

HELEN I. SMITH SCHOOL
STUDENT/PARENT/TEACHER HANDBOOK
2021-2022



“Discovering the Gifts of Every Child”

Helen I. Smith School
30 Cambridge Avenue
Saddle Brook, NJ 07663
Phone: 201-796-6650
Fax: 201-796-0665
<https://www.sbpsnj.org/smith>

Rev. 8/2021

HELEN I. SMITH SCHOOL ADMINISTRATION

Mrs. Deborah J. Wunder, Principal
Mrs. Korey Chalarca, Secretary
Ms. Jamie Ferrara, School Counselor
Mrs. Ellen Ciceri, School Nurse

DISTRICT ADMINISTRATION

Mrs. Toni Violetti, Superintendent of Schools
Mr. Raymond G. Karaty, School Business Administrator
Dr. Lauren Reisenauer, Director of Special Services
Mrs. Jillian Cawley, Supervisor of Special Services
TBD, Director of Curriculum & Instruction
Mrs. Sonya Otero, District Data Coordinator & Technology Specialist
Mr. Mike Maher, District Technology Specialist

355 Mayhill Street
Saddle Brook, NJ 07663
(201) 843-2133

SADDLE BROOK BOARD OF EDUCATION

Saddle Brook Board of Education:

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Mrs. Michele Roloff, Vice President
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Mr. Vincent Laurentino
Mr. Stephen Quinn
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Helen I. Smith School Staff

Main Office Staff:

- Administrative Assistant- Mrs. Korey Chalarca
- Clerical Aide- Mrs. Rose DiLisi-Juliano

Custodial Staff:

- Mr. Nick
- Mr. Marc (evening)
- Mr. Sage (evening)

Kindergarten:

- Mrs. Crystal Fontana & Mrs. Jill Korzun
- Ms. Julianne Belsito

First Grade:

- Ms. Chelsea Carroll
- Mrs. Kimberly McAvoy

Second Grade:

- Mrs. Meghan McGuire
- Mrs. Susan Nasto

Third Grade:

- Mrs. Sara Castro
- Ms. Sandra DeStefano

Fourth Grade:

- Ms. Catherine Augustine
- Mrs. Cara Chapman

Fifth Grade:

- Mrs. Michele Forget (Math/Science/SS)
- Ms. Alyse Riggitano (ELA)

Sixth Grade:

- Ms. Amanda Calderone (ELA)
- Mrs. Susan Laurentino (Math/Science/SS)

Specials:

- Art- Mrs. Ricki Wolfe
- PE- Ms. Deandra Donato
- Music- Mr. Justin Lesky
- Spanish- Ms. Amy Longo
- Library Media- Mrs. Suzanne Finan

Special Education:

- Mrs. Catherine Boyes
- Ms. Gianna Canella
- Mrs. Jill Korzun
- Mrs. Nicole Lanz
- Mrs. Theresa Martin
- Ms. Christina Martinez
- Mrs. Amanda O'Leary
- Mrs. Stephanie Peron
- Ms. Kathryn Plummer
- Ms. Cheryl Rossetti
- Ms. Taylor Zoccoli

School Counselor:

- Ms. Jamie Ferrara

Nurse:

- Mrs. Ellen Ciceri

Basic Skills:

- Reading- Mrs. Jill Falk
- Math- Mrs. Erin Medico

English Language Learners:

- Mrs. Suzannah Lee

Interventionists:

- Ms. Shauna Burgoyne
- Ms. Brooke Garfinkel
- Mrs. Mary-Margaret Ohocinski

Related Services/CST:

- Behaviorist- Mrs. Xiomara Valdez-Hadnot
- LDTC/Case Manager- Ms. Mariellen O'Shea
- School Psychologist- Mrs. Jessica Bernstein
- Occupational Therapy- Mrs. Laura Stern
- Occupational Therapy- Mrs. Kim Furando
- Physical Therapy- Ms. Regina French
- Speech Language Pathologist- Ms. Christine Laganella

Saddle Brook School District Mission/Vision Statement

The vision of the Saddle Brook Public School system is to foster an environment that promotes academic excellence through self-directed lifelong learning so that all students develop knowledge of self, community, and the world, actualized through self-awareness, self-respect, and tolerance. Such an environment is one in which:

- Students feel physically and emotionally safe.

