

J. Spencer Smith School



Handbook

2023-2024

Smith School main number:

201-816-7715

Smith School Address:

101 Downey Drive, Tenaflly, NJ 07670

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Table of Contents

Introduction	2
Statement of Philosophy	3
Smith School Expectations	4
Acceptable Use Policy	5
Arrival and Dismissal	5
Walking to School	6
Car Line Procedures	6
Parking	8
Attendance	8
Early Dismissal	9
Absences Unexcused	9
Back to School Night	9
School Age Child Care	9
Bicycle Guidelines	10
Blackboard Communications	10
Care Plus	10
Child Study Team	10
Class Celebrations	10
Communication	11
Conferences	11
Dress Code	11
Elementary Code of Conduct	12
Field Trips	12
Forgotten Items: No drop off	12
Genesis Parent Portal	12
Gift Donations	13
Health Office	13
Harassment, Intimidation, and Bullying	15
Home School Association	15
Homework	16
Intervention and Referral Services	16
Lunch	17
Pandemic Response	17
Pictures	18
Program of Studies	18
Standardized Testing	18
Student Programs	18
Technology	19
Valuables	19
Visitors	19

Introduction

Smith Elementary School is one of four elementary schools in the Tenaflly School District. Smith students range from Kindergarten through grade five. Students move up to Tenaflly Middle School for grades six through eight. Students culminate their learning at Tenaflly High School in grades nine through twelve.

At Smith School, we strive to create a safe and respectful learning environment for all of our students and staff. The Smith Student handbook is a communication tool to support your student's success at school. This handbook is not all-inclusive; however, you will find valuable information regarding guidelines and procedures. Some links have been embedded to district webpages, including Board of Education policies and regulations. Visit the district website to find more information including our superintendent's messages. Please take some time to review the student handbook with your Smith student(s) as appropriate.

In addition to the Smith School handbook, please review the Elementary Program of Studies which is located on our website under the Parents tab. At Smith School, we focus on students' social-emotional learning and academic progress. Smith teachers challenge students at their level in a variety of ways enhancing their knowledge and developing their skills. In Tenaflly, we use a standardized based report card, which can be found on our Assistant Superintendent's website. In addition, be sure to view the departmental websites and Rubicon Atlas that houses the district curriculum.

In Tenaflly, we utilize Genesis as our student management system and the Blackboard communication platform to contact families. You can set your preferences to receive calls, emails, and text information. Please make sure that your Genesis parent contact information and emergency contacts are updated so you don't miss pertinent and timely information. The district also utilizes social media platforms such as Facebook, Twitter, and Instagram. Parents can get an inside look into special events and school activities through shared videos and photos. Follow us at j.spencersmith on Instagram.

All Tenaflly teachers, including our specialists, special services professionals, and resource teachers have websites. We look forward to meeting with our Smith parents/guardians on Back to School Night to provide additional information for this upcoming school year. We are so excited to share in the learning with our students and strive to make each day amazing! Please do not hesitate to reach out to us when you have questions. Especially when it comes to the health and safety of our students.

Statement of Philosophy

Smith seeks to develop a community where students and adults value, pursue and acquire knowledge while learning to accept and respect each other. We value a learning environment that encourages academic achievement and quality.

- We value a love of learning.
- We value problem finding, problem-solving, and critical thinking skills.
- We value a stimulating learning environment that encourages self-direction.
- We value cultural richness in the curriculum.

We value a nurturing environment.

- We respect ourselves.
- We respect and value our community's diversity.
- We cooperate and support one another.
- We value honesty and personal integrity.

Student Version

We try to create a community where students and adults learn and want to learn while respecting each other. We value a learning environment that encourages students to do their best work.

- We value a love of learning.
- We value deep thinking and problem-solving.
- We value an exciting learning environment that encourages independent thinking.
- We value all people and their ways of life.

We value a friendly environment.

