

Jefferson Primary Center



Wilson Primary Center



## Parent/Caregiver Handbook

Wilson and Jefferson Primary Centers

2023-2024

## **A MESSAGE FOR FAMILIES**

It is with great excitement that I welcome your child(ren) and family. I'm reminded of a famous quote: "Childhood is a journey, not a race." The staff and I are truly excited about meeting you and working with you this year to provide them with a solid foundation, which is necessary as they begin their educational journey. Our staff is ready to work in partnership with you.

As you review this handbook, remember that our staff is just an email or phone call away. The beginning of a new school year is always a time of anxious anticipation filled with questions and perhaps a few concerns. We have created the **Primary Center Parent Handbook** to begin to provide answers and information while opening the communication link between home and school. We hope that this will support your child's first days of school and serve as a resource for you and your family throughout the year.

This handbook outlines important information; however, you will also receive emails, correspondence and district announcements from both your child's teacher and school office throughout the school year. Our district will utilize the "School Messenger" alert system in order to share important announcements, home-school communications, and other pertinent announcements. You may always access the most current district and school information on our website at <http://www.summit.k12.nj.us>. This website contains valuable information about policies, procedures, curriculum, meetings, calendars, as well as announcements and news. We will also post this handbook for your reference.

If you should have any concerns, questions or require additional clarification about information found in the handbook, please do not hesitate to contact me at either Primary Center or at [ekozak@summit.k12.nj.us](mailto:ekozak@summit.k12.nj.us). We look forward to welcoming your child as they take their initial steps in a lifelong journey of learning and growth.

Best,

A handwritten signature in blue ink that reads "Evan Kozak". The signature is written in a cursive, flowing style.

Evan Kozak  
Principal

**SUMMIT PRIMARY CENTER at JEFFERSON SCHOOL 2023-2024**

**110 Ashwood Avenue, Summit, NJ 07901 Phone: 908.918.2160 Fax: (908) 918-2133**

*To call, please dial the main number and the corresponding extension for the person you wish to reach. To email staff: enter staff first initial, last name @summit.k12.nj.us, i.e.*

*ekoza@summit.k12.nj.us*

<b>Administrative Support</b>	
Evan Kozak	Principal
Donna Niebanck	Main Office Secretary
Beatriz Mendez	School Nurse
William Malholsky	Head Custodian
<b>Kindergarten</b>	
Kara Saley	Carla Edmiston
Francine Gibbons	Chris Brandon Elizabeth (Liz) Mondelli
Catherine Lenahan	Colleen Manion
Victoria Jordan	Jessica Chiarolanzio
Jonathan Stevens	Stephanie Gabrielli Schelhorn
<b>LLD K-2</b>	
Thea Amiel	Gianna Nardi Archana Shah/Cathy Casano-Boris
Julia Ciccarelli	Nancy Attanasio Archana Shah/Cathy Casano-Boris
<b>Specialists</b>	
ESL	Megan Calkins
Library	Shea Williams
Special Education	Carolyn Kiley
Art/Music	Sarah Meadows
Physical Education	Rachel Killeen
Spanish	Laura Muldoon
School Counselor	Lauren Mortenson
Speech Therapist	Molly Liberato

Learning Workshop	Kristine Robbins
Child Study Team	
Social Worker	Cindy Alulema
LDT-C	Jackie Looloian
School Psychologist	Daniela Szalanczi

**SUMMIT PRIMARY CENTER at WILSON SCHOOL 2023-24**

**14 Beekman Terrace, Summit, NJ 07901 Phone: 908.918.2175 Fax: (908) 918-2134**

*To call, please dial the main number and the corresponding extension for the person you wish to reach. To email staff: enter staff first initial, last name @summit.k12.nj.us, i.e.  
ekozak@summit.k12.nj.us*