- Students are actively engaged in the learning process.
- Students appreciate the important role communication plays in today's global society and have opportunities to engage in a wide variety of communicative activities.
- Students have opportunities for exploration, inquiry, and interaction, which will allow them to take initiative, be creative, and learn from mistakes.
- Students are encouraged to problem solve, think critically, and take responsibility for the decisions they make.

Through the commitment of staff, parents and community we will enable and empower our entire student population to develop into confident, productive, and well-informed individuals and citizens.

Policies and Regulations

The Board of Education has authorized the Superintendent of Schools to promulgate administrative regulations except where approval by the Board of Education is required by statute or administrative code for the orderly operations of the Saddle Brook School District that are binding on all pupils, employees, and visitors to the district. These regulations apply to the entire school district.

These regulations are available for your review in the Principal's Office and also at the district website.

Electronic Surveillance Disclosure

Pursuant to Board of Education Policy 7441, the Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

Civil Rights Notification

The following information is provided in compliance with federal and state civil rights guidelines.

District Nondiscrimination Policy

The Saddle Brook Public Schools ensures all students in the public schools of Saddle Brook equal educational and vocational opportunity and all employees equal employment opportunity regardless of race, creed, color, religion, sex, ancestry, national origin, social or economic status, marital status, political affiliation and non-applicable handicap. Furthermore, the schools shall maintain working and academic environments free of harassment.

The district officers are:

- Affirmative Action Officer: Mr. Donald Meisch @ Saddle Brook Middle School:
dmeisch@sbpsnj.org
- 504 District Coordinator: Mrs. Jillian Cawley- jcawley@sbpsnj.org

Grievance Procedure for Civil Rights Complaints

Students in the Saddle Brook schools may file complaints regarding denial of civil rights through the pupil grievance process as described in the Board of Education Policy #5710, a copy of which may be requested from the building principal or the superintendent. In general, it requires that a written statement be filed with the building principal of the specific nature of the grievance, the facts of the situation, and the relief sought with

reasons why that relief is appropriate. If the complaint is not satisfied at that level, it may be taken to the Superintendent and the Board of Education, in that order. Students are urged to seek assistance of their parents as well as the district’s Affirmative Action Officer in the filing and processing of complaints.

Public Complaints and Grievances

Board of Education Policy #9130 provides a comprehensive format for complaints related to personnel, the educational program, instructional or resource materials, and operations. Initially, requests and complaints “should be resolved, whenever possible, by informal discussion between or among interested parties. Matters which cannot be resolved may be appealed at successive levels of authority.” Parties interested in reviewing information about further action should ask for a complete copy of this policy from the school offices. Compliance with this policy would be greatly appreciated. The policy is consistent with good management procedure and “fair play.”

Pest Control Treatment

A licensed contractor conducts pest control management on a monthly basis. The service will take place after school hours or during the weekend when the building is unoccupied. Please call the school office if you have any questions regarding this matter.

Principal’s Office

Parents seeking a conference with the principal are asked to make an appointment with Mrs. Chalarca, our school secretary, in advance, so that a mutually convenient time may be scheduled. Of course, all classroom issues should first be addressed with a child’s classroom teacher via telephone, e-mail or personal conference.

Arrival & Dismissal Procedures at the Elementary Schools

School:	Arrival Time:	Dismissal Time:	Helen I. Smith School door:
Kindergarten	8:35- 8:45 am	3:05 pm	Gym Doors (#4)
Grade 1	8:35- 8:45 am	3:05 pm	Gym Doors (#4)
Grade 2	8:35- 8:45 am	3:05 pm	Front Door
Grade 3	8:35- 8:45 am	3:05 pm	Front Door
Grade 4	8:35- 8:45 am	3:05 pm	Upper Grade Doors (#14)
Grade 5	8:35- 8:45 am	3:05 pm	Upper Grade Doors (#14)
Grade 6	8:35- 8:45 am	3:05 pm	Upper Grade Doors (#14)
Canella, Boyes, Rossetti, Zoccoli	8:35- 8:45 am	3:05 pm	Front Door

School Hours

Regular School Hours

Grades K-6

8:35 A.M. - 3:05 P.M.