- We respect ourselves.
- We respect and value our differences.
- We cooperate and support one another.
- We value honesty

Smith School Expectations

Be Responsible

- Arrive at school each day on time
- Ask questions when you don't understand
- Complete homework carefully and thoughtfully
- Follow school and classroom rules
- Hand in assignments on time
- Listen when directions are given
- Learn from your mistakes
- Practice healthy habits
- Support a healthy learning environment
- Take ownership of your learning
- Tell an adult when you or someone else needs help
- Walk safely and quietly in the school
- Walk on the sidewalks on school property

Be Respectful

- Appreciate and value our differences
- Be sensitive to the needs and feelings of others
- Include everyone
- Maintain personal space and respect boundaries
- Respect other people's property
- Settle differences in a peaceful manner
- Speak kindly of others
- Treat others how you would like to be treated
- The power of your words matters, use your words wisely
- Use a quiet voice in the hallway
- Use appropriate language

**Have fun
&
Make today amazing!**

Acceptable Use of Technology [Policy 2361](#)

Arrival & Dismissal

Arrival Times

- Drop off students before 8:20 AM. Students should arrive at school between 8:20 and 8:35 AM. They are considered late after the 8:40 AM bell.
- Students who need early drop-off must register for SACC. (see pg. 9)
- Students who arrive at school before the entry bell must wait outside their assigned entry door unless special arrangements have been made with a teacher.

Entry and Dismissal Doors

Front Door 1: Grade 2 and K

[Front View Click Here](#)

Front Door 2: Grade 1 and PAWS

Back Door 3: Grade 5

[Rear View Click Here](#)

Back Door 4: Grade 4

Back Door 5: Grade 3

Dismissal

Times: Regular Dismissal Day 8:30 a.m. - 3:10 PM

Early Dismissal Day 8:30 a.m. - 12:45 PM

- All parents are required to indicate student dismissal permission on the Genesis Parent Portal.
- Kindergarten and first-grade students are dismissed via direct release and are not to use the car line.
- Direct release students are handed off to a responsible adult or arrangements have been made with the teacher to hand off the student to a responsible older sibling. Students will only be released to parents/caregivers or an adult listed on the Genesis emergency contact list. If the individual is not listed in Genesis, a request must be received from the parent/caregiver in writing.
- Check the school and district calendar for early dismissal days.
- Students who need late pick-up must register for SACC. (see pg. 9)

Changes to Dismissal

- Please notify the main office of changes to dismissal before 1:00 PM each day.
- We must share these changes with the classroom teacher or specialist teacher responsible for your student's dismissal; waiting until the last minute to share information with us increases the possibility that a message could be missed and that your student may miss a ride home.