<b>Administrative Support</b>	
Evan Kozak	Principal
Donna Schneider	Main Office Secretary
Chelda Duan	School Nurse
Bob Stankwich	School Custodian
<b>Pre-Kindergarten &amp; PSD</b>	
Teacher	Aides
Lynette Dorsey	Kathy Byers Tresa Lee
Stephanie Aleo	Carrie Lonerio Elvia Caravella
<b>Kindergarten</b>	
Amy Chambers	Denise Osmulski Cherl Patania
Suzanne Shire	Patricia D'Agostino
Melissa Nassaney	Jessica Jacobs
Chris Wilson	Rachel Huber
Jennilee Curran	Beela Shekaran

Amanda Digricoli	Lisa Osborne
Kelly Klaif	Melissa Marszalek
Pre-K/K ABA	
Daniel DelPiano	Heather Pollinger Romy Machin Caitlin Dasti (Maternity Leave through November) Dale Yelner
Erin Vaccaro	Katie Stefko/TBD Sara Cadiz Veronica Ramirez Shannon Corea
Specialists	
ESL	Megan Calkins
Library	Cindy Abramov
Special Ed/Learning Workshop	Anne Paris (Special Education & Learning Workshop) Kris Robbins (Learning Workshop)
Art/Music	Sarah Meadows
Physical Education	Rachel Killeen
Spanish	Laura Muldoon
School Counselor	Sydney Burnett
Speech Therapist	Melissa Gitlitz
Behaviorist	Rachel Scanlon
Child Study Team	
Social Worker	Cindy Alulema-Grace O'Brien (Leave Replacement)
LDT-C	Jackie Looloian
School Psychologist	Daniela Szalanczi

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## **ABOUT THE PROGRAM**

### **A.) ENTERING PRESCHOOL AND KINDERGARTEN**

As your child takes his/her first steps into the school building and begins their educational journey, they are entering a wonderful, exciting world where each new day is a new adventure. Whether your child is a seasoned preschool student or new to the classroom experience, the Summit Public Schools preschool and kindergarten programs provide a balanced, developmentally respectful combination of learning and play activities to promote social, emotional and academic development. Every instructional period is a component of a planned curriculum designed to develop individual skills in literacy, math, science and social studies which support not only academic but social and emotional learning.

While students build relationships with others, they will also grow in their understanding and application of number sense, letter sounds, and a multitude of additional foundational skills. They will encounter new ideas and thought processes. Your student will be encouraged to think, listen, be creative and ask questions while exhibiting stamina and grit evidenced by sustained supported and independent engagement. Early childhood education is a time of growth: physically - as the children's fine and gross motor skills improve; emotionally - as they become more independent and accept more responsibility; and socially - as they work and play confronting challenges, engage in problem solving and work through conflicts developing skills that will support lifelong learning and growth. Preschool and kindergarten are fun, too! They will also meet new friends and begin a journey into learning that will last a lifetime.

### **B.) HELPING YOUR CHILD LEARN**

Education does not start when children begin formal schooling and it does not take a break when they return home from school. You, as parents, are your children's first and most enduring teachers. When you encourage them to try something new, share with them a favorite story, work with them to compose a grocery list or answer their many questions about the world, you are their teacher.

Parents strive constantly to expand their children's knowledge and work to help them understand not only themselves but also the world around them. While the schools contribute to student learning, parents share in supporting their child's ability to reach their full potential ensuring that they grow into independent, responsible adults.

Before your child enters the Primary Center, you have an opportunity to ensure that the new experience will be a happy one. If you have a positive attitude about school and learning, your child will too.

Throughout the year, we encourage you to reinforce positive attitudes toward learning. Some suggestions include:

- *Read to your child daily. If you can't, be sure someone else does.*
- Play math and number games with your child.
- Spend time looking at pictures, books, magazines and newspapers identifying objects.
- Spend time being present with your child. Take a walk, go to a museum or a ball game or simply sit and talk – conversation is the foundation for language and literacy development!
- Regulate and supervise ALL screen time.
- Encourage your child's increasing independence.
- See that your child gets the proper nutrition, exercise, and sleep.
- Show an interest in each school experience.
- Accept your child as an individual who progresses at a personal rate; avoid making comparisons with siblings or peers.
- Assure your child of your love daily.
- Be a good listener.

