



# ***Parent Handbook***



**The Primary Centers  
at  
Jefferson and Wilson Schools  
2019 – 2020**

## ***A MESSAGE TO PARENTS***

Welcome to The Summit Public Schools. We are excited about meeting your child as they begin their educational journey at the Primary Centers guided by dedicated professionals in our Pre-School or our now Universal Full-Day Kindergarten program!

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 during the summer months and throughout the school year. As we continue our transition to digital formats for communication, watch for announcements regarding the district and school on your personal, electronic devices. 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.

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 [psouthard@summit.k12.nj.us](mailto:psouthard@summit.k12.nj.us). We look forward to welcoming your child as they take their first steps in a lifelong journey of learning and growth.

Pamela Southard  
Principal

**SUMMIT PRIMARY CENTER at JEFFERSON SCHOOL 2019-2020**

**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. [psouthard@summit.k12.nj.us](mailto:psouthard@summit.k12.nj.us)*

**ADMINISTRATIVE SUPPORT**

6750 Ms. Pamela Southard, Principal  
6752 Mrs. Eileen Mortenson, Secretary  
6351 Mrs. Beatriz Mendez, Nurse  
5602 Mrs. Nicole Allen, Special Services

**KINDERGARTEN**

**Mrs. Jennilee Curran**, Teacher- *Mrs. Jill Legg, Instructional Aide*  
**Mrs. Francine Gibbons**, Teacher (on leave *Mrs. Vicky Jordan* until Jan. 2020 ,  
*Instructional Aide until Jan. 2020 Ms. Donna Anderle*  
**Mrs. Andrea Manzo-Rivera**, Teacher – *Mrs. Colleen Manion, Instructional Aide*  
**Mrs. Kara Saley**, Teacher – *Ms. Catherine Lenahan, Instructional Aide*  
**Ms. Jennifer Schedlbauer**, Teacher- *Ms. Stephanie Gabrielli Schelhorn, Instructional*

*Aide*

**KINDERGARTEN - 2**

**Ms. Stefanie DeVizio**, Teacher  
*Aides: Mrs. Nancy Attanasio*  
*Mrs. Marie Williams*  
*Ms. Nancy Hanna*

**Mrs. Heather Hans**, Teacher  
*Aides: Mrs. Patricia Scozzarro*  
*Mrs. Jessica Chialoranzio*

**PRE-K AM**

**Mrs. Anne Paris**, Teacher  
*Aides: Mrs. Gina Wood and Mrs. Delane Bickelhaupt*

**SPECIALISTS**

Mrs. Staci Kaplan, Literacy Coach  
Mrs. Jackie Arturi, Math Coach  
Ms. Megan Calkins, ESL  
Mrs. Kyrsten Thomas, Librarian  
Ms. Carolyn Kiley, Resource Teacher  
Mrs. Anne Paris, Art & Music  
Mrs. Rachel Killeen, Physical Education Teacher  
Ms. Andrea DiFabrizio, School Counselor  
Mrs. Joy Stopol, Speech Therapist  
Mrs. Kristine Robbins, Kindergarten Support Teacher, LLI  
Ms. Laura Blum, Behaviorist

**CHILD STUDY TEAM**

Mrs. Marie Adam, Social Worker  
Mrs. Anna Kasbo, LDTC  
Mrs. Daniela Szalanczi, School Psychologist

**PLAYGROUND/CLERICAL AIDE**

Mrs. Natalie Petrides

**CUSTODIANS**

Mr. Bill Malhosky, *Head Custodian*  
Mr. Paul Henning and Ms. Angelica Figueroa, *Custodians*

**SUMMIT PRIMARY CENTER at WILSON SCHOOL 2019-2020**

**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. [psouthard@summit.k12.nj.us](mailto:psouthard@summit.k12.nj.us).*

**ADMINISTRATIVE SUPPORT**

6650 Ms. Pamela Southard, Principal  
6652 Mrs. Donna Schneider, Secretary  
6651 Mrs. Monica Cattano, Nurse  
4550 Mrs. Chris Lijoi, Special Services