Walking To School

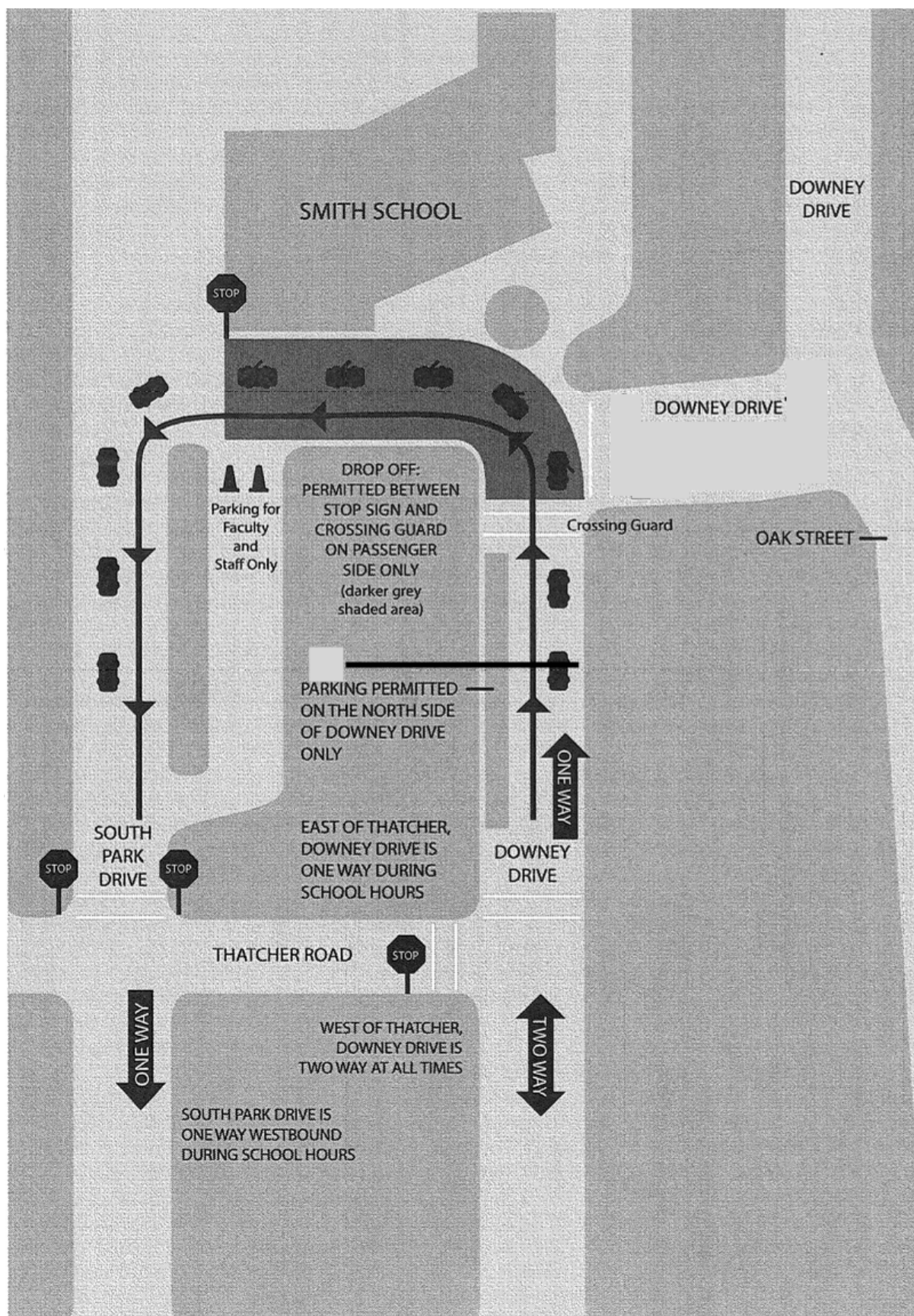
- Parents are encouraged to walk the school route with their students at the start of the school year. Please promote safety and point out possible hazards.
- Students who walk to school must cross only at the following intersections with the assistance of adult crossing guards.
 - Engle Street and Oak Street
 - Leroy Street and Churchill Road
 - Smith School at the Downey Drive jug handle (before the traffic circle)

Crossing guards are on duty the following hours:

Regular schedule	7:45 AM - 9:00 AM	2:45 PM - 3:45 PM
Early dismissal:	7:45 AM - 9:00 AM	12:30 PM - 1:30 PM
Delayed opening	10:00 AM - 11:00 AM	2:45 PM - 3:45 PM

Car Line Guidelines

- Downey Drive will be a one-way street, eastbound, from the corner of Thatcher Road to Smith School, on school days from 8:00 a.m. to 4:00 p.m.
- Downey Drive will be a two-way street, westbound from the corner of Thatcher Road to Engle Street, on school days from 8:00 a.m. to 4:00 p.m.
- The circle by the Kindergarten door is closed to traffic.
- The drop-off lane will form on the south side of Downey Drive (even-numbered addresses) extending as far back as necessary.
- Students can exit vehicles along the sidewalk. Do not have students exit your vehicle until you are on school property.
- **Students who use the drop-off lane must be able to exit their cars from the passenger side without any assistance from their parents.**
- **Adult passengers should not exit their vehicles on the car line.**
- If your student is unable to exit the vehicle without parental assistance, please park on the north side of Downey Drive and walk your student to their entry door.
- Do not block driveways on Downey Drive.
- An alternate drop-off zone is available on Leroy Street.
- Drivers wanting to use the afternoon carpool line should line up on the south side of Downey Drive, starting at the main entrance stairs.
- As cars pull into the pickup zone, students must enter the passenger side only.
- No passing is permitted in the carpool lane.
- The area directly in front of the main entrance is reserved for school buses only.



