

**Deal School District
201 Roseld Avenue
Deal, NJ 07723
732-531-0480**



**Student & Parent Handbook
2022-2023**

www.dealschool.org

Board of Education

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Mr. Michael Sorrentino - Vice President
Mr. Joseph Rishty
Mr. John Astorino
Mr. Joseph Nachmani

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Mr. Donato J. Saponaro, Jr., Superintendent
Ms. Pia Lordi, Business Administrator
Mrs. Christine Salvatore, Director of Special Services

Main Office

Ms. Carol Fox

Faculty

Mrs. Sarah Hayes, Kindergarten
Ms. Alexis Moskov, Grade 1
Mrs. Kayla Troia, Grade 2
Mrs. Heather Campo, Gr. 3
Mrs. Christina Robbins, Gr. 4-5 Math
Mrs. Courtney Magner, Gr. 4-5 ELA/Reading
Ms. Tiffany Quackenbush, Gr. 6-8 Math
Ms. Alexa Puglisi, Gr. 4-8 Social Studies
Dr. Gary Cicci, Gr. 4-8 Science
Mrs. Deana Curcione, Gr. 6-8 ELA/Reading
Ms. Amanda Hules, Instructional Interventionist

Special Education

Ms. Teri Bendix
Mrs. Christina Brown-Ritter
Ms. Allison Ficchi
Mr. Ryan McMichael
Ms. Amanda Campbell, Instructional Aide

Electives/Specialists

Ms. Michele Russo-Art - Instructional Interventionist
Mrs. Rachel Van Hazinga-STEAM/Navigators
Mrs. Karyn Cutler, Technology
Ms. Daniel Zimmerman, Physical Education
Mrs. Natasha Bloomquist, Music
Ms. Kristin Marmion/Spanish

Guidance/Nurse/Child Study Team

Ms. Claire Lucarelli, Guidance Counselor
Mrs. Christine Priest, Social Worker
Mrs. Jamie Kiernan, School Nurse

SCHOOL CLOSING – INCLEMENT WEATHER

The announcement of “*no school due to inclement weather*” or “*delay in opening of school*” will be on our website by 6:30 a.m. You will also be notified via school messenger phone message, email, and via our social media accounts.

Do not call the Fire Department or Police station as this seriously interferes with their emergency work.

DELAYED OPENING (10:15) AM ARRIVAL TIME FOR STUDENTS)

A delayed opening will be utilized only when it appears that travel will be safer at a later time. Notification of a delayed opening will follow the same protocols when it is necessary to close the school for the entire day.

EMERGENCY CLOSING OF SCHOOL

Decisions to close the school for storms, heating problems, or other emergencies during the school day may have to be made. Parents who do not expect to be at home during the school day must make arrangements for a responsible person to receive their children if they are sent home. **It is important to complete the Emergency Contact Form at the start of the school year.** THE CHILDREN MUST KNOW FROM THEIR PARENTS WHAT THEY NEED TO DO IF SUCH AN EMERGENCY ARISES.

INFORMATION & SCHOOL POLICIES

1. Board Meetings

Public Board of Education meetings are typically scheduled the last Monday of each month, unless advance advertisement of change of date. Meetings start at 6:00 PM

2. PTO

PTO meetings are open to all parents and teachers. We strongly encourage you to attend. The PTO sponsors various activities and fundraisers throughout the school year to benefit our children. We look forward to your continued support in these areas. Please follow PTO events on the **Deal School Community Facebook page**.

3. Change of Address

Students whose address or phone number (business and/or home) has changed or changes at any time during the school year should notify the school office as soon as the new address or phone number is effective.

4. Forms

Parents are asked to complete a series of electronic forms emailed home at the beginning of the school year, which includes emergency and medical information. This will enable us to make contact with a designated person in the event of an emergency concerning the student. **All immunizations must be current.** Keeping this information up-to-date is a necessity and we ask your cooperation regarding this matter. All data is

kept confidential. Please contact Mrs. Jamie Kiernan for further information or with any questions.