Lunch Hours

11:15 A.M. - 11:59 P.M.

12:00 P.M. - 12:44 P.M.

Single Session (half day) School Hours- Grades K-6 8:35 A.M.- 1:00 P.M.

Note that lunch is not served on single session days.

Delayed School Opening/Emergency School Closing

In the event that inclement weather necessitates a school closing, a delayed opening or an early dismissal, parents will be informed via a "Reverse 911" telephone call from the school district. Parents may also access school closing information in the following ways:

Check the main page of the Saddle Brook Public Schools website. Once school has been closed or students have been dismissed early, all school activities are cancelled for that day.

Delayed Opening Time Schedule

Grades K – 6

10:45 A.M. - 3:05 P.M.

Lunch Hours (Delayed Opening Days):

1st lunch 12:12 P.M. - 12:56 P.M.

2nd lunch 12:58 P.M. - 1:42 P.M.

Dismissal from School for Pupils and Request for Supervision: Please be advised that at the conclusion of each school day students are dismissed by grade level at the following locations:

K & 1- Gym doors (#4)

2 & 3- Front doors

4-6 - Upper grade doors (#14)- by the fence

From each of those locations children are then picked up by a parent or a parent's designee or they proceed to walk home alone with parental consent, unless a parent has made other arrangements, such as enrolling their child in the after-care services that are provided through AlphaBest (201-749-7816). The following is a link to the Alphabest webpage: <https://www.alphabest.org/saddlebrooknj/> In each case, parents should inform their child's teacher regarding how they prefer that their child be dismissed after school.

Parents are expected to pick up their children punctually at dismissal times, if that is the arrangement that a parent has made for his/her child at dismissal. Those children who are not picked up punctually will be escorted to the main office by their teacher and office staff will then proceed to call each child's parents and emergency contacts to pick up the child.

Family dismissal plans are completed through the Parent Portal. Any changes to a child's pick up or dismissal should be communicated to your child's teacher.

Student Drop-Off

When dropping off students in the morning, have your children exit your car on Cambridge Avenue and immediately report to the student entrance area. This will allow parents to quickly leave the premises and relieve vehicle congestion in the school area. Above all, our goal is to keep all children safe and secure.

Crosswalk Safety

Parents and students are reminded to cross the street on Cambridge Avenue during school hours ONLY AT THE DESIGNATED LINES IN FRONT OF THE MAIN ENTRANCE TO THE SCHOOL.

No Parking in Driveways or in Bus Lane

All parents who drive their children to school are reminded to respect the driveway properties of our neighbors. Please do not block the driveways near the school building while discharging or waiting for your children. Please do not park along the bus drop off area marked by the yellow curb.

Traffic Safety Procedures

Please remind your children to practice good safety habits when walking to and from school. Students should use sidewalks on main roads. Also, please support our township safety marshals by crossing at designated crosswalks.

In order to ensure the safety of our children, it is imperative that parents/guardians follow all driving regulations and obey local parking regulations, especially handicapped parking signs and bus drop off/pick up signs.

Student Absence

If your child is absent in the AM or PM on any given day, please call the school and press **1** prior to 8:45 am. If we do not receive a phone call or an email, the school will begin to call parents/guardians and emergency contacts. It is absolutely necessary that you report your child's absence. We must account for all students each day. You may also email the school nurse at eciceri@sbpsnj.org

Parents are asked to schedule all appointments and vacations for days when school is not in session. When parents/guardians know in advance of unique or special family circumstances which will require absence from school, they must notify the classroom teacher, school nurse and office in writing.

For the safety of our children, we will follow up all unconfirmed absences by a telephone call from the nurse to the parent/guardian's home, place of work, and/or emergency contacts to locate the child. Parents will also receive an automated phone call alerting them of their child's absence.

If you are picking up your child's homework when they are absent you may only do so at 3:05 and not before that. Please request homework first thing in the morning to allow teachers time to prepare the material and get it to the office. This is done so as to limit classroom disruption during the day.

If your child is present for the morning session but will not return to school for the PM session, please call the school office during the lunch hour and leave a voicemail if there is no answer or you can always send an email notifying both the teacher and the main office.

ALL UNCONFIRMED ABSENCES WILL BE INVESTIGATED.