**KINDERGARTEN**

**Mrs. Amy Chambers, Teacher** – *Mrs. Denise Osmulski and Mrs. Jessica Jacobs, Instructional Aides*

**Ms. Kylie Fine, Teacher**– *Mrs. Diane Kostibos, Instructional Aide*

**Ms. Colleen Kelly, Teacher** – *Mrs. Beela Shekaran, Instructional Aide*

**Ms. Holly Nemeth, Teacher** – *Mrs. Noreen Daniel, Instructional Aide*

**Mrs. Suzanne Shire, Teacher** – *Mrs. Patricia D'Agostino and Mr. Kevin Clark,*

*Instructional Aide*

**Mr. Christopher Wilson, Teacher** –*Mrs. Michelle Morrissey, Instructional Aide*

**PRE-K**

**Mrs. Gabrielle Carlino, Teacher**

*Aides: Mrs. Sahar Rimawi, Ms. Carrie Lonero, Ms. Elvia Caravella*

**Ms. Susan Clamser, Teacher**

*Aides: Mrs. Andrea Turoff, Ms. Jess Guerra and Ms. Donna Manno, and Ms. Jennifer*

*Skeenes*

**Ms. Lynette Dorsey, Teacher**

*Aides: Mrs. Kathy Byers and Ms. Treasa Lee*

**Mr. Daniel DelPiano, Teacher**

*Aides: Mrs. Irene Houck, Mrs. Dena Kazoun, and Ms. Heather Pollinger*

**SPECIALISTS**

Mrs. Staci Kaplan, Literacy Coach

Mrs. Jackie Arturi, Math Coach

Ms. Megan Calkins, ESL

Mrs. Cindy Abramov, Librarian

Mrs. Joy Nastasi, Resource Teacher and Basic Skills Instruction

Mrs. Danielle Ridge, Resource Teacher; Mrs. Darryl Petruzzo from 9/13-12/20

Mrs. Anne Paris, Art & Music

Mrs. Rachel Killeen, Physical Education Teacher

Ms. Andrea DiFabrizio, Guidance Counselor

Mrs. Melissa Gitlitz, Speech Therapist

Mrs. Rachel Scanlon, Behaviorist

**CHILD STUDY TEAM**

Mrs. Marie Adam, Social Worker

Mrs. Anna Kasbo, LDTC

Mrs. Daniela Szalanczi, School Psychologist

**LUNCH AIDE**

Mrs. Shannon Corea

**CUSTODIANS**

Mr. Bob Stankwich, *Head Custodian*

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# ***ABOUT THE PROGRAM***

## **I. ENTERING PRESCHOOL AND KINDERGARTEN**

As your child takes the teacher's hand on the first day of school, they will enter a wonderful, exciting world where each new day is a new adventure. Whether your child is a seasoned nursery school 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, shapes and colors. 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 is fun, too. Taking the teacher's hand on the first day of school, the new students will enter a wonderful, exciting world where each day will be a new adventure. They will also meet new friends and begin a journey into learning that will last a lifetime.

## **II. 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.

### **III. 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.

### **IV. 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 anytime, 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).

We encourage parents to start building effective communication by attending Back-to-School Night at your Primary Center in the fall. 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.

You may reach your child's teacher by emailing or calling and leaving a voice mail. 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 in November and April with report cards issued in January and June. *Conference days are single session days. 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 are moving to an increasing 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***

### **I. SCHOOL HOURS – ARRIVAL & DEPARTURE**

Please note that we have four (4) distinct early childhood programs in our buildings. They are:

- Kindergarten
- Half-Day Preschool
- Full Day Preschool (Wilson Primary)
- Kindergarten – 2 LLD (Jefferson Primary)

As you review the hours for arrival and departures, check to make sure you are reading the hours that correspond to the particular program your child is attending.

The schedules at the Primary Centers are as follows:

#### **Kindergarten**

Drop-off	8:10 – 8:25	WPC Carline at Main Entrance Walkers at Multipurpose Room Door
	8:10 – 8:25	JPC Carline at Jefferson Elementary Walkers at Jefferson Elementary

## Blacktop

Instructional Hours	8:30 - 3:15
Pick-up	3:15 WPC at Main Entrance
	3:15 JPC at Jefferson Elementary Blacktop or Cafeteria
	Door- inclement weather