5. Attendance

All students are expected to be punctual and maintain regular attendance. Extensive vacations requiring students to miss many school days during the year are not encouraged by the school administration. Parents should contact the school when students are absent. Parents with children who are absent in excess of 15 days must attend a hearing to review placement for the current and upcoming school year. Any student absent from school or sent home early may not return for any after-school or evening function of that school day.

6. Tardiness

All students must begin entering the school at 8:15 AM. Consequences will apply to students who demonstrate excess tardiness. Please make doctor and dental visits **before or after** school. Only emergency visits will be excused.

7. Sickness

In case of communicable disease, the school should be notified by the parent as soon as possible. The family must provide a doctor's certificate and the date of return to school. If the student is absent five (5) days or more at a time, the reason must be explained in writing by the doctor. Students with measurable fevers may not return to school for 24 hours after being fever free without the use of medication.

8. Medicine

According to New Jersey State Law, the school nurse can only administer medication to students with the following requirements:

1. a written order from the doctor containing the name of the child, name of the drug, dosage, time schedule, and diagnosis for which the medication has been prescribed
2. written permission from the parent
3. the medication must be in the original container from the pharmacy and brought to the nurse's office before class begins
4. nonprescription medicine must have a doctor's written order

No student may self-administer medication of any kind or carry medication with him during school hours. We ask your careful consideration of these regulations. The welfare of your child is our prime concern.

9. School Insurance

The Board of Education authorizes the Bollinger Insurance Company to make accident insurance available to you. This is done as a service. The Board of Education does not profit from this service, nor is the Board of Education responsible for the insurance claims.

10. Morning Drop-Off Afternoon Dismissal

Morning Drop Off: Morning drop-off is 8:15. Students may not be dropped off prior to this time. If you arrive before the 8:15 drop-off time, students must remain in the cars with parental supervision. Cars should line up on the Northeast side of Roseld Avenue and enter the school grounds through the driveway and circle. Children in grades 4-8

are to be dropped off in front of the school at the main entrance. Please do not leave your car while in line. Children in grades K-3 will be dropped off at the back entrance of the Deal School off of Drummond Ave. Cars should create a single line of vehicles in the lane and students should wait in the car until a teacher opens the car door for them to exit the vehicle. Cars in line will advance as students ahead of them exit the car and parents pull away.

Afternoon Dismissal: All students being picked up by a parent or family member will be dismissed at the front of the building. Cars should line up on the Northeast side of Roseld Avenue and enter the school grounds through the driveway and circle at the direction of the traffic officer on duty. Do not pick up your child anywhere but on the circle; this is for safety reasons. Please have your child exit and enter your car on the passenger side of the car. Morning drop-off is 8:15. Students may not be dropped off prior to this time. If you arrive before the 8:15 drop-off time, students must remain in the cars with parental supervision.

11. Early Dismissal

Requests for early dismissal should be a rarity. Such requests should be made in writing to the child's homeroom teacher or by contacting the Deal School main office. Parents should do their best to schedule appointments after the school day when possible. **We ask that there be no early dismissal after 2:30 p.m.** This is a very busy time of the school day and early dismissals can be disruptive to the educational and organizational process.

12. Appointments

Communication between home and school is very important in the development of children. In order to reach the parent-teacher understanding desired, the following procedures are suggested:

1. Teachers are the first point of contact for any classroom based issue or concern and should be emailed or called with any questions or concerns.
2. When in doubt about any regulation or procedure, please contact the school to clarify the issue.
3. If you wish to have a conference with the teacher, please email the teacher to set up a time. To set up a conference with the Deal School administration, contact the Main Office for an appointment

13. Parent/Teacher Conferences

Parent/Teacher Conferences will be held at the conclusion of the first marking period of instruction. Conferences will be scheduled by parents through our Genesis Parent Portal. Either the teacher(s) or individual parents may request other conferences if necessary and/or desired at any time.

14. Student Progress Reports

The progress of students is provided by report cards four times during the year. The marking periods close quarterly in November, January, April and June. Teachers send interim notices whenever a student is making unsatisfactory progress. **If you receive an interim notice, you should contact the teacher and discuss the matter.**

15. Homework

The amount of homework varies according to grade level. Assignments normally increase in the upper grades. The amount of time necessary to complete homework varies with the individual. The student is expected to do this work as his/her personal responsibility. Help, at times, may be necessary but do not discourage self reliance. Homework is assigned as a constructive practice of concepts and for completion of long term ongoing assignments.

