



Boonton Public Schools

A World Class Education for Tomorrow's Leaders



*The Early Childhood Learning Center
at School Street School*
2018 – 2019 Parent & Student Handbook

The Early Childhood Learning Center
at
School Street School

School Street School is a very special public elementary school enrolling boys and girls in preschool through grade 2.

The size of the school is a wonderful asset as it allows a strong sense of community and offers teachers and students many opportunities to form bonds of collegiality, identification and support. It also supports the concept that every adult in the school is responsible for every child.

The administration, faculty, and staff as a whole 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.

Board of Education

2018/2019 SCHOOL YEAR

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Mr. Steven Gardberg - Business Administrator/Board Secretary
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Mr. Jason Klebez - Principal, Boonton High School
Mrs. Sara Brogan - Principal, John Hill School Grades 6-8
Mr. Thomas Valle - Principal, John Hill School Grades 3-5
Mrs. Alison Schessler - Principal, School Street School
Ms. Christine Muench - Director of Special Services

PTA

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Nicole Cechony - Vice President
Tammy Shaw-Mayberry - Treasurer
Sue Chara - Recording Secretary

SCHOOL STREET SCHOOL
Calendar 2018/2019

September

4,5 Staff Development Days
6 First Day for Students
12 Back to School Night
26 SSS Pictures

October

1 Early Dismissal - Staff Development/Meetings
8 Columbus Day - School Closed / Staff Development Day

November

5 Early Dismissal - Staff Development/Meetings
TBD SSS Parent-Teacher Conferences
8-9 Teacher's Convention - School Closed
21 Early Dismissal
22-23 Thanksgiving Recess - School Closed

December

3 Early Dismissal - Staff Development/Meetings
TBD PTA Book Fair
21 Early Dismissal
24 - 31 Winter Recess - School Closed

January

1 New Year's Day - School Closed
2 School Reopens
7 Early Dismissal - Staff Development/Meetings
21 Martin Luther King Day - School Closed

February

4 Early Dismissal - Staff Development/Meetings
15-18 President's Day - School Closed

March

6 Early Dismissal - Staff Development/Meetings

April

1 Early Dismissal - Staff Development/Meetings
15 -19 Spring Recess - School Closed
TBD Kindergarten Screening

May

6 Early Dismissal - Staff Development/Meetings
22 Kindergarten Orientation
- Delayed Opening Kindergarten only
24, 27 Memorial Day Recess - School Closed

June

3 Early Dismissal - Staff Development/Meetings
19 Early Dismissal - students
20 Last day for Staff & Students
- Early Dismissal for students only
- Report card portal open

**SCHOOL STREET SCHOOL
ROOM ASSIGNMENT 2018-2019
PRINCIPAL - MRS. ALISON SCHESSLER
HEAD SECRETARY - MS. ALLISON CAREY**

Preschool

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Second Grade

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Nurse

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200A	ESL	Tracy Mischell	tracy.mischell@boontonschools.org
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Phys. Ed	Danielle Sudak	danielle.sudak@boontonschools.org
Lunch Aides	Ann Tvedt	ann.tvedt@boontonschools.org
Cafeteria	Debbie Salemi	deborah.salemi@boontonschools.org
	Doreen Ohlott	doreen.ohlott@boontonschools.org
Bridges to Learning	Rosemarie Lynch, Director	rosemarie.lynch@boontonschools.org

NEW SCHOOL HOURS

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 & K - 11:07 am - 12:04 pm
1st & 2nd - 12:04 pm - 1:01 pm

DAILY SCHEDULE

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

* Preschool Dismisses at 2:05 pm

Early Drop off - 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)

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 not attending the Bridges before school program 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 onto Birch Street from either Highland or Pine Streets. 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 area. 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 or Pine Streets. 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 and second grade students will gather in a designated area in the upper parking lot. **The upper 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

Children may be dismissed three ways from School Street School. A dismissal form will be emailed home in early August and must be returned prior to the start of 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. **The upper parking lot will again close to ALL traffic from 2:45 - 3:10 pm.** 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.

Remember; please do not block any side streets, any 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 or Pine Streets.

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 buzzed in. They are required to proceed directly to the main office, announce their arrival and the purpose of their visit to the school secretary, sign in, and get a visitors' badge to wear while inside the building.

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

PARENT AND GUARDIAN NOTIFICATION OF SCHOOL CLOSING

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 (parents should register for the district's E-blast System to receive emails of all news updates).

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 a digital gradebook and management system that allows students and parents to monitor coursework grades throughout the school year. 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 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 and 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.

At 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 account, or call the school office and leave a message for the teacher to return the call. Parents may also find pertinent information on each teacher's web page. These pages may be accessed by visiting the School Street School web page.

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. Student progress can be tracked throughout the year via Realtime. Progress reports and report cards will be available to view on Realtime at the appropriate times throughout the year.

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-FREE SCHOOL School Street School is a NUT-FREE SCHOOL. Please do not send in any food containing peanuts or tree nuts to school with your child for lunch or snack.

SNACKS All students must bring a healthy, peanut/nut free snack to school each day. Please see the approved snack list at the back of this handbook for options.

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.

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 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 parent **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 in 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 lunch at school. Each student is issued a username and pin number that serves as his/her password. The students' accounts will be loaded with the amount of lunches that they have prepaid. These accounts may be reloaded on an as-needed basis. Checks should be made payable to "Boonton Board of Education - Cafeteria Account". Account balances may also be checked and reloaded online through the Realtime link on the School Street School page at www.boontonschools.org. For prices, see the current price list.

Forms to file for free or reduced price lunch are available. These forms are distributed during the first week of school. Acceptance is based upon demonstrated financial need, and accounts that are given to students in this program must be used ONLY by those students.

While charging of lunches is discouraged, students who occasionally forget lunch or lunch money will be provided with lunch. Parents will be made aware of unpaid lunches so that they may be paid promptly.

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.

FIRE DRILLS & EMERGENCY 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.

NEWS RELEASES AND 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 includes photographs. A form for such purpose will be distributed to all parents at the beginning of the school year.

ATTENDANCE (Absences, Tardiness, and Extended Vacation Policies)

The Board of Education requires the pupils enrolled in the schools of this district to attend school regularly in accordance with the laws of the State. 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.

Attendance at school 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.

Prolonged or repeated absences, excused or unexcused, from school or from 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.

New Jersey law (N.J.S.A. 18A:38-27) requires that all students attend school all of the days school is in session except in the case of illness or death in the immediate family. Regular attendance is essential to each student's individual progress and to the maintenance of continuity of his/her educational program. Repeated or excessive absences with doctor's notes do not preclude the school investigating.

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 your message. Please notify 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. The accumulation of five unexcused tardies will result in a warning. Additional tardies may result in a lunch detention.
3. Parents are requested not to ask 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 to 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. If a child is absent from school for more than twenty (20) days, loss of instructional time becomes cause for retention.
5. It is recommended by the administration not to plan vacations which would remove a student from school during a normal school session.
6. Written notice must be given to the student's homeroom teacher and the main office prior to 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.

CELL PHONES District policy bans the use of cell phones and other electronic devices during the school day. Cell phones and other devices must be turned off and kept in the pupil's backpack. The school district is not responsible for any lost or stolen devices.

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 self and for others.

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 play. 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 insure that rules are followed, students should have a stake in developing them. Thus, at the beginning of the school year, each class will develop their 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 purpose 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 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. Parent 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, AND 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. 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, consider 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

- After-school programs
- 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