Parking

- For safety reasons, the faculty parking lot and exit lane cannot be used for either student drop-off or pick-up under any circumstances.
- Do not double park on the car line or streets.
- No parking is permitted in handicapped parking spaces unless you have a handicapped parking pass.
- No parking or drop-off is permitted in the fire zones.

Attendance

- The law requires attending school regularly for all elementary school-age students. Daily attendance is essential to a student's learning success.
- To report your student's absence or lateness, please notify the school nurse, prior to 8:30 AM. You may send an email or leave a voicemail (201-816-7718). The message should include your student's full name, grade, and reason for being absent/late.
- If you have advanced notice of absence/tardy please include the dates and email the school secretary, school nurse, and your student's homeroom teacher.
- A doctor's note is required if a student is out for more than three (3) consecutive days for a medical reason. The note must include the reason for the absence and provide clearance for a safe return to school.
- An excused tardy (i.e.: dentist, doctor, etc.) note must indicate the day of the appointment and the doctor's/dentist's phone number on their professional stationery so it can be verified.
- A student must be present in school for a minimum of four (4) hours of instructional time to be given credit for a day's attendance. Students must be signed into school by 11:00 AM and cannot be signed out before 12:30 PM in order to receive credit for a day's attendance. [Attendance Policy 5200](#) [Attendance Regulation R 5200](#)

Late to School

- All students entering school after 8:40 AM must report to the office for a late pass before they can enter class.
- To report your student's absence or lateness, notify the nurse, prior to 8:30 AM.
- You may send an email or leave a voicemail (201-816-7718). Your message should include your student's name, grade, teacher's name, and reason for absence or lateness.
- Tardiness is discouraged, however, it is much better to arrive late rather than miss a school day. [Tardiness Policy 5240](#) [R 5230 Late Arrival and Early Dismissal](#)

Early Dismissal

- A written request from the parent is necessary for early dismissal from school.
- Students must be picked up and signed out at the school office.

Early Dismissal Days

- Early dismissal dates are detailed on the district/school calendar.
- Please make arrangements for a 12:45 PM dismissal on designated days.
- Students must be picked up on emergency dismissal days and released only to a parent or an authorized adult.

[Attendance 5200 Student Policy R5200](#) [Tardiness 5240 Student Policy](#) [Late Arrival and Early Dismissal](#) [Late Arrival Early Dismissal](#) [Emergency School Closing and Delayed Openings](#)

Absences Unexcused

- Families should plan vacations during scheduled breaks so as not to incur an unexcused absence. Families who take students on vacation while school is in session must notify the principal and the school nurse in advance.
- Teachers are not required, nor are expected to provide homework or classwork for students who are absent due to a trip/vacation.
- Should parents or guardians find it necessary to be away from home, the name of a temporary guardian should be registered in writing with the main office secretary in case of an emergency.

Back-to-School Night (BTSN)

- Parents/Guardians are encouraged to attend Back-to-School night to meet their student's teachers and specialists.
- An outline of school and grade level objectives and expectations will be shared.
- Please arrange for childcare when attending BTSN.
- Back to School Night is not an opportunity for parent-teacher conferencing.