16. Recess

Recess is important for all students. Recess helps to promote social and emotional learning and development for all children through engagement with their peers allowing them to practice and hone essential social skills. All students in grades K-8 will have recess as part of their lunch/recess period.

17. Parking/School Security & Visitors

Cars are not permitted to park in front of the school building during school hours. For security purposes, all visitors must park in designated visitor spots or on Roseld Avenue. In order to keep Deal School safe, parents and visitors are required to enter the building at the main entrance and report to the Main Office to be signed in. If parents/guardians need to drop something off, the Main Office will call your child to retrieve it. In the event of an emergency and you need to speak with your child, he/she will be called to the Main Office. Students should not use cell phones to contact parents without explicit permission of a Deal School representative.

18. Student Dress Code & Grooming

The Board of Education recognizes that each student's style of dress and grooming are a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the school.

A positive learning experience and school dress are closely related. A student should use common sense in dressing for school. Individuals who are offensive in dress and/or grooming will be sent to the main office or the Nurses' office and parents will be required to take them home to correct the situation. The school administration or designee will make an assessment when necessary, to decide the inappropriateness or excessiveness of any student referred to the office for this problem. Teachers will send students to the Main Office or nurses' office who fit the above categories. Students may be provided appropriate clothing by the nurse in order to change their dress if appropriate to do so.

The following standards are considered appropriate guidelines for student attire:

1. Jewelry, especially earrings, must be safe and conducive to both academic and physical activities or should be removed for these occasions.
2. Shirts, sweaters, pants and other attire should be worn properly and neatly – not tied around the waist, drooping off shoulders, or exposing undergarments.
3. Clothing styles related to the “underwear look” are not appropriate for school, including baggy pants and pajama pants. Cuffs of pants/trousers should NOT touch the floor as this may be dangerous.

4. Writing on garments should not be profane, abusive, insulting or demeaning to others. Advertisements or messages related to alcohol and drug use are also deemed improper.
5. Footwear must be worn at all times. Flip-flops and platform shoes are considered to be a safety hazard and are, therefore, excluded from school attire.
6. Bermuda shorts and culottes that look like shorts may be worn in school; however, length of such clothing must be acceptable and extend to the students thigh covering the backside completely.
7. Clothing that is torn or ripped must cover all undergarments and not inappropriately expose areas of the body.
8. Dresses and shirts shall conform to the same length requirements as shorts.
9. Mini-skirts, bare midriffs, tube tops and halters are not allowed in school.
10. Tank tops should have shoulder straps that are at least 1 inch in thickness. No spaghetti straps.
11. Apparel shall not be so tight-fitting, sheer, transparent, brief, low-cut, or revealing above or below the waist as to be indecent, distracting, or disruptive to the school environment.
12. Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the subject teacher or club instructor.

23. Computer Use and Internet

Deal School provides devices and access to the Internet for all students, faculty, and staff. Students and parents must complete the Deal School Acceptable Use Policy and the Deal School Computer Contract prior to receiving their device and access to the Internet. The use of the Internet and a Deal School device is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or cancellation of that privilege. A student's activity while using the Internet in school must be in support of education or research and guided by a teacher or staff member. In addition, a student accessing the Internet from the school site is responsible for all online activities that take place throughout their use. All student interactions on the Deal School device and network are monitored and tracked.

It is recognized by the Deal School administration and teaching staff that students' personal devices/phones may be an asset to the educational setting in specific learning experiences. The use of such devices in the learning process is determined by the individual teacher during classroom assignments and activities. Student devices/phones should not be used or visible during any other times without specific permission by a Deal School staff member.

N.J.S.A. 18A:11-1

24. Bullying, Harassment Intimidation (HIB)

The Deal School will not tolerate any form of harassment, intimidation and/or bullying at any time. A safe and civil educational environment is required for students to learn

and achieve high academic standards. Deal School recognizes the importance of identifying and investigating any and all reported incidents quickly and consistently.