### **C.) CURRICULUM & ASSESSMENT**

As a parent, you are aware that all children are different. Individualization and differentiation are the mainstays of education in Summit schools.

Language development is essential to the foundation for all learning and social interaction. A typical day in an early childhood class includes meaningful concept and skill activities designed to expand language and vocabulary supporting the foundation for reading, writing and mathematics. Literacy, mathematics, social studies and science instruction is designed to encourage thought, confront challenges, engage in problems as possibilities, and grow logical reasoning. Teachers support growth through guiding questions encouraging sustained effort. Social and emotional learning opportunities are authentically included throughout the school day as well as taught through our guidance curriculum.

Our young scholars are quite busy, engaging with the established curriculum. All curriculum aligns with the New Jersey Student Learning Standards. Please click the link below, then click “Kindergarten” (you will then select Reading, Writing, Math, Science, or Social Studies) to learn more about what our young scholars will learn and be able to do by the end of Kindergarten.

[Summit Public Schools Curriculum](#)

### **D.) COMMUNICATION, SCHOOL CONFERENCES & REPORT CARDS**



Your child's school experience will be supported and enhanced through home to school communication. Parents may contact their child's teacher at any time, throughout the year, to discuss their child or arrange an individual conference. Parents are also encouraged to volunteer at school activities and participate in the PTO (Parent Teacher Organization). The Primary Centers send a Weekly Newsletter on Wednesdays with pertinent information, dates, and other news.

We encourage parents to start building effective communication by attending Back-to-School Night at your Primary Center (**JPC is scheduled for September 20, 2023** and **WPC is scheduled for September 21, 2023**). In addition, your child's teacher will also be glad to speak with you on the telephone or set up a personal appointment to answer questions, share thoughts or provide information that may support your child in their early days of school. Your child's teacher(s) will share their preferred method of communication, whether it be email or calling the school to arrange an appointment to talk/meet. They will respond as soon as possible. If your message is not returned within 24 hours (with the exception of weekends and holidays/school vacations) please try again - your message may not have been received. Email and voicemail are NOT to be used to communicate time sensitive (same day) information. Staff may not be able to check these accounts during the instructional day.

- You can email any staff member as follows: first initial, last name @summit.k12.nj.us. An example: to reach Susan Smith, the email would be [ssmith@summit.k12.nj.us](mailto:ssmith@summit.k12.nj.us).

***PLEASE do not use email to communicate a change in dismissal procedure for your child. A signed note, written by the parent, is required in order to allow a change. In case of an emergency, please contact the school secretary by phone to inform them of the change.***

**IMPORTANT DATES TO NOTE:** Preschool students receive two report cards per year. Preschool parents will also have one scheduled parent teacher conference in November. Please note: these days will be regular school days for our PreK students.

Kindergarten parents will have two teacher conferences, scheduled in November (6-8) and March (20-22), with report cards issued in late January/early February and June. **Conference days are single session days. On a Single Session Day, dismissal is at 12:00 for all Kindergarten students.** If you have concerns regarding your child, please do not wait for a formal report of their progress but reach out to your child's teacher as outlined above.

Although we have transitioned to a digital format, there are still occasions when you will receive important information in your child's backpack including samples of their work, documents that require a parent signature or forms that need to be completed. Please be sure to check your child's backpack **every day**. Your child's teacher may also offer additional avenues to strengthen a home-school connection that will be reviewed at Back to School night.

# **EVERYDAY MATTERS**

## **A.) [SCHOOL HOURS](#)** (Click for Link)

Please note that we have distinct early childhood programs in our buildings, with varying arrival and dismissal times. Click the link below for a document which identifies our programs' hours (Regular Day, Single Session, Delayed Opening, etc.)

