

Deal School District
201 Roseld Avenue
Deal, New Jersey 07723
732-531-0480

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Ms. Alexis Moskov, Grade 1
Mrs. Francie Illiano, Grade 2
Mrs. Heather Campo, Gr. 3
Mrs. Christina Robbins, Gr. 3–5 Math
Mrs. Courtney Magner, Gr. 4–5 LAL/Reading
Ms. Tiffany Quackenbush, Gr. 6–8 Math
Ms. Tiffany Graham, Gr. 3–8 Social Studies
Dr. Gary Cicci, Gr. 3–8 Science
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Ms. Amanda Hules, Instructional Aide

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Mrs. Susan Passarella, Basic Skills Instruction
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Mrs. Natasha Bloomquist, Music
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Intervention

Ms. Claire Lucarelli, Guidance Counselor
Mrs. Christine Priest, Social Worker
Mrs. Maryann Baumann, School Nurse
Dr. Bernard Bragen, Director of CST



Student & Parent
Handbook
2019–2020

www.dealschool.org

Each person who receives a copy of this Student and Parent Handbook is asked not to lend or give the handbook or the information contained within to anyone who does not have children in the school. Please respect this request as it is meant to protect our children. Your cooperation is appreciated.

SCHOOL CLOSING – INCLEMENT WEATHER

The announcement of “*no school due to inclement weather*” or “*delay in opening of school*” will be on our website beginning at 6:30 a.m. You will also be notified via school messenger, a service that will call each home.

Do not call the Fire Department or Police station as this seriously interferes with their emergency work. If you do not hear the radio announcement, or get a call before 7:30 a.m., you should contact your classroom parent(s).

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 telephone call phone chain as is used 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. **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.

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. The PTO also issues a savings bond to each 8th grader who has been on the High Honor Roll for three consecutive years. We look forward to your continued support in these areas.

3. **Change of Address**

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

4. **Forms**

Parents are asked to complete a packet of forms sent 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 are kept confidential.

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**

Cars should line up on the Northeast side of Roseld Avenue and enter the school grounds through the driveway and circle. *Children are to be dropped off in front of the school only. Please do not leave your car while in line. The same routine will be observed at dismissal. 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 sidewalk side of the driveway. 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 by the parents and brought to the 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 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. When in doubt about any regulation, please contact the school to clarify the issue.
2. If you wish to have a conference with the teacher or principal, contact the Main Office for an appointment

13. **Conferences**

Conferences will be scheduled with the parents of each child. Either the teacher(s) or individual parents may request other conferences if necessary and/or desired.

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 personal responsibility. Help, at times, may be necessary but do not discourage self reliance.

16. **Recess**

Students in Grades K-2 may bring healthy snacks and drinks from home for recess.

17. Milk and Lunch Program

Students may purchase milk for snack time in grades K-3. Milk at lunchtime may also be purchased on a daily basis. Sodexo will be running the lunch program for Deal School. Each child will be given an ID number so that parents can monitor their lunch account online at www.payforit.net.

18. 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 stop in the Main Office before entering the building. 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.

19. 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 and parents will be required to take them home to correct the situation. The school administration 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 who fit the above categories.

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. No hats, jackets, hoods, or coats should be worn indoors except in cases of emergency.
4. 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.
5. 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.
6. 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.
7. Bermuda shorts and culottes that look like shorts may be worn in school; however, length shall extend to at least the fingertips of students when arms are placed at their sides.
8. Dresses and shirts shall conform to the same length requirements as shorts.
9. Skin-tight or spandex-style cut-offs or swimsuits shall not be worn during school hours.
10. Mini-skirts, bare midriffs, tube tops and halters are not allowed in school.
11. Tank tops, tube tops, and halters are not permitted. At least 2 inch shoulder straps are permitted.
12. 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.
13. 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 access to the Internet for all students, faculty, and staff. Students must have written permission from at least one parent/guardian to access the Internet at school. The use of the Internet 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. A Student/Parent Acknowledgement must be signed at the beginning of each school year for every student not allowed to use the Internet. In addition, a student accessing the Internet from the school site is responsible for all online activities that take place throughout their use.