Under New Jersey law, “harassment, intimidation or bullying” means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that:

- a. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristics;
- b. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
- c. Substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; **and that**
- d. A reasonable person should know under the circumstances will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage his/her property; **or**
- e. Has the effect of insulting or demeaning any pupil or group of pupils; **or**
- f. Creates a hostile educational environment for the pupil by interfering with the pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

If anyone needs to report an incident or have been involved in an incident, they may file a report in the following ways:

- Speak to any adult staff member
- Leave a note for a teacher or the Superintendent
- E-mail staff members, Mrs. Lucarelli or Mr. Saponaro (clucarelli@dealschool.org/dsaponaro@dealschool.org)
- Call school after hours and leave a message on the office line (732-531-0480 ext. 110)
- All reported incidents will be investigated, witness names will be kept confidential
- Visit the Deal School website (www.dealschool.org) for the Deal School Harassment, Intimidation, and Bullying Policy

GUIDANCE SERVICES

We are always here to help, therefore, counseling services are available to all students. Many problems concerning both school situations and a student’s personal life may be addressed through individual or small group sessions. If, at any time, you feel your child would benefit from these services, please contact our guidance counselors.

REPORT CARDS/GRADING

Report cards are issued four times per year. The grades listed are a reflection of what each student has done during a particular marking period. Progress reports are sent out during the middle of each marking period for all students so that parents can monitor progress.

Report cards and progress reports are distributed as indicated:

Marking Period 1:	October Progress Report November Report Card
Marking Period 2:	December Progress Report January Report Cards
Marking Period 3:	February Progress Report March Report Card
Marking Period 4:	May Progress Report June Report Card

Grading Scale:

(A+) 98 – 100	(A) 95 – 97	(A-) 92 – 94
(B+) 88 – 91	(B) 85 – 87	(B-) 82 – 84
(C+) 78 – 81	(C) 75 – 77	(C-) 72 – 74
(D+) 69 – 71	(D) 67 – 68	(D-) 65 – 66

(F) = Below 65
(INC) = Incomplete
(S) = Satisfactory
(N) = Not satisfactory

DISCIPLINE

The Safety Team Committee composed of teachers and the Principal met and developed the following policy on corrective behavior. It is herewith presented in its entirety and will be our guide in our dealings with the student body.

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare, safety, and social and emotional well-being of all pupils who attend the school. The school's primary goal is to educate and provide students with a positive and productive social learning environment. However, when the behavior of an individual or group of students comes in conflict with the rights of others, corrective action may be necessary both for the benefit of that individual and for the school as a whole.

Individual teachers have the responsibility for order, control, and appropriate social interactions within their classroom and adjacent areas. All necessary referrals for disciplinary action shall meet with the guidance department or school principal. The implementation of logical consequences to unacceptable behavior and restorative justice when conflict arises between students will be the focus of behavioral mediation at the Deal School. [Deal School Chart of Discipline/Code of Conduct](#)

Deal School students are expected to be respectful, courteous, and to use socially acceptable behavior at all times. The student should conduct himself/herself in an orderly manner within the building, on the playground, at all extracurricular activities, and on field trips. The student will be responsible for being prepared and cooperative in all academic situations.

INTERVENTION AND REFERRAL SERVICE (I&RS)

The I&RS team meets to develop effective strategies to use in the classroom to benefit students whose current development and well-being have been identified by a teacher as being at-risk. In a cooperative effort, ideas are generated, plans are developed and follow-up meetings are used to progress monitor and identify areas in need of modification. This is a proactive step in working to meet the needs of all students. The I&RS will meet two times per month to discuss student referrals and reviews.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.

EXTRA CURRICULAR ACTIVITIES/ATHLETIC TEAMS

Students missing 5 or more homework assignments during the marking period are ineligible for extracurricular activities/athletic team participation and school trips for a two week period after the 5th homework notice is received. Every homework notice thereafter will result in students being ineligible for an additional two week period. After these two weeks if no more homework notices are received, the students will again be eligible.

Students who accumulate more than two days (either in-school or out-of-school) suspensions or more than five disciplinary actions during the first and second marking period will become ineligible for any school trips or extracurricular activities during the first half of the school year. Students that accumulate more than two days of suspension or five disciplinary actions during the third and fourth marking period will become ineligible for school trips, school sponsored events or extracurricular activities during the second half of the year (this is to include the 7th & 8th grade class trip.)