### Primary Centers' Hours 23-24

Be sure you are reading the hours that correspond to the particular program your child is attending.

- ❖ The regular schedules at the Primary Centers are as follows:

#### **Wilson Primary Center**

- Kindergarten
  - Drop Off runs from 8:05-8:25am, as we utilize a car line
  - Walkers can also be dropped off at this time; you must park in a legal spot and walk your child to the Main Entrance
  - Instructional hours are 8:30am-3:15pm
  - Pick up runs the same way as drop off in the morning
- AM/PM Pre-K & ABA Programs:
  - Drop Off and Pick Up at the Primary Center Entrance (via the car line or park in a legal spot and drop off/pick up
    - AM: Drop Off for ABA/Pre-K/PSD runs from 8:50am-9:00am
    - AM Pre-K: Pick Up is 11:30am
    - PM Pre-K: Drop Off runs from 12:20pm-12:30pm
    - PM: ABA/Pre-K/PSD Pick up is at 3:00pm

#### **Jefferson Primary Center**

- ❖ Kindergarten (Drop off occurs at Jefferson Elementary School-Cafeteria)
  - Morning Drop Off runs from 8:15-8:25am
    - You can utilize the car line or walkers can also be dropped off at this time; you must park in a legal spot in the pool parking lot and walk your child to the Jefferson Elementary Cafeteria, whose entrance is to the **right of the**

**Jefferson Elementary School Main Entrance**

- Instructional hours are 8:30am-3:15pm
- Pick up is at 3:15pm on the Jefferson Elementary blacktop
- ❖ Jefferson Primary Center (LLD K-2 Students)
  - Drop Off and Pick Up at the Primary Center Entrance (via the car line or park in a legal spot and drop off/pick up)
    - Drop off runs from 8:15-8:25am
    - Instructional Time 8:30am-3:15pm
    - Pick Up is at 3:15pm

**B.) Arrival and Departure Procedures**

*The following is a general overview of the procedures. PLEASE follow specific practice as outlined for the school that applies to your family at either Jefferson Primary Center or Wilson Primary Center. A video experience is available on the Primary Center webpage on the district website [summit.k12.nj.us](http://summit.k12.nj.us)*

**There is always an option to walk your child to the drop off area, by parking your car in a legal parking place and walking your student to a staff member, ensuring that they are aware of their arrival. PLEASE remember that drop off and pick up are VERY BUSY traffic times and require supervision of your child at all times.**

**WPC:**

[Kindergarten Arrival/Dismissal Document](#)

[Pre-K/ABA/PSD Arrival/Dismissal Document](#)

**JPC:**

[Kindergarten Arrival/Dismissal Document](#)

[LLD Arrival/Dismissal Document](#)

**ALL STUDENTS WHO ARRIVE LATE MUST BE ACCOMPANIED BY THEIR PARENT OR CAREGIVER TO THE PRIMARY CENTER OFFICE TO SIGN IN.**

Order and safety must be our first priority during pick-up and drop-off hours. We ask for your patience and cooperation during this part of the day, especially in the first few weeks of school. At the start of the year arrivals and departures consume more time than will be required through the remainder of the school year. This is particularly true in an early childhood setting. However, as the routine becomes more familiar to all involved, especially our children, arrival and departure become a seamless component of our daily routine.

Upon arrival, all students will be supervised in the appropriate location, weather permitting. There will be personnel “on duty” beginning each morning on the car line and in the locations where students enter the buildings. If you arrive late, please park your car in a visitor’s space and escort your child to the office. For the safety of your child, PLEASE MAKE SURE YOUR CHILD DOES NOT ARRIVE ON SCHOOL GROUNDS PRIOR TO OUR SCHEDULED ARRIVAL TIMES. THERE IS NO SUPERVISION FOR OUR STUDENTS BEFORE DROP OFF.