### Kindergarten – Grade 2 LLD Class

#### ***Drop Off at Primary Center Entrance***

Drop-off	8:10 – 8:25
Instruction Time	8:30 - 3:15
Pick-up	3:15

### Half-Day Preschool Program

#### ***All Drop Off and Pick Up at the Primary Center Entrance***

#### AM Program

Drop-off	8:50 – 9:00
12:30	
Instruction Time	9:00 - 11:30
Pick-up	11:30

#### PM Program

Drop-off	12:20 –
Instruction Time	12:30 – 3:00
Pick Up	3:00

### Full-Day Preschool Program at WPC

#### Monday – Thursday

Drop-off	8:50 – 9:00
Instruction Time	9:00 - 3:00
Pick-up	3:00

#### Friday

Drop Off	8:50 – 9:00
Instruction Time	9:00 – 11:30
Pick Up	11:30

### **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.*

**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.**

#### **Car Line Drop off:**

- Identification placards (signs printed on 8.5” x 11” laminated cardstock) will be issued for each student. These **must be prominently** displayed on the passenger side dashboard or visor of your car to identify the student and family. These will be included in your child’s first day packet.
- Parents will drive their vehicle to the school drop-off area where staff will

meet the car, open the door and assist your child from the passenger side or middle seat and escort the student into the school. **PLEASE** do not exit the car and leave all pets at home.

- If a child experiences difficulty going with the staff or is seated behind the driver side seat, parents should park in a legal parking space and escort their child to a staff member in the designated drop off area.
- If you are late or have a reason to come into the building with your child, please park legally and follow the security procedures to enter the building.

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

**Walker Pick Up:**

Please bring your placard with you to pick up. Students will NOT be released to individuals without the placard, even as a walker, reflecting district security procedures. If an adult arrives – either at walk up or car line without the placard – they will be asked to come into the office with appropriate, picture identification and we will contact a parent/guardian.

**Car Line Pick-up:**

- The identification placard must be prominently displayed on the passenger side dashboard or visor to identify the driver as authorized to pick-up the child. If carpooling, please notify the teacher and/or aide and include all the names of children you will pick-up on the placard.
- Parents will drive their vehicles to the school pick-up area. Staff will announce car arrival.
- The staff will bring students to their cars and assist with entry into the vehicle. Cars must have the appropriate car seat or booster seat for each child they are picking up. Staff will not lift students or secure buckles for Kindergarten students. Parents may not exit their car. If a student requires assistance, please park and follow the walk up procedures. Please leave all pets at home.
- When students are in their car, please exit the area slowly and safely. The following cars should pull up as far as possible. At no time during car line should another car pass a car that is ahead of them in the pick-up line.

Order and safety must be our first priority during pick-up and drop-off hours. 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. Adult supervision is always present outside, in the hall and in the multipurpose room. 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 8:10 AM. THERE IS NO SUPERVISION BEFORE DROP OFF.

## II. BEFORE AND AFTER CARE

The Primary Centers do not provide child care or supervision for Kindergarten prior to our morning arrival time of 8:10 or after dismissal at 3:15. If interested, The Connection and the YMCA currently run fee-based programs either on-site or provide transportation to their facilities. If your child has been registered, please confirm with the school secretary and your child's teacher so that they are aware.

## III. 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.

## IV. DELAYED OPENING/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.**

### **What Delayed Openings Mean for Kindergarten and the K-2 LLD Class:**

Drop off:	10:00 – 10:15
Instruction Time:	10:15 – 3:15
Pick Up:	3:15

### **What Delayed Openings Mean for Half Day Preschool:**

AM preschool classes will be cancelled.  
PM preschool classes follow the regular schedule.

### **What Delayed Openings Mean for Full Day Preschool (Monday thru Thursday; Full Day Preschool is cancelled if falls on a Friday):**

AM Preschool

Drop Off:	10:00 – 10:15
Instruction Time:	10:15 – 3:00
Pick Up:	3:00

***If you have an elementary school student, please drop off your Kindergarten student at 10:00 AM and proceed to the elementary school for the 10:15 AM drop off.***

"How do I find out if there is an early dismissal, delayed opening or school closing?"

- The District Notification System will contact the phone, email and text that the family has indicated in the *Honeywell Instant Alert* system.
- An announcement will be posted on the district's main telephone number - 908.918.2100 - and on the calendar link of the district's web site: [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.