Please refer to [Policy 5200](#)

A letter will be sent home if your child has over 5 unexcused absences.

Extended Student Absences

Pursuant to the Saddle Brook Board of Education procedures adopted February 8, 2006, the following will apply when a student is absent from school for an extended family vacation during the school year, whereby a student misses an extended period of school over a consecutive calendar period:

A student who is out of school for ten consecutive days shall be marked absent.

As of day eleven, the absence will be changed to a withdrawal from school dated back to the first day of absence.

If a family returns, the student will be re-admitted but a registration must be commenced and completed within a 30 day period. Note: The ten consecutive days of missed education shall not include school holidays.

Student Tardiness/Early Dismissal

Regular and punctual attendance at school is essential to maximizing educational benefits, ensuring continuity of instruction, and fostering student success. However, if you anticipate your child arriving late to school, your child should bring a note to school indicating the reason for the tardiness. Children who arrive late are to report to the nurse's office for a late pass.

In order for your child to benefit from our school program and to avoid classroom disruption, we strongly urge you to make all appointments for your child before or after school hours. Please note that on class trip days students are required to remain in school until 3:05 P.M.

Requests for early dismissal from school should be in writing and should state the reason for the request. Parents/guardians must pick up children in the office and sign the early dismissal book.

Please refer to [Policy 5240](#)

A letter will be sent home if your child has over 5 unexcused tardies.

Breakfast Program:

Smith School offers a breakfast program per state requirements. Students are allowed into the school building from 8:05am- 8:15 am using the gym doors (#4) off of the driveway. Breakfast is served from 8:05 - 8:30 am in our lunchroom. Students in attendance must purchase and eat food while at breakfast. Each morning the following will be offered: assorted cereals, graham crackers, milk, and juice. This year, breakfast is free to all students.

Address/Email/Telephone Changes

Parents should update email and telephone number changes directly in the Genesis Parent Portal. Any address change will necessitate a district re-registration at the Office of the Superintendent, therefore you must contact the board office of any address change.

Reverse Calls

Just as parents will be notified regarding school closings, delayed openings and early dismissals via a reverse 911 telephone call; parents may also be contacted via a Reverse 911 telephone call or text message regarding any other school emergency that may require an immediate parent response. Also, it will be used periodically to notify parents of special announcements from the principal/school district.

Student Use of the Telephone

The telephone is to be used in cases of emergencies ONLY. Please work with your child to help him/her come to school prepared for the school day with books, homework, lunch, school supplies, instruments, etc. Phone calls home for these reasons are not considered emergencies. Students may not use personal cell phones or digital watches or devices in school for any purpose.

Student Cell Phone Use

Students may not use personal cell phones in school for any purpose. Cell phones are to be shut off and stay in the backpack. Any digital watch or device that serves the same purpose of a cell phone is to be shut off and stay in backpacks. All calls home are to be made from the main office. Teachers are not to have students call home from the classroom phone. Cell phone/Camera use at school events by students is prohibited.

Bicycles/Skateboards/Rollerblades

The only students who are permitted to ride their bicycles to school are 5th/6th graders. ***The school is not responsible for damage to or theft of bicycles.*** Bicycle riders must wear a helmet according to state law. **The riding of bicycles on school property is not permitted.** Bikes must be walked on school property. Bicycles should be locked to prevent theft. Failure to abide by these rules will result in loss of bike-riding privileges. Skateboards and rollerblades are not permitted in the school or on school property at all times. Please refer to Saddle Brook Board of Education Policy and Regulation 5514.

Student Dress Code

Please refer to the new Saddle Brook Board of Education Policy regarding school uniforms for all grade levels on the district website. [Policy 5511](#)

Personal Belongings and Ownership

Parents are advised to label or mark personal belongings such as jackets, lunch bags/boxes, recreational equipment that their children bring to school. Since these items are mass-produced, it is often impossible to determine ownership in the event of a dispute. Hopefully, this will eliminate time-consuming efforts to determine ownership.

The school cannot be responsible for radios, toys, electronic equipment, and other personal items, which should be left at home. Disruptive or dangerous objects such as fireworks, sharp tools, and water guns are also not permitted. Cell phones, pagers, and look-alike guns are prohibited by New Jersey statutory law.