### **C.) SCHOOL DISMISSAL POLICY**

According to School Board Policy 8601, children may be dismissed only to those listed on the *Summit Public Schools Dismissal* form. If your child needs to be dismissed to someone not designated, **permission must be in writing**. Please note that email cannot be accepted. Please be sure that all individuals designated as guardians or emergency contacts be listed in our Genesis system with up-to-date contact information.

### **D.) DELAYED OPENING/SINGLE SESSION/EARLY DISMISSAL/ SCHOOL CLOSING**

It is the policy of the Summit School District to close only in the case of emergencies with these decisions made based on the safety of the children. Schools may close for the entire day, or on certain occasions, there may be a delayed opening rather than closing for the entire day. **The following is the schedule for Early Dismissal and Delayed Openings for the Primary Centers. PLEASE be sure to follow your child’s program times.**

#### **School Hours on a Delayed Opening:**

Kindergarten: 10:30am-3:15pm  
AM Pre-K: Classes canceled  
PM Pre-K: 12:30pm-3:00pm  
ABA/PSD: 11:00am-3:00pm  
LLD: 10:30am-3:15pm

If there is an early dismissal, delayed opening or school closing, you will be notified via our “School Messenger” system, who will contact the phone, email and text that families have indicated in our Genesis database. Additionally, an announcement will be posted on the district's main telephone number - 908.918.2100 - and on the calendar link of the district's website: [www.summit.k12.nj.us](http://www.summit.k12.nj.us).

Please do not call the police or fire departments, the superintendent, or the school to find out if school is in session. If school is open on days with inclement weather the decision whether to send children to school rests with you. Parents have the ultimate responsibility for the safety of their children and we respect your judgment.

**Single Session Days:**

October: 16

November: 6 and 8 (Kindergarten only), 22

December: 22

January: 26

February: 12

March: 11, 20-22 (Kindergarten only)

June: 12 (or the last day of school)

**School Hours on a Single-Session Day:**

Kindergarten: 8:30am-12:00pm

AM Pre-K: 9:00am-10:40am

PM Pre-K: 10:45am-12:25pm

ABA/PSD: Mon-Thur 9:00am-12:25pm; Friday-9:00am--11:30am

LLD: 8:30am-12:30pm

**EARLY RELEASE**

Requests for children to be released earlier than regular dismissal hours are not encouraged but if necessary, the request must be sent to school **in writing** in advance. A child will be released only to an authorized adult who must come to the main office, sign the student out and escort the child from the building.

**EMERGENCY CLOSING**

In the event that school must remain closed because of inclement weather or an emergency situation at the school, the District Notification System will contact all homes by telephone, email and/or text as designated on the registration form. Every effort will be made to contact families well in advance of the time when children would normally leave for school.

**EMERGENCY EARLY DISMISSAL**

There may be an occasion when students need to be dismissed before the regular closing time due to an emergency situation in the school or because of inclement weather

conditions. If you have children in more than one school and are delayed picking up your Primary Center child, be assured that your child will be supervised until you arrive. For early dismissal, a district approved emergency school closing procedure will go into effect. If we are not able to contact the parent, guardians or designees, do not have written or verbal instruction, and are unable to contact the persons listed on the emergency card, it is the practice at the Primary Centers that children will remain supervised at the school until they have been picked up by a parent, guardian or designee. All parents must make plans for their children in the event of an early dismissal. Please make sure your child is aware of these plans so they will know who to expect if this situation should occur.

#### **E). ATTENDANCE/TARDINESS GUIDELINES**

Regular attendance in class, participation in class activities, and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent and/or prolonged absences and tardiness disrupt the continuity of the instructional program and impact student learning. Research indicates that when school attendance drops below 93 percent, student performance on measures of learning significantly decreases.

If your child is going to be absent, please notify the school by phone before 8:30 AM on the morning of the day your child will not be in attendance. If no notification is received, office personnel will attempt to contact you or your designee to locate the child. If no one is located, the police will be contacted. If you anticipate prolonged absences, please notify the teacher and principal as soon as possible.