BEHAVIORAL GUIDELINES

The following will result in corrective action, which include consequences where appropriate:

- Use of obscene/profane language
- Being disrespectful to school personnel
- Harassing/name calling of another student
- Conduct which is a danger to oneself or others
- Spitting, throwing food, and disregard of lunchroom rules
- Unsanitary use of lavatory facilities
- Being tardy for school (3 times late equals (1) day of disciplinary action)
- **Use of cell phones for any reason without permission after 3 incidents. Student phones may be confiscated and will be picked up at the school by a parent/guardian. Cell phones should remain in student lockers.**
- Leaving the school building during the day without permission

Under certain circumstances, when stronger disciplinary action is warranted, in school suspensions will be imposed by the Core Team and Principal. Out of school suspensions may be used in extreme situations in which it is in the best interest for the student to be removed from the premises.

Suspension Guidelines:

- Work for students serving an out of school suspension will be provided by the teacher when and if appropriate.
- Any quizzes/tests or other work missed in class during time of suspension will be made up at the teachers' discretion and is the responsibility of the student to initiate the process.
- After the suspension has been served, a conference will be held with the students, parent/guardian, Principal, and Safety Team to discuss corrective behavior.
- One (1) suspension will be equivalent to five (5) disciplinary infractions in relation to its impact on students' privileges in participating in extracurricular and athletic events.
- A student on outside suspension will not be permitted on school property.

SUSPENSIONABLE INFRACTIONS

- Open defiance of the authority of any teacher or persons having authority over the pupil
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils
- Physical assault upon another pupil or upon any teacher or other school employee.
- Taking, or attempting to take, personal property or money from another pupil or staff member
- Willfully causing, or attempting to cause, substantial damage to school property

- Unlawful use or possession of alcohol, drugs or tobacco
- Scholastic dishonesty, which includes but is not limited to cheating on a test or plagiarism
- Throwing objects unless part of a supervised school activity that can cause bodily injury or damage property
- Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia
- Damaging or destroying work, projects, or personal property of others

SAFETY/FIRE & SECURITY DRILLS

Fire and security drills are held twice each month at irregular intervals throughout the school year. Students and staff are not notified of safety drills. Students should remember these basic rules:

- check the instructions in each classroom indicating route of exit in case of fire
- walk with no talking quickly and quietly to designated areas.

These drills are mandated and essential to the safe operation of the school building and should be taken seriously by all students and staff. These drills are unannounced to both students and staff. In the event that a situation arises that these safety procedures must be executed, parents will be notified via the School Messenger Program and given specific information and directions as to how to proceed.

Parents will receive an email notification of all monthly security drills once each drill is completed.

Building Evacuation:

In the event that conditions in the community or school necessitate a site evacuation, students will be moved to our secondary evacuation site. From that point a reunification point will be set for parents to pick up their children.

USE OF BULLETIN BOARDS AND OUTDOOR SIGN

It is the policy of the Board of Education to allow the use of bulletin boards and the outdoor sign for any activity related to Deal School. The bulletin boards and outdoor sign will not be used for political or religious purposes. Requests will be on a first come basis with school activities given first preference. Requests need to be made to the Principal of the school.

ANIMALS ON SCHOOL PROPERTY

The Board of Education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils.

Pets are not permitted on school district grounds, except by the express permission of the Superintendent/Principal. Without such permission, a pet owner who brings or permits his or her animal on school grounds or in classrooms has committed an act of

trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

The Board directs the Principal to give notice regarding the prohibition of pets by posting appropriate signs on school property. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property, and any pet owner whose animal is present on school property in violation of this policy.

TIME SCHEDULE-ALL GRADES

8:15 AM	Students enter building
8:20 AM	Morning Meeting
8:38 AM	W.I.N. Period
9:08 AM	Class Begins
11:45 AM	Lunch and Noon Recess
3:10 PM	Dismissal

***All of the above guidelines and procedures are subject to administrative discretion when implementing and enforcing.**