Birthday/Holiday Celebrations/Invitations

- Class Parties hosted in conjunction with the PTO are held in October, December and June and will be no longer than 45 minutes in length.
- Class parties may include individual pre-packed store bought servings items only that meet our nutrition guidelines.
- Check with the teacher beforehand to approve all birthday giveaways. Food items are not to be exchanged for birthdays at this time.
- Invitations for personal birthday parties must be distributed outside of school.

Nutrition Guidelines

According to the Saddle Brook Board of Education Nutrition [Policy 8505](#), food and beverages served during special school celebrations or during curriculum related activities shall be **exempt** from this policy with the exception of food of minimal nutritional value as defined by the USDA regulations (water ices, chewing gum, hard candies, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn). While

special school celebrations may be exempt from the policy, we request and strongly encourage you to follow the standards outlined in the policy when sending in treats with your child. Such standards include:

- All snack and beverage items shall contain **no more than 8 grams of total fat** per serving
- All snack and beverage items shall contain **no more than 2 grams of saturated fat** per serving
- Beverages **shall not exceed 12 ounces**, with the exception of low fat milk and water.
- Foods of minimal nutritional value (as referenced above) **may not be served at any time** during the school day.

Medication Policy

1. The administration of medication shall be done only in exceptional cases wherein the pupil's health can be jeopardized without it.
2. Pupils requiring medication--whether prescription, non prescription, or cough drops--during school hours must have a written order from the family physician specifying the name of the drug, dosage, and time of administration.
3. The parent or guardian must provide a written request for the administration of the prescribed medication in school.
4. The medication should be brought to school in the original container, appropriately labeled by the pharmacist or physician.
5. All medications will be kept in a locked space.
6. Medication is to be administered in school only by the school nurse or parent/guardian.
7. The school nurse will document and keep records of all medications given.

Use of Crutches

The policy for the use of crutches in school by pupils is as follows:

1. A written statement from the family physician is submitted approving the use of crutches in school.
2. A written statement from the parent/guardian is submitted requesting that his/her child be permitted to use crutches in school.
3. School authorities will make special provisions to enable pupils to travel from class to class.
4. Students on crutches should not be permitted on the playground during lunch period.

Care of School Property

School buildings, grounds, equipment, and supplies are a public trust, supported and maintained by public funds. Money used to replace carelessly treated property is money unavailable for worthwhile projects. It is the responsibility of **ALL** students to care for school property. This includes the care and use of books, computer/ipads, supplies, equipment and school property, including buildings and grounds.

Students can be a great help to our school building and property by:

- Taking care of school books. Lost and damaged books and other school property, such as calculators, will be the responsibility of the child; fines will be collected.
- Treating furniture in the school with respect. Refrain from marking desks, walls, or other school property.
- Placing waste paper and paper towels into the trash cans provided throughout the building.
- Reporting any damage to the office immediately.

Parent-Teacher Conferences

During parent-teacher conference week we will set aside a special time when you and your child's teacher(s) can discuss your child's progress.

If you have more than one child in Smith School, we will make every effort to schedule conferences with your children's teachers following consecutively on the same day.

Parent Teacher Organization (PTO)

The Smith School PTO provides many activities for our students. These special activities include school pictures, assembly programs, class parties, and field day activities. Our PTO has been a tremendous resource in enriching school offerings. Parents are strongly encouraged to join and actively participate in our PTO activities.

School Visitors

Security is taken very seriously for the protection of everyone in our building. All visitors are to ring the front bell of the main entrance. Visitors are not permitted to enter through any other school door unless given prior permission by the principal. All staff members and students have been directed to not open any doors in the building for visitors. Upon hearing the voice of the main office, you are to state your name and reason for your visit. All visitors must stop in the main office and sign in when entering the school building. Each visitor will be issued a visitor's pass which must be worn to identify yourself as a visitor.

Student's Basic Rights

- The right to a safe environment
- The right to freedom from discrimination
- The right to educational opportunities
- The right to inquiry and expression

Student's Basic Responsibilities

Therefore, the privileges of rights carry with them the task of responsibility. The students have the responsibility to adhere to school rules.