Before and After School Age Child Care (SACC)

- The BOE sponsors a School Age Child Care (SACC) Program for K-5 students.
- Morning SACC program is available between 7:30 a.m. and 8:30 a.m.
- The afternoon SACC program is available from 3:10 p.m. until 6:00 p.m.
- SACC will be in session on the afternoons on half days.
- For additional information about the program and its fees, please call (201) 816-4526. [SACC / About SACC](#)

- **Bicycle Guidelines**

- At the discretion of parent/guardian, students may ride their bicycles to school.
- Students who are in grades 3-5 may ride their bicycles to school.
- State law requires that all students must wear a bicycle safety helmet.
- It is recommended that students bring a lock and secure their bicycles.
- Students are to place their bicycles in the bicycle rack located near the circle.
- Plan your student's route. Review the rules of the road. [NJ Bicycling Manual](#)

Blackboard Mass Notification System

- Includes school and district communications, such as school closings, delayed openings, and emergency response notifications.
- Parents and guardians are responsible to update their contact information.
- Blackboard directions can be found under the Parents tab on the district website

Bus Service

- Smith School does not provide bus transportation between home and school.
- Parents may arrange for private bus service individually.

Care Plus

- Smith School has a district Care Plus clinician.
- Care Plus offers a wide range of onsite services including counseling and school clearance assessments.
- Care Plus clinicians create tailored learning environments, based on the needs of the student and the school. [Community Outreach/Care Plus](#)

Child Study Team and Special Services

- The Child Study Teams consist of a learning disabilities consultant, a psychologist, and a social worker. Special Services is located in Central Office.
- A parent, teacher, or another professional may initiate a referral for diagnostic evaluation and testing of a student by the Child Study Team.

Class Celebrations/School Events

- A class celebration is only permitted with teacher planning and permission.
- No birthday celebrations in school. Do not send in food for birthday celebrations.
- Consult with the teacher before planning any food or refreshments.
- Healthy snacks that promote nutrition are encouraged. No candy is permitted.
- Prepared foods shall not contain peanuts or tree nuts and shall be accompanied by and displayed with a list of ingredients used. [R8505 SCHOOL NUTRITION](#)

Class/Personal Invitations

- Personal celebrations/birthday invitations are not to be distributed in school.
- If the teacher is consulted and the full class invited, an exception may be made.
- No one should ever feel left out at school.

Concerns

- Please share any concerns or complaints directly with the teacher/staff member.
- The teacher/staff member will address concerns and notify the principal.
- If the concern cannot be resolved with the teacher or staff member, please report the matter to the principal. [Public Complaints and Grievances](#)

Communication

- School communication is primarily handled through Blackboard and your Genesis guardian email.
- Students may bring home notices or flyers in their backpacks in their folders.
- Parents should register for the "Smithsonian", the HSA weekly newsletter, to receive updates. To be added to the distribution list, email: smithschoolhsa@gmail.com
- Our faculty work with students and collaborate with colleagues to achieve student success. Instructional time is of the utmost importance to student growth. Faculty will respond to emails by the end of the next school day at the latest.
- Emergencies please call the main office at 201-816-7715

Conferences

- Parent-teacher conferences are an integral part of communicating student progress and working together to support your student.
- During the school year, there are two scheduled parent-teacher conferences. Conferences are held in December and March. Virtual meetings are available.
- You may request additional conferences as needed by calling the school or by emailing the teacher, nurse, or counselor directly. [Conferences Policy 9280](#)

Dress Code

- Dress should not be distracting to the learning environment. Clothing tops and bottoms must meet and allow for active movement.
- Students should refrain from wearing short shorts, short shirts, and/or clothing that reveal undergarments.

- Students must wear safe shoes/sneakers to school (no flip-flops, slippers, or sneakers with wheels, etc.)
- Clothing with indecent/objectionable writing, pictures, or slogans (hate speech, violence, profanity, etc.) is not permitted. Policy 5511 [Dress and Grooming](#)

Elementary Code of Conduct

The guidelines for our elementary [Code of Conduct](#) are posted on the school website. Policy 5600: [Student Discipline/Code Of Conduct](#)

Field Trips

- Students may be involved in field trips as an extension of a classroom activity or enrichment of the curriculum.
- Parental permission is required and necessary if your student is to be included.
- Local field trip forms are signed off on the Genesis Parent Portal.
- Scholarship funds are available through the HSA and arranged confidentially through the principal.
- Events are contingent upon current world events, health and district protocols, safety, and availability of spaces. [Field Trips Policy 2340 R 2340](#)

Forgotten Items

All Tenaflly schools have a protocol of **no “drop-off”** of items of any kind. When a student or parent forgets an item for school, this is an opportunity to learn from a mistake and promote personal responsibility. In an effort to reduce interruptions to students and staff and maintain building security, we appreciate your cooperation. Students need to be prepared at home for their entire school day. This practice will help students build independence and responsibility.