School personnel are concerned when families schedule vacations when school is in session. The district does not condone this practice and the teaching staff will not provide specific assignments or work material prior to students going on vacation.

Tardiness: It is the responsibility of the parents/guardians to see that their child arrives at school in order to be in the classroom at the beginning of the instructional day. Anytime after the time indicated as “instructional hours” in this document will result in your child being considered tardy.

#### **F.) DISTRICT CALENDAR & PRIMARY CENTER CALENDAR**

The District Calendar for 2023–2024 is available on the district website at [summit.k12.nj.us](http://summit.k12.nj.us) (link: [2023-2024 School Calendar](#)). This document has all school holidays, single session days, school breaks as well as the first and last day of school indicated for your information.

\*\*\*Please bookmark or save this website/link as you can access a calendar page on the district website, specific to each school: [Calendar - Summit Public Schools](#). Be sure to click

on your child(ren)'s specific building WPC or JPC, in order to find more specific information, dates, and times for events.

### **G.) DRESSING FOR SCHOOL**

A few pointers when dressing your child for school:

- Please be aware that the children will participate in activities that may be messy - fun, but messy - and we will make every effort to keep their clothes clean. However, accidents happen and clothes may get dirty. It may be wise to save their best clothes for special school occasions and send them to school daily in clothing that supports play and exploration. In addition, if you have girls, please know that during class they will be most comfortable in shorts or pants. Skirts and dresses tend to get caught when playing, running, and climbing. This can create safety concerns on the playground.
- Please do not allow children to wear jewelry to school. It can catch when the children are running and playing and may cause injury.
- Please do not use perfumes, colognes, or heavily scented lotions on your children before school as they may trigger an allergic reaction in other students.
- **Sneakers or rubber-soled shoes** are appropriate footwear in school. They are the safest on playground and equipment as well as for active play and games. Sandals or any open toe shoe are not appropriate even with rubber soles. On inclement days when boots are worn, please send rubber-soled shoes in the backpack for your child. "Crocs" are not acceptable footwear since they do not provide stability for the foot.

### **H.) BIRTHDAY CELEBRATIONS**

We are often asked, "Can I celebrate my child's birthday in class?" If you wish to have a classroom celebration with your child in school, you must check with your child's teacher to plan any celebration. They will assist you with scheduling as well as planning. In order to follow district policies and to keep our students safe from allergens, birthday celebrations for students will only include non-food related activities. Some families in the past have read the student's favorite book aloud to the class, led a game, or provided "goody bags" as non-food options. Students have enjoyed these options very much!

### **I.) PTO**

The PTO will host various events throughout the school year. Notification of the event dates will be sent to parents/guardians. In the proud tradition of parent/guardian

involvement in Summit Public Schools, we look forward to you and your child's participation.

## **J.) SCHOOL VISITATIONS**

[Primary Center Visitor Protocol](#) (Click for link)

We encourage parents to visit the Primary Centers. We request that parents, and any other approved visitor, call the office to schedule classroom visitations in advance. ALL visitors must sign in and out of the office and wear identification while in the building.

## **K.) Chain of Command**

Parents should always speak with the classroom teacher first since he or she knows your child at school best. Classroom teachers are at the forefront of the teaching-learning process and will best be able to answer questions about his/her performance and behavior in the classroom. We strive for a strong home-school connection. Questions or concerns regarding policy matters beyond the purview of the classroom teacher can be supported by the principal. For these questions, please email or call the Main Office for further directions. Please be specific about appointment requests so that the principal can be best prepared to address your concerns.

# **WELLNESS**

[Health & Illness-Primary Center Protocols](#) (For specific information)

## **A.) HEALTH SERVICES AT THE PRIMARY CENTERS**

Health services in the Summit Public Schools include nurses at school sites. Their responsibilities include conducting hearing and vision tests, assisting the school doctors, maintaining health records, and instructing classes on a variety of health, nutrition, and human growth topics. If necessary, they may also dispense prescribed medicines.