Social Emotional Learning (SEL)

The Saddle Brook School District is invested in the social and emotional learning of each of our learners. SEL activities take place at the classroom, building and district level. Our students, families, and staff encompass our school community. In order to take care of one another, we need to take care of ourselves. We recognize this looks differently for each individual. Respecting this diversity, we aim to facilitate the building of positive relationships across these three constituencies. Learning will occur organically once all involved persons feel valued, protected, and connected. Follow this link to the district Social Emotional Learning webpage:

<https://sites.google.com/sbpsnj.org/sbps-sel-committee/home>

Code of Conduct-Acceptable and Unacceptable Behavior

In order to develop the self-discipline necessary for learning and living, students need to know what acceptable behavior is. To assist their learning of behavioral expectations, this Code of Conduct is provided. Your cooperation is needed in this process. The Code of Conduct should be carefully read and understood by parents and students. Every student is expected to follow this Code of Conduct.

Acceptable Behavior

1. Being prepared for class

2. Completing all class work, assignments, and homework
3. Using class time appropriately
4. Following directions and listening appropriately
5. Taking care of all school property, including books, materials, equipment, etc.
6. Acting with respect and responsibility during the school day and at school functions

Unacceptable Behavior

1. Name calling, verbally putting down, making derogatory statements, teasing of others which causes offense to the person
2. Verbal Abuse: to attack with cruel statements intended to insult a person, possibly having a negative emotional effect on the person
3. Verbal Harassment: a pattern of abusive statements or language directed at another person
4. Use of profanity: use of unacceptable language or gestures, which is of an obscene or profane nature
5. Bullying: cruel behavior to other people
6. Intimidation: behavior, which is intended to make others timid or frightened
7. Threats: expressing intention to inflict harm or pain to others
8. Discriminatory Behavior: any behaviors which exclude or berate someone due to their racial, ethnic or religious background, or due to their disability, age, or gender with the intent to harm physically or emotionally
9. Cheating: to act dishonestly on any academic work
10. Scuffle: physical contact between two people where harm could occur but is not intended (i.e. pushing and shoving)
11. Fighting: any physical confrontation between two or more people
12. Assault: a person intends to cause or recklessly causes bodily injury to another
13. Vandalism: the willful or malicious defacement or destruction of public or private property
14. Theft: to take away without permission the property of another
15. Willful disobedience, refusal to follow directions, not reporting to class

REMEMBER: HELEN I. SMITH SCHOOL IS A NO BULLYING ZONE!

Lunch Period Rules and Regulations

Eating in school should be regarded in the same manner as dining at home. Lunchtime should be a time for friendly conversation as children enjoy their lunches. We expect the cooperation of every child in maintaining self-control in order that the safety, comfort, and well-being of all may be assured. In order to help provide enjoyable lunch periods for our students, please note the following:

All school rules and regulations are in effect during the entire lunch period. These regulations have been designed for the safety and welfare of all students.

1. Cafeteria

- a. Children must walk quietly in the hall going to and from the cafeteria
- b. All students will eat only at his/her assigned grade level table
- c. Good table manners are to be observed at all times
- d. Students may talk in normal tones-not shout
- e. For safety reasons, no student may leave his/her seat without permission from a lunch aide
- f. Disrespect for lunch aides will not be allowed
- g. All food must be eaten in the cafeteria-no part of lunch may be taken to the playground
- h. Students must show respect for the person and property of others

- i. Throwing of food, paper, etc. is not allowed
- j. Students are not to touch, move, etc. another person's food
- k. When a lunch aide raises her hand, all students must become quiet immediately
- l. Bags, etc. may not be popped
- m. Tables and floors are to be left clean
- n. All items that are to be disposed of should be thrown out in the proper cans when the lunch aide tells you to do so

2. **Playground/Recess**

On most school days, barring inclement weather or poor ground conditions, children go outside for recess during their lunch period. Therefore, children should always be dressed appropriately. No snacks, candy or other foods may be eaten during outdoor recess, since such practices are hazardous and could lead to choking, mouth injuries, etc.

- a. Grade level students are to stay in the assigned grade level areas on the playground
- b. Grade level students must share school equipment during the lunch period
- c. All grade level students are allowed to play in the grade level game
- d. Students may not leave the playground during the lunch period

Disciplinary Sanctions/Consequences

Violations of the above unacceptable behaviors, school rules, cafeteria rules, etc. are subject to consequences. A student may receive a lunch detention for however many days that the teacher decides possible exclusion from special school activities, such as parties, field trips, assemblies and/or suspension depending on the severity of the offense. Certain violations can result in a report being filed to the State of New Jersey, and/or notification to the local police department.