- No drop-offs are permitted for hot lunches, homework, books, instruments, and other personal or school items. The teachers/staff will work with the student to modify expectations for the day.
- Prescription eyeglasses or medical items are the only exceptions for drop-off. Please call the nurse prior to your arrival at the school.

Genesis

- Families must become familiar with the Genesis Student Management System.
- Report cards, attendance, permissions, and class placements are found here.
- Parents must register for the Parent Portal by accessing the Genesis system through the main website: www.tenafllyschools.org

- Students receive report cards three times a year. All report cards are standards-based and rubrics can be found on the district website.

Gift donations

- If a community member would like to donate to the school, please contact the building principal to discuss. Donations are subject to Board of Education approval. [Gifts, Grants, Donations Policy 7230](#)
- More appropriate than gifts, the BOE recognizes the writing of letters to teachers and staff members expressing gratitude or appreciation.

Health Office

- The phone number for the full-time nurse at Smith School is 201-816-7718.
- The health office hours are Monday through Friday 8:30 AM - 3:20 PM
- Please contact the school nurse as soon as possible in regards to changes in medications, illness, allergies, and injuries.
- The school doctor visits Smith School as needed and is consulted regarding health problems and health records.
- If the nurse is not present, other trained personnel will handle medical problems.
- Please refer to the School Nurse web page for further school health-related information. [School Nurse Webpage](#)

Medication

- New Jersey Law requires that the school nurse dispense all medications. Most medications can be given at home, before and after school. The nurse will administer medication only if it is necessary during school hours.
- An adult must bring the medication to the school nurse in its original pharmacy container.
- Medicine will be kept locked in the Health Office.
- Students are never permitted to keep medication with them while in school. Medication forms, which must be completed by the doctor and the parents prior to administration, are available from the Health Office.
- **Medication will not be given without a physician's note and written parent permission.** [Policy 5330 Regulation 5330](#)

Head Lice

- A student will be sent home if they are diagnosed with head lice.
- Treatment must include a special shampoo to kill the lice and nits.

- All nits must be removed within 3 days to prevent the student's re-exclusion from school.
- Please contact the school nurse immediately if you discover lice, to prevent them from becoming an epidemic in the school. [Policy 8454](#)

Health Care Plans

- The nurse is available for conferences with parents/guardians concerning any food allergies, health issues, or concerns regarding their student.

Illness/Injury During School Hours

- When a student becomes ill during school hours, a school official will notify a parent or guardian.
- Parents are required to come into the school office to pick up their student(s) and sign out the student(s) on the log sheet.
- Parents who are unable to pick up a sick student must arrange for one of the emergency contacts previously identified and listed in Genesis.

Keeping Your Student Home

- If your student is sick during the night or is not feeling well in the morning, please keep him/her home and notify the school nurse at (201) 816-7718. This will also prevent others from becoming ill.
- If your student has a fever over 100 degrees, they must be kept home until the temp. has been normal without medication for at least 24 hours.
- Any vomiting or diarrhea should be reported to the school nurse. The student should stay home for a full 24 hours without any symptoms prior to coming to school.

Medical Screenings

- Screening is a simple, quick method of identifying students who may require professional attention.
- Screening should not be regarded as a thorough examination. Hearing and vision screening is done for all students. If a student is suspected of having a vision or hearing problem, the nurse sends a referral card home.
- Each spring the nurse screens fifth graders for scoliosis.