Nurses are also on hand if your child becomes ill during school hours and will contact



you or other designees as indicated by you as an emergency contact. It is important that you have one or two responsible adults - friends or neighbors – ready to pick up your child if you are unavailable. To help avoid these situations, please be sure your Child is in good health before sending them to school. (Please refer to **When Should You Keep Your Child Home**, under point IV, in this section).

## **B.). ILLNESS**

You may find that your child seems to have more colds/illness if they are attending school for the first time. Although this is to be expected with our students who are new to the school experience, we make every effort to reduce the spread of illness and germs by washing our hands often and disinfecting furniture and toys on a regular basis.

## **C.) MEDICATION**

The school nurse may not administer any medication unless we have **written permission** from your doctor. There are forms available in the nurse's office for your convenience. Medication sent to school (once we have a doctor's note) must be in its original, labeled bottle. Teachers may not dispense any medication, including cough drops or over the counter medicine, to any student at any time. Please contact the school nurse with any concerns or questions.

## **D.) WHEN SHOULD YOU KEEP YOUR CHILD HOME?**

If your child has a cold with a thick, discolored nasal discharge, they should stay home. If your child has been vomiting, please wait 24 hours after the last episode before allowing them to return to school. Your child should be fever free for 24 hours before returning to school.

Absence for reasons of illness: If your child shows symptoms of illness such as persistent coughing or sneezing, a temperature of 100+ degrees Fahrenheit, eye inflammation, sore throat, nausea, diarrhea, swollen glands, head cold, or other signs of illness, PLEASE do not send your child to school. These symptoms will result in the nurse sending your child home. **A child should be fever-free for 24 hours without medication before returning to school.** Please note that we require a doctor's note if an absence exceeds 5 consecutive days due to an illness.

The reasons for "excused" and "unexcused" absences as well as parameters for attendance considered "tardy" are defined as follows:

Verified Absences:

- Student illness or accident

- Death or serious illness of a family member or other significant person
- Religious holidays
- Attendance required in legal proceedings
- Other administratively approved absence

Unverified Absences:

- Vacations scheduled when school is in session
- Non-attendance not covered by an excused absence

## **SCHOOL SAFETY**

### **A.) BEHAVIOR/DISCIPLINE (Code of Conduct)**

At the Primary Centers, our Code of Conduct can best be summarized as follows:

**“I will be safe.” “I will be respectful.” “I will be kind.”**

**Here are some examples of what our Code of Conduct looks like and sounds like:**

- Using kind words
- Keeping one’s hands and feet to themselves
- Saying “Please” and “Thank you”
- Using walking feet in the hallways and classrooms
- Having “listening ears” when someone else is talking or has speaker power

During the first weeks of school, time is dedicated to creating a classroom community. Students collaborate with his/her teacher(s) and peers to identify classroom rules. We also talk about how our words and actions carry consequences--we can make someone else feel happy (cheer them up, put a smile on their face)--or we can make them feel sad or upset. Our students learn that we are all responsible for the things we say and do. Everyone makes mistakes--and we learn from our mistakes. Even if our words or actions happen “by mistake,” we teach our children to take responsibility and reflect on what happened and what could have been done differently so as to resolve conflicts in an age-appropriate manner. Consequences vary depending on the severity of the actions.

In the Summit Public Schools, students are expected to respect their teachers and classmates. Disruptions are kept to a minimum and are dealt with firmly, fairly, and quickly creating a positive school culture where our children are safe and thrive.

To support appropriate behavior and self-control we incorporate both direct and indirect

instruction including identifying, understanding and managing emotions as well as how to interact, collaborate and work well with others. These opportunities support all students as they grow and develop a healthy sense of self and a deeper understanding of how they relate to both peers and adults.

