2025.

## Nut-Aware School

School Street School is a **NUT-AWARE SCHOOL**. Nuts are allowed but discouraged. Students may bring in foods containing nuts to be consumed during snack time and lunch. The cafeteria will have a nut-free table for students with nut allergies. Students sitting at the nut-free table may invite a friend provided everyone's lunch at the table is free of nuts. **All food distributed during birthday parties and class parties must be nut-free.** A list of approved snacks is listed on the school's website.

## Snacks

All students must bring a healthy snack to school each day.

## Classroom Parties

During the school year, School Street School homeroom parents and teachers work together to plan classroom celebrations.

If a student would like to bring in a treat for an occasion such as a birthday, their homeroom teacher must be notified **in advance** for approval by the principal. Only food/treats from the approved party list will be permitted.

Please note: Crafts or activities are preferred for class celebrations and birthday parties. Home-baked goods will not be allowed for class celebrations and birthday parties. Please



refer to the approved list for all food options to be brought into the school. This is done to ensure that no child is put in harm's way due to allergies or other medical conditions.

All private party invitations must be mailed. They are not allowed to be passed out in school. This is to avoid the hurt feelings of children who may not be invited.

## Early Dismissal

Parents must notify their child's homeroom teacher, in writing, of an early dismissal. The dismissal request must be written in ink and must come with a telephone number and a parent's **signature**. **Planning ahead for medical and dental appointments is encouraged.**

Before leaving school, students must be signed out in the front office by a parent/guardian or authorized adult. Identification must be produced by the individual.

Students sent home ill through the nurse's office should be picked up by a parent/guardian or person 18 years of age or older, who has been previously approved by the student's legal guardian.

## Health Services

A full-time nurse for School Street School is employed by the school district. The nurse administers first aid in case of injury, assesses students with sudden illness, and completes state-required screenings (height, weight, blood pressure, hearing, vision, and scoliosis). The school nurse maintains student health records and notifies local or county health officials of unusual health observations and improperly immunized pupils.

## Medication

It is recognized that some children with chronic illnesses and specific disabilities may require medication during the school day. The parent/guardian is asked to follow these guidelines when sending medications (prescription drugs and/or all over-the-counter drugs, and cough drops) prescribed for a child during the school day:

- The parent/guardian should provide a written request for the administration of the prescribed medication at school.
- Written orders are to be provided to the school from the student's private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, and time of administration. This applies to both prescription and over-the-counter medication.

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

Students who come to school with crutches must do so with an accompanying note from the family physician.

## **Illness**

Please refrain from sending a sick child or children to school. When children become ill at school, they will be sent home after the proper arrangements have been made.

## **Lost and Found**

Lost and Found items are kept across from the front office. This container will be emptied of unclaimed items and these articles will be donated to charity periodically, if necessary.

## **Lunch - Cafeteria**

Students may bring their lunches or purchase a school lunch daily. Students may also purchase additional snacks from the cafeteria. Students may pay cash or use their school lunch account to pay for lunch and snacks. The students' accounts will be loaded with the amount that they have prepaid. Checks should be made payable to "Boonton Board of Education - Cafeteria Account". Each student is issued a username and pin number that serves as his/her password. These accounts may be reloaded on an as-needed basis. Account balances may also be checked and reloaded online through the Realtime link on the School Street School page at [www.boontonschools.org](http://www.boontonschools.org).

## **General Weather Procedures for Recess**

Unless it is raining or snowing, the students go outside before school and during recess as long as the temperature is 32 degrees and the wind chill factor permits. Be sure that your child dresses for the weather.

## **Drills**

School Street School will conduct one fire drill and one emergency drill per month as required by state law in order to protect human life and property. To facilitate the

evacuation of the building, each student will practice the procedures and learn the nearest exit. Fire drill routes are posted in each room. Students and staff will leave the classroom when the alarm is sounded and exit the building by the routes designated.

Lock Down drills teach students the procedures to be followed in the event an intruder enters the building. All drills are to be approached as if they are actual emergencies. Students are expected to proceed quickly, quietly, and in an orderly fashion as directed by their teachers.

## **Release Information**

Parental permission is required to release information to newspapers and school or district publications about the children's achievements such as honor roll, student awards, and student activities; this information may include photographs. A form for such a purpose can be found on the Realtime Parent Portal under *Parent Questions*.

## **Attendance**

The Board of Education requires that the pupils enrolled in the school district attend school regularly in accordance with the laws of the State. (Policy and Regulation 5200)

The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

School attendance may be excused for certain absences as defined by the Board; however, all excessive absences, even excused, will be investigated. All absences for reasons other than excused shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award, or the opportunity to make up a test given on the religious holiday.

Chronic absenteeism occurs when a student misses 10 percent or more of the school days in the session for which that student was enrolled. If a student is enrolled for the full school year, acquiring 18 or more absences equates to being chronically absent. Patterns of absences are an area of concern. Notifications will be sent to assure families are aware of the number of absences accrued. Prolonged or repeated absences, excused or unexcused, from school or class, deprive the pupil of the classroom experience deemed essential to learning and may result in a truancy complaint being filed with the Boonton Municipal Court, possible ineligibility for school functions, and possible retention at grade level.

All absences are to be reported to the Attendance Line at 973-335-9700 ext. 1500.