Physical Examinations

- Physical examinations are required for students by a pediatrician prior to kindergarten and third grade. Submit documentation to the school nurse.
- Students should have a tuberculin skin test as part of their physical.
- All students transferring from out of the state or country are required by state law to have a Mantoux tuberculin test.
- The State requires that all students show evidence of having immunizations. [Immunization Policy 5320 R 5320](#)

- The nurse will weigh and measure each student annually and keep a copy of student health records.

HIB

- The school counselor serves as Smith School's Anti-Bullying Specialist.
- The HIB reporting form is located on our school website's main page.
- If the HIB behavior is an immediate threat to the safety of the target/victim, please call and report this behavior to the principal or local law enforcement as soon as possible. Policy 5512: [Harassment, Intimidation, and Bullying](#)

Home School Association (HSA)

- The Home School Association (HSA) is the official parent-school group.
- Meetings are open to all parents/guardians.
- HSA meetings are held every other month, alternating between the second Tuesday at 7:00 p.m. and the second Friday at 9:15 a.m.
- Meetings will be held in the school library, as current school scheduling and health policies permit, or virtually via Zoom.
- Membership dues are collected at the beginning of the school year to cover operational costs.
- Volunteer and parent engagement opportunities are available. Please consider joining a committee or becoming a committee leader.
- The HSA welcomes the active participation of parents who wish to help as class parents, executive board members, Committee Chairs, and volunteers at various school events held throughout the year.
- The Smith School HSA Newsletter, "The Smithsonian," is emailed each Sunday evening. It includes weekly events and other school information.
- The HSA supports the school with approved enrichment programs and special projects. This is made possible through fund-raising events and parent volunteer committees.
- HSA Scholarships are available for those in need through the Principal's office. All scholarship information will remain confidential.
- Smith School has a diverse and varied program of assemblies and special events in music, art, science, and theater, as well as an annual week-long residency, supported entirely by HSA funds. [Policy 9210 HSA Website](#)

Home Instruction

- Bedside instruction, under the supervision of the Child Study Team, is available for any student who is absent from school for more than two weeks.

- Please notify the school principal or case manager as soon as possible, so that an appropriate program may be initiated for the student. [Policy 2412](#) [R2412](#)

Homework

- The purpose of homework is to reinforce and enhance the learning process. Homework creates a sense of independence, self-discipline, and responsibility.
- Students are expected to complete their homework on their own. Parents should check only to make sure that it is finished.
- If a student has worked diligently on a challenging assignment but is unable to complete it, simply write a note indicating that to the teacher, who will then work with you and your student to finish the assignment. [Homework R 2330](#)

District guidelines:

Kindergarten	15 minutes (by spring)
Grades 1 & 2	15-30 minutes
Grade 3	30-45 minutes
Grade 4	45-60 minutes
Grade 5	60 minutes

Insurance

- Accident insurance is available in Sept. to all students through the BOE.
- Participation is voluntary. The insurance forms must be returned promptly to the school indicating whether you wish to participate.

Intervention and Referral Services (I&RS)

- The purpose of the I&RS is to address any possible concerns teachers may have regarding their student's academic, social, or emotional functioning.
- Parents/Guardians can request their student be brought before the I&RS team by contacting the student's teacher or principal.
- The school guidance counselor serves as the facilitator of the Intervention and Referral Services Team.
- Team Members typically include but are not limited to the Principal, Guidance Counselor, Referring Teacher, I&RS team teacher, classroom teachers, special education teacher, school nurse, etc.
- Based on meetings with teachers, the I&RS team develops case-specific strategies for use in regular education classrooms. Teachers then implement these strategies according to I&RS recommendations.
- Parents are informed about the progress of their students through contact with the student's teachers. If the strategies are not effective, interventions may be revised in additional team meetings.

- If it is suspected that the student is potentially educationally disabled, a referral will be made to the Child Study Team. [Policy 2417 Student I&RS](#)

Lunch

- Students are under the supervision of lunch aides and faculty members.
- The HSA sponsors a lunch program during the school year. Information will be sent home at the beginning of the year.
- Students may bring in a bag lunch from home.
- Milk distribution is through a state-sponsored milk program. One percent milk is made available to purchase for all students.
- Milk forms are sent home twice a year, in September and January for sign-up and pre-payment. Please refer to the district website.
- Scholarship funds are available should you need financial assistance.
- Grades K-5 are scheduled to eat in the multi-purpose room.