NJ Tiered System of Support (NJTSS) (formerly known as I&RS)

The Long Memorial School Multi-Tiered System of Support is an interdisciplinary team consisting of teachers, the school nurse, the principal, and the parent/guardian(s) of a referred child. Our MTSS Committee develops and monitors strategies for pupils experiencing academic and/or behavioral difficulties at school. It is a school service for classroom teachers who feel that a team approach may be helpful in discussing and developing solutions to difficulties experienced by a child in his or her class. It is an approach based on sharing and caring and has been a distinct benefit in helping many of our children to progress.

The MTSS Committee serves pupils by:

- Providing support and guidance to classroom teachers.
- Coordinating the access to and the delivery of school services for referred children.
- Planning and providing for appropriate interventions for referred pupils.
- Actively involving parents and guardians in the development and implementation of an Intervention and Referral Services Plan.

Procedure for Parental Requests for Referral to Child Study Team

A parent(s) can request and submit a written request for a Child Study Team evaluation for their child. The note should include the student's name, age, name of school attending, and a brief description of the student's academic difficulty. The parent should also include a phone number at which he or she can be reached. This note should be forwarded to Dr. Lauren Reisenauer, Director of Special Services, (Washington School, 225 Market Street, Saddle Brook, NJ 07663; 201-843-6400), who will assign a case manager.

When a student is referred for an evaluation for special education services, the Child Study Team may convene a meeting within 20 calendar days (excluding school holidays but not summer vacation). However, they also may refer the child back to the school's Intervention and Referral Services Team (I&RS). At this meeting, specific student information will be reviewed and a decision will be made whether or not an evaluation is warranted.

Once the referral is received by the Child Study Team, the following information will be obtained by the student's assigned Case Manager:

1. Written documentation of the implementation and effectiveness of interventions in general education (i.e., I&RS, Reading Reinforcement, Basic Skills, ESL, ESLS, behavior management strategies, etc.);
2. Report Cards (previous year, if applicable, and current year);
3. Standardized Test Scores;
4. Audiometric and Vision Screening information;
5. A review and summary by the school nurse of available health and medical information; and
6. Basic student information (i.e., date of birth, grade, teacher(s), parent(s) names, address, phone numbers).

School Registration

Parents seeking to enroll their children in the Saddle Brook School District should begin the process online at: <https://www.sbpsnj.org/Page/583>

Procedure to Resolve Differences

1. Discuss the complaint with the staff member involved. If the complaint is not satisfied, then you should follow the next step.
2. Discuss the complaint with the Principal. If a satisfactory adjustment cannot be made by the Principal, then the complaint should be referred to the Superintendent of Schools.
3. If the Superintendent does not resolve the matter to the satisfaction of the parties involved, the Board of Education will, if it deems advisable, grant a hearing to the parties interested.

Harassment, Intimidation & Bullying Information

Allegations of HIB may be referred to:

Helen I. Smith School Principal:

Deborah J. Wunder Helen I. Smith School
30 Cambridge Avenue
201-796-6650
dwunder@sbpsnj.org

Helen I. Smith School Anti-Bullying Specialist:

Jamie Ferrara Helen I. Smith School
30 Cambridge Avenue
201-796-6650 ext. 4516
jferrara@sbpsnj.org

Saddle Brook Public School District Anti-Bullying Coordinator:

Jaynellen Behre Jenkins Long Memorial School
260 Floral Lane
201-796-6250
jjenkins@sbpsnj.org

**Saddle Brook Public Schools Harassment, Intimidation and Bullying Reporting Form-
HIB Saddle Brook Reporting Form** (<https://www.sbpsnj.org/Page/107>)

Saddle Brook Board of Education Policy 5512, Harassment, Intimidation and Bullying- Bully Policy (<https://www.sbpsnj.org/Page/194>)

Saddle Brook Board of Education Policy 5600, Pupil Discipline/Code of Conduct- Code of Conduct Policy (<https://www.sbpsnj.org/Page/191>)