1. Parents/ Guardians must report a pupil's absence from school by calling 973-335-9700, ext. 1500, and following the verbal prompts to record their message. Please notify the school before 7:45 a.m. on each day the pupil is absent. Requests for picking up homework should also be left at this time. Homework will be ready for pick-up in the main office after 3:10 p.m. for grades 1-2.
2. Students arriving at school after 8:10 a.m. are considered tardy and must report to the main office with a parent or adult guardian to sign in.
3. Parents are discouraged from asking that children be excused early except when an emergency makes such a dismissal necessary. In such cases, a note from home requesting early dismissal should be presented to the main office and the homeroom teacher at the beginning of the school day. Doctors and dentists should be requested to schedule an appointment for hours other than school hours. No student shall be permitted to leave school before the close of the school day unless met in the office and signed out by the parent/guardian or a person authorized by the parent/guardian to act on their behalf. In the latter case, verification of identification will be required before the child is released.
4. It is recommended by the administration not to plan vacations that would remove a student from school during a normal school session.
5. Written notice must be given to the student's homeroom teacher and the main office before a religious absence. This will count as an excused absence only if the proper procedure is followed (i.e., if the office is not notified, they will put the absence down as a regular absence).

## **Extended Day & Aftercare**

Extended day and aftercare options are available through our Bridges to Learning Program. Please refer to the district website for details.

## **Student Records**

Permanent records are kept on all students. The parent or guardian of the student has a right to examine records and request copies of them if they so desire. If you would like to see records on your child, you must call and make an appointment with the guidance counselor. Health records are maintained by the school nurse. Child Study Team and academic records are maintained by the office.

## **Withdrawal or Transfer**

To withdraw or transfer a student from School Street School, please adhere to the following procedures:

- A note must be presented from a parent/guardian stating the reason for the request and the projected final date of attendance.
- A signed release form must be on file before academic and health records can be transferred.
- All books and equipment must be returned to teachers/advisors/coaches.
- All fines must be paid.

A transfer card will be forwarded only after all of the above obligations have been met.

## **Technology**

As technology is increasingly a natural part of a student's educational experience, it is important to keep in mind that technology must be used during the school day in a manner that is appropriate for the school setting and which is designed for educational purposes only. A violation of this understanding may result in the temporary removal of school technology privileges.

## **Code of Conduct/Discipline**

Effective discipline is an integral part of a successful school. It should be viewed as a constructive process that helps students build self-esteem and a balance between concern for themselves and for others. The Board of Education's Student Discipline/Code of Conduct Policy 5600 establishes standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds.

It is the responsibility of the entire staff to create a school climate in which all children feel valued, welcomed, competent, and cognizant of a shared world. The climate must also encourage children to participate fully and enthusiastically in their learning.

The approach to discipline should be based on prevention and on the promotion of desired behaviors through the use of positive reinforcement. Our school goal is to maintain a school community that offers a stimulating, well-managed learning environment and a nurturing staff to help all students develop self-discipline and high self-esteem. In such a community, children learn appropriate behavior through the educational process and through modeling. They are trained to work together and to care for and help each other.

While discipline is not achieved through a long list of rules, a few rules are necessary. Some simple rules help children learn what acceptable and unacceptable behavior is. To help ensure that rules are followed, students should have a stake in developing them. Thus, at the beginning of the school year, each class will develop its own basic classroom rules and consequences consistent with this philosophy.

Of course, some discipline problems will occur despite preventative measures. When this occurs, there will be consequences and strategies that help children make better choices. The consequences must be commensurate with the violation and also compatible with the needs of the individual student and the school community. Thus, there is flexibility in enforcing consequences that will be considered fair, honest, and for good purposes rather than simply to inflict some type of punishment. Since the aim is to change behaviors that interfere with learning or the rights of others, it is inappropriate to establish a specific consequence for every incident of behavior. Rather, there are general guidelines that can be adopted for specific incidents. These steps may include any or all of the following:

1. Staff/child conference (Discussion may include defining the problem, developing conflict resolution skills, and problem-solving strategies)
2. Call to parent
3. In-school discipline (loss of play privileges, remaining after school, etc. Note: If a child is to be kept after school, the parent must be notified in advance). All students may be assigned a "time out" in class or during recess
4. Parents may be required to come to school for conference
5. Child Study Team Involvement

The attempt to solve any discipline problem should always begin with the teacher. If the problem is not resolved, the principal should be contacted.

## **Harassment, Intimidation, & Bullying (HIB)**

School Street School will ensure both the appropriate consequences and remedial measures for students who commit one or more acts of harassment, intimidation, or bullying (HIB), consistent with the code of student conduct. (Policy 5512) The following

factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of HIB by students. Appropriate consequences and remedial measures are those that are graded according to the severity of the offenses, considering the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16- 7.

### **Factors for Determining Consequences**

- Age, developmental, and maturity levels of the parties involved
- Degrees of harm
- Surrounding circumstances
- Nature and severity of the behaviors
- Incidences of past or continuing patterns of behavior
- Relationships between the parties involved
- Context in which the alleged incidents occurred

### **Examples of Consequences and Remedial Measures**

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board of Education's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of HIB shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and must be consistent with the district Board of Education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### **Consequences can be, but are not limited to:**

- Apology
- Admonishment
- Temporary removal from the classroom
- Deprivation of privileges
- Classroom detention
- Referral to Principal
- Out-of-school suspension (short-term or long-term)
- Reports to law enforcement or other legal action
- Expulsion
- Bans from providing services, participating in school-district-sponsored programs or being in school buildings or on school grounds

#### **Remedial Measures can be, but are not limited to:**

- Restitution and restoration
- Peer support group
- Recommendations of a student behavior or ethics council
- Corrective instruction or other relevant learning or service experience
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Assignment of leadership responsibilities (e.g., hallway or bus monitor)
- Involvement of Principal
- Student counseling
- Parent conferences
- Alternative placements (e.g., alternative education programs)
- Student treatment
- Student therapy