SCHEDULE	LUNCH	RECESS
11:30 AM - 11:52 AM	Grade 5	Grade 3 & 4
11:52 AM - 12:15 PM	Grade 3 & 4	Grade 5
12:20 PM - 12:42 PM	Grade K & 1	Grade 2
12:42 PM - 1:05 PM	Grade 2	Grade K & 1

Lost And Found

- Please label all of your student's belongings.
- Lost articles are turned in to the school office and placed in the lost and found box. The box is next to the gym door closest to the main entrance.
- For health reasons, the box will be emptied several times a year and unclaimed articles will be donated to charity.

Pandemic Response

- Students and staff will follow state, local, and district health guidelines/protocols as directed.
- The most up-to-date information can be found on the district website.

Pictures

- Annual class and individual student photographs are taken commercially.
- Photos are used for Genesis for identification purposes.
- Photo purchases are optional. Scholarship funds are available.

Play Areas

- A grass field and a playground are located on the upper field behind the school.
- Rose Jung Park, a playground for young students, is located near the parking lot.

Program of Studies

Visit the school [website](#) to view the Elementary Program of Studies.

Standardized Testing Program.

- The State of New Jersey's Student Learning Assessments (NJSLA) is administered in the spring of third, fourth, and fifth grade.
- In New Jersey, all third graders are tested in literacy and mathematics; all fourth graders are tested in literacy, mathematics, and science, and all fifth graders are tested in literacy and mathematics. [NJSLA Parent Resources](#)

Student Programs

- An organized Safety Patrol composed of fifth-graders helps the students to observe safety rules in the morning. Patrol members are trained to report problems to the classroom teacher, their advisor, or the principal. Safety Patrol begins at 8:20 a.m. Policy 5860 [Safety Patrol](#)
- The Student Council is a service organization open to fourth and fifth graders. Members meet with their advisors at least once a month. The Student Council promotes school spirit, citizenship, and responsibility to the community. The Student Council strives to make Smith School and the wider world a better school through projects and activities.
- The HSA sponsors a variety of clubs for two sessions during the school year. Information about club offerings will be sent home at the beginning of the year. This program is organized by HSA volunteers and operates at the principal's discretion.
- The Tenaflly Recreation Department sponsors a variety of activities throughout the year, several of which are held at Smith School.

Technology

- Students are assigned a Chromebook for use at school.
- Chromebooks and school technology are to be utilized for instructional purposes only, as directed by the faculty and staff.
- Students are discouraged from bringing personal technology (ebooks, games, and/or smartphones/watches, etc.) to school. Personal technology must be kept in lockers or backpacks and turned off for the entire school day.
- Student use of phones and other personal communication devices is not permitted. Students who violate this rule will have the device confiscated.
- In order for students to have access to computer technology during the school year, parents are required to complete the annual update form giving their student permission to use the computers. Policy 2361 [Acceptable Use of Technology](#)

Valuables

- Parents/guardians are requested not to permit their students to bring valuables or cash to school.
- Please label clothing, books, and personal items.
- Smith staff and the Board of Education are not responsible for lost items.

Visitors

- No visitors are permitted in school buildings without being scheduled.
- The door monitor will scan the driver 's license/photo ID and confirm the appointment.
- Visitors must ring the exterior doorbell and announce their full name and purpose for entering the building. (Door 2 Main Office)
- The visitor pass must remain visible and be worn at all times.
- Cell phones must be turned off before entering the school.
- Families may be invited for classroom visitation, celebrations, or workshops during the year.
- Visitors are required to return the visitor's badge to the door monitor upon exiting the building
- Do not park in the staff lot. [R9150 School Visitors](#)

Note: This handbook is not all-inclusive. Please visit the District BOE webpage to find all district policies.