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

Bullying, Harassment Intimidation (HIB)

Deal School will not tolerate any form of harassment, intimidation and/or bullying at any time. As 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 is:

- a. Reasonable 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**
- b. By any other distinguishing characteristics, and that**
- c. 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, that 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 or physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear or 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 with, report it 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
- Click on 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 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 counselor.

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 and safety of all pupils who attend the school. The school's primary goal is to educate, not to discipline; however, when the behavior of

an individual pupil 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 and control within their classroom and adjacent areas, where necessary. All necessary referrals for disciplinary action shall meet with the Safety Team.

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.

DETENTION

Detention shall be defined as: The keeping of a pupil during lunch/recess hours for disciplinary reasons within the supervision of a teacher.

1. Student will receive a detention notice at least one (1) day prior to detention time. The notice **must be signed** by parent/guardian and returned to the teacher that assigned the detention.
2. Detention takes precedence over ***ALL*** other school activities.
3. Detention will be served during Lunch/Recess period
4. Accumulation of five (5) days of detention will result in a conference with the student, parent/guardian, superintendent and Safety Team to discuss corrective behavior.
5. Accumulation of 10 detentions within a half year period will result in an automatic suspension. A conference with the student, parent/guardian, Principal and Safety Team will be held to discuss loss of privileges.

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 monitor progress and identify areas in need of modification. This is a pro-active step prior to teacher referral.

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 detentions 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 detentions 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 8th grade class trip.)

BEHAVIORAL GUIDELINES

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

1. Use of obscene/profane language
2. Being disrespectful to school personnel
3. Harassing/name calling of another student
4. Conduct which is a danger to oneself or others
5. Chewing gum on school property
6. Wearing of hats in school
7. Spitting, throwing food, and disregard of lunchroom rules
8. Unsanitary use of lavatory facilities
9. Being tardy for school (3 times late equals (1) day of detention)
10. Being tardy for or failure to report for detention will result in (1) extra day of detention
12. Use of cell phones for any reason without permission after 3 incidents, suspensions is considered. Cell phones should remain in student lockers
13. Leaving the school building during the day without permission

Under certain circumstances, disciplinary action stronger than detention is warranted. Suspensions will be imposed by the Core Team and Principal.

Suspension shall be defined as: Suspension period shall be served inside or outside of school and off school premises. The student placed on outside suspension shall remain within the supervision of his or her parent/guardian. The student will not be permitted to be on school property or attend any school activity.

1. Students will go home with work from the core subject areas:
MATH – SOCIAL STUDIES – ENGLISH – SCIENCE – SPANISH
2. Any quizzes/tests or other work missed in class during time of suspension will be made up at the teachers' discretion.
3. After the suspension has been served, a conference will be held with the students, parent/guardian, Principal, and Safety Team to discuss corrective behavior.
4. One (1) suspension equals ten (10) detentions (tardies not included).
5. A student on outside suspension will not be permitted on school property.

SUSPENSION RULES

1. Open defiance of the authority of any teacher or persons having authority over the pupil
2. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils
3. Physical assault upon another pupil or upon any teacher or other school employee.
4. Taking, or attempting to take, personal property or money from another pupil or staff member
5. Willfully causing, or attempting to cause, substantial damage to school property
6. Unlawful use of possession of alcohol, drugs or tobacco
7. Scholastic dishonesty, which includes but is not limited to cheating on a test or plagiarism
8. Throwing objects unless part of a supervised school activity that can cause bodily injury or damage property
9. Using or processing electronics signaling and cellular radio communication devices. Electronic signaling devices include pocket and all similar electronic paging devices; cell phones are not to be turned on during school hours

10. Using, possessing, distributing, purchasing or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia
11. 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 should remember these basic rules: a) check the instructions in each classroom indicating route of exit in case of fire; and b) walk with no talking quickly and quietly to designated areas. These drills are mandated and essential to the safe operation of the school building. 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 how to proceed.

Evacuation

In the event that conditions in the community or school necessitate a site evacuation, students will be moved to the Deal Country Club. 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 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 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 |
| 8:40 AM | Class Begins |
| 11:24 AM | Lunch and Noon Recess |
| 12:12 PM | Classes resume |
| 3:10 PM | Dismissal |

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