If your preschool or kindergarten child is ever involved in a behavior related incident in school, how we address the matter – providing intervention and/or assigning consequences – will be guided by strategies and practices appropriate to the early childhood learner. In addition, we will contact you to provide:

- An overview of the incident
- A description of what may have preceded the event
- An explanation of how the school will intervene to support your child including use of our guidance staff if appropriate.

For your information, the following is a general overview of Summit Public Schools policies on school violence in all district schools:

- ☐ If any student should act in a violent manner, threaten violence, and that threat is verified, we will take appropriate action that can include counseling, required therapeutic interventions, and where appropriate, suspension or cooperation with outside authorities.
  - ☐ Vandalism - the willful destruction of school property - is considered a flagrant disregard of the rights of others and may result in suspension or, in extreme cases, expulsion from school, and may also lead to cooperation with outside authorities.
  - ☐ We also consider acts of sexual harassment, bullying and intimidation as serious offenses. We will intervene to address students who are identified as engaging in this type of behavior.

Students must be made aware that when they are in school they may not do or say things that suggest intent of violence. They may not, even in jest, threaten to harm or “kill” anyone or themselves. Today's media exposes our children to a broad and often lenient range of behaviors. Our students must be made to realize that certain behaviors they see in the movies or on TV are not acceptable behaviors in schools.

The Board of Education is committed to providing a safe school environment and has adopted zero tolerance policies and regulations regarding weapons. The consequences for violation of these policies and regulations are severe. Parents are asked to promote good discipline by helping their children develop a sense of responsibility, encouraging their respect for authority, helping them develop a sense of respect for and understanding of the importance of an education, and by examining their own attitudes toward discipline and learning to assure that they are serving as good role models for their children.

Harassment, Intimidation, and Bullying (HIB): [HIB Overview Video](#)

## **B.) ACCIDENT INSURANCE**

The Summit Board of Education annually arranges for accident insurance coverage for students to be made available at a cost to parents. In the event of an accident, parents will receive claim forms and handle details directly with the insurance company.

## **C.). EMERGENCY PROCEDURES**

We make provisions for every kind of emergency including cases where our building is not safe for students. These include situations such as fire or threats to the building's structural integrity. We prepare for these emergencies by conducting monthly emergency and fire drills.

## **D.). SEXUAL HARASSMENT**

Summit Public Schools does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX, the Code of Federal Regulations, and [Board of Education Policy 5751](#) Details about the complaint/grievance process are in this policy.

District Title IX Coordinator: Mr. Robert Gardella, Director of Human Resources  
Address: 14 Beekman Terrace, Summit, NJ 07901  
Contact Info: [rgardella@summit.k12.nj.us](mailto:rgardella@summit.k12.nj.us) or 908-918-2100 ext 3107

# **ADDITIONAL SUPPORTS**

## **A.) SPECIAL EDUCATION SERVICES**

The Office of Special Education Services offers support to teachers, parents, and students in the areas of educational growth and development. The specialists in this office include

psychologists, speech therapists, occupational therapists, behaviorists, learning disability specialists, and social workers.

Under federal and New Jersey laws, the Special Education Services Child Study Team (CST) is required to evaluate potentially handicapped students to determine if they are eligible for Special Education and/or related services. Resource Center instruction offers individual or small group instruction that replaces or supplements instruction in the regular class. This program can be provided in the student's regular education class or in a designated resource center. Most students receive their Special Education programs through Resource Center intervention. However, other placement options are available when determined appropriate.

Many services are offered under the umbrella term of "Special Education Services." Speech and language services, for example, are provided to eligible students who demonstrate a disorder in language, articulation, voice, or fluency, and are provided by a speech language therapist. Occupational Therapy is another service.

If you are concerned regarding your child needing Special Education services, please speak with your child's teacher to communicate your observations and concerns.

WE LOOK FORWARD TO AN EDUCATIONAL, SAFE, ENGAGING, AND FUN YEAR WITH WONDERFUL MEMORIES TO LAST A LIFETIME!

*Revised: August 2023*