## V. SINGLE SESSIONS

**PLEASE FIND YOUR CHILD'S PROGRAM AND FOLLOW THAT SCHEDULE. IF YOU HAVE QUESTIONS, CONTACT US FOR CLARIFICATION.**

Single Sessions Days are noted on the District Calendar and include, but are not limited to, KINDERGARTEN CONFERENCE DAYS IN NOVEMBER AND APRIL.

### **What Single Session means for Kindergarten:**

Drop Off:	8:10 – 8:25
Instruction Time:	8:30 - 12:00
Pick Up:	12:00

### **What Single Session means for Kindergarten – 2 LLD:**

Drop Off:	8:10 – 8:25
Instruction Time:	8:30 - 12:30
Pick Up:	12:30

### **What Single Session means for Half Day Preschool:**

AM Preschool	9:00 – 10:40
PM Preschool	10:45 – 12:25

### **What Single Session means for Full Day Preschool:**

- If a single session falls Monday through Thursday, the full-day preschoolers attend class from 9:00 –12:25.
- If a single session falls on a Friday, the full-day preschoolers attend class 9:00 –11:30.

## VI. 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.

Absence for reasons of illness:

If your child shows symptoms of illness such as persistent coughing or sneezing, a temperature of 99.1+ 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:

Excused 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

Unexcused Absences:

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

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 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.

**VII. DISTRICT CALENDAR & PRIMARY CENTER CALENDAR**

The District Calendar for 2019 – 2020 is available on the district website at [summit.k12.nj.us](http://summit.k12.nj.us). 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.

The Primary Center calendar is also located on the district webpage on the Primary Center page. The general calendar appears on the first page and for specific Primary Center information, please click on either Jefferson or Wilson Primary Center. It is important to note that information on the PRIMARY CENTER CALENDAR includes events and days that are unique to the Primary Centers. PLEASE BE SURE TO CHECK both the district and Primary Center calendars and call with any questions or concerns.

### **VIII. 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.

### **IX. 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.

### **X. EMERGENCY EARLY DISMISSAL**

For early dismissal, a district approved emergency school closing procedure will go into effect. 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.

*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.*

### **XI. 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. 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.

## **XII. 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. 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!

## **XIII. PTO**

**The first meeting of our PTO will be held in September.** Notification of the meeting dates will be sent to parents in our weekly newsletters. In the proud tradition of civic engagement and parent involvement in Summit Public Schools, we look forward to your participation.

## **XIV. CELEBRATIONS**

The Summit School District Board of Education has adopted several food policies in compliance with state requirements. Part of these policies stated that certain foods would not be sold, served, or given out as free promotions during the school day. Food of Minimal Nutritional Value (FMNV) as per USDA definition are prohibited at all times. These are defined as all forms of candy, any food or beverage which lists sugar, in any form, as a first ingredient. For example, soda and water ices, chewing gum, hard candy, jellies and gum, marshmallow candies, fondants, licorice, spun candy, and candy coated popcorn are prohibited at all times.

In order to keep the Primary Center students safe from allergens, we discourage communal, shared snacks for classroom parties. Only *commercially prepared and individually packaged snacks* are appropriate and would need to be cleared in advance by your classroom teacher and our school nurse at least one week in advance.

Teachers may currently incorporate cooking, when linked to curriculum, thus making a lesson more meaningful. This may be acceptable, upon approval of the School Nurse and Principal. In these cases, the classroom teacher would contact parents of students with allergies, in order to make the activity inclusive for their child.

Education, communication and cooperation are key in creating a safe and healthy school environment for all of our students. The following link to FARE (Food Allergy Research Education) can provide useful information regarding children with food allergies in school. <https://www.foodallergy.org/education-awareness/community-resources/your->

[back-to-school-headquarters/schools-k-12](#) Please feel free to contact the school nurse for any further questions or concerns.

## **WELLNESS**

### **1. 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).

### **II. 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.

### **III. 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.

### **IV. 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.

## **SCHOOL SAFETY**

## **I. BEHAVIOR/DISCIPLINE**

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.

## **II. 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.

## **III. EMERGENCY EVACUATION 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 frequent drills and engaging in emergency procedure practices.

# ***ADDITIONAL SUPPORTS***

## **I. 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